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1. Overview and Introduction

This building program is for a new community library to serve the rapidly growing unincorporated communities of Acton and Agua Dulce in rural northern Los Angeles County. The new library will provide a facility where previously only bookmobile service has been available for a population that grew by 256% between 1980 and 2000. The Acton/Agua Dulce Library will be located in the community of Acton.

The County Library's facilities needs assessment has included a long-range proposal for a library facility in the Acton/Agua Dulce vicinity. Based on an initial community needs assessment, this plan originally proposed a facility of 10,000 square feet. The proposed library size was increased by 875 square feet to accommodate community needs determined in follow-up needs assessment activities during 2002 and 2003. At completion of the programming phase, the proposed community library was established at 10,921 square feet.

The site approved for the new community library by the Board of Supervisors is on Crown Valley Road in Acton. This site is within one mile north of Sierra Highway, a major east-west thoroughfare through Acton, and is within one-quarter mile of the Antelope Valley Freeway (State Highway 14), the major north-south thoroughfare in the area. The single parcel provides approximately 1.5 acres of land. This site is conveniently located for both Acton and Agua Dulce residents and meets all criteria set by the community during the needs assessment process.

Community Needs

Acton and Agua Dulce are two neighboring unincorporated communities located in northern Los Angeles County. Acton is south of the Antelope Valley Freeway (State Highway 14) near Soledad Pass, between the San Gabriel and Sierra Pelona Mountains. Agua Dulce is north of the Antelope Valley Freeway, bordering the Santa Clarita Valley community of Canyon Country. Both Acton and Agua Dulce are rural communities whose residents enjoy the small town atmosphere. These geographically isolated communities do not have a public library. They currently receive library service from the County of Los Angeles Public Library's Santa Clarita Valley Bookmobile, which visits various locations in Acton and Agua Dulce an average of 65 hours monthly.

The building program for the new Acton/Agua Dulce Library is based upon community needs. The program incorporates those needs, including the availability of a Community Learning Center especially for elementary school, junior high school, and high school students. The building design also incorporates space to foster reading readiness in young children as well as life long learning in adults and seniors. In addition, the planning team has been

careful to provide adequate space to address the need for people to meet and interact with others in their community and to participate in public discourse about community issues.

The population of the Acton/Agua Dulce library service area is more homogeneous, ethnically and racially, than the population of the County of Los Angeles as a whole. A majority of the residents (81.6%) reported a non-Hispanic Caucasian ancestry in the 2000 United States Census. The percentage of residents who reported a Hispanic ancestry in the 2000 United States Census was 11.4%. The service area also has a smaller representation of African-Americans and Asians than the County, California, and the United States. Overall, English language proficiency indicators are higher than the averages for the state and nation. Only 4.3% of the service area population over the age of five speaks English “not well” or “not at all”, a much lower percentage than for Los Angeles County, California, and the nation. The poverty levels in Acton and Agua Dulce are also lower than those of Los Angeles County, California, and the United States.

Academic Performance Index scores for the elementary, junior high, and high schools serving the library service area are higher than those of comparable schools in the state. This is reflected in the fact that the percentage of residents, age 25 and older who are high school graduates is higher than the percentages for Los Angeles County and California. Further, 61% of the residents age 25 and older in Acton and Agua Dulce have had some college, or hold a college or graduate degree, which is higher than the percentages for Los Angeles County (51%), California (57%), and the United States (52%).

During needs assessment activities, such as community meetings, focus groups, and surveys, residents of the Acton and Agua Dulce communities described the types of services they wanted their new library to provide. Based on the results of the needs assessment, four service responses have been designated as the focus of the new library. These service responses, in alphabetical order, are: Commons, Current Topics and Titles, Formal Learning Support, and Lifelong Learning. A brief description of each service response follows.

Commons – A library that provides a Commons environment enhances the ability of residents to meet and interact with others in their community and to participate in public discussion of community issues. In isolated, rural areas, such as Acton and Agua Dulce, civic infrastructure is limited or non-existent. Public meeting space for government agencies and community groups and cultural activities is difficult to find, and scheduling conflicts are common. A library would provide easily accessible, affordable meeting space for all types of community gatherings, thus enhancing a sense of community among area residents.

Current Topics and Titles – A library that provides Current Topics and Titles helps fulfill community residents' appetites for information about popular culture and social trends and their desire for satisfying recreational experiences.

Formal Learning Support – A library that offers Formal Learning Support helps students who are enrolled in a formal program of education, or who are pursuing their education through a program of homeschooling, to attain their educational goals.

Lifelong Learning – A library that provides Lifelong Learning service helps address the desire for self-directed personal growth and development opportunities.

The County of Los Angeles and the Acton-Agua Dulce Unified School District have entered into a joint use cooperative agreement to establish a Community Learning Center that will concentrate on meeting the needs of students in grades K-12. Information services, homework assistance, and computer training will be provided. In addition to having access to a noncirculating collection of core textbooks, students will also have access to the other print materials and electronic resources in the library.

To support these service responses, the Acton/Agua Dulce Library will need to provide a variety of services and collections in appropriate spaces. These spaces will require pertinent adjacencies, furniture, and equipment, as well as a suitable esthetic design.

The Building

The spaces, services, and collections of the Acton/Agua Dulce Library will address the service needs of the area through a community library specifically designed for children, teens, adults, and seniors. The library will provide spaces for a variety of uses and activities by all community residents. Library spaces have been designed to maximize the use of self service as appropriate for this community.

In addition to an information desk and a customer service desk to serve library users, the building's spaces and features will include the following:

Children's Seating and Collections

Children will have a distinct seating area with appropriately sized furniture for study and reading, with computers and appropriate materials nearby. Preschoolers will have an attractive space for seating and for story time activities.

Young Adult Seating and Collections

Teens will have an area designed for their study and casual reading needs. Tables, carrels, and a media viewing/listening station will be provided in this area. Special audiovisual and periodical collections will augment teens' use of the general collections. This target audience will also make heavy use of the Community Learning Center and a room available for group study.

Adult Seating and Collections

Adults will have seating in an area physically separated from those spaces designed primarily for use by young adults and by children. In addition to study seating in this area, lounge chairs will be available near the magazines and newspapers.

Community Learning Center

The Community Learning Center will provide younger children, teens, and adults with access to electronic databases, the Internet, career materials, and assistance and training in locating learning resources. The Community Learning Center will be located in a prominent space that will be easily accessible for its users.

Spanish Language Collection

A small Spanish collection, targeted to the specific needs of the communities' residents, will provide Spanish language material in both print and audiovisual formats. Spanish materials will be housed and displayed in a prominent location. Nearby seating will facilitate family and individual use.

Local History

The development of a local history collection will be an important asset for both communities. The collection will document the history of the area including long time families such as the Brevidoro family who donated the land for the Library

Special Collections on Animal Husbandry and Agribusiness

Materials on animal husbandry, with an emphasis on equine subjects, and agribusiness will provide residents with materials of personal and business interest. These subject materials were identified in the community needs assessment as being of special interest to the residents.

Group Study Room

A room designed for study and community use will provide space for a variety of needs. This room will be available for quiet study and group study, as needed. Community groups will have access to this space, which can be used after public service hours.

Community Meeting Room

A larger space, designed for a wide variety of uses, will be available for community resident use and for library sponsored programs. The room will contain wall display space for art exhibits. A kitchen will provide food preparation facilities for groups using this room. The space also will be the location for occasional large book sales by the Friends of the Library, who will have an office and a small space for ongoing sales elsewhere in the building. A storage room for furniture and equipment used in the Community Meeting Room will be adjacent.

The Community Meeting Room will contain all necessary technology for presentations and distance learning.

Patio Area

A large patio area will be accessible from the Community Meeting Room and Library. When weather conditions permit, this area will provide expanded space for community events or library activities.

Staff Areas

Service support areas will include a staff workroom, a Community Library Manager's Office, a staff lounge, staff rest rooms, and a storage/supply room. Other building support areas will include the main communications room, the mechanical equipment room, the delivery vestibule, and the custodial workroom.

Lobby

Space will be designed to accommodate display cases for community displays of local history, culture, etc.

The Program and the Design

A building program typically serves as a guidebook to the architects and engineers who design a facility. The program statement describes a building through words and quantities. The design professionals interpret its narrative and numbers as they fashion the building. Their creative expression is the physical rendering of the facility as a linked set of functional spaces within a structural envelope. It is the common goal of the building programmer and the design professionals to ensure that the results of their work appropriately interpret the needs of their mutual client and well serve the facility's intended uses.

This document describes the essential elements for the new community library. It spells out the needed spaces; enumerates the furniture, equipment, and collections that will populate those spaces; and outlines the services and service

environment for this important community facility. It is the task of the design professionals to apply the building program's contents in designing the new library. This design application will result in a unique structural expression, one that evolves from several sources—including the skills and creativity of the designers, the opportunities and challenges presented by the chosen site, the project budget, and the narrative and numbers in the building program.

The Library Building Team

The primary team for the Acton/Agua Dulce Library Project included the staff of the County of Los Angeles, the architectural firm of Tetra Design Inc., and the library consultant firm of Dubberly Garcia Associates, Inc. Each work group executed their respective roles and interacted continuously to develop a building program and facility design that respond to the specific needs of the rapidly growing unincorporated communities of Acton and Agua Dulce in rural northern Los Angeles County.

The County of Los Angeles work group included staff from the County Library and the Department of Public Works. The principal library building team member from the Department of Public Works' Project Management Division was David Palma, Project Manager. Principal library building team members from the County Library included:

- Margaret Donnellan Todd, County of Los Angeles Public Library, County Librarian.
- Wendy Romano, County of Los Angeles Public Library, Assistant Director, Public Services.
- David Flint, County of Los Angeles Public Library, Assistant Director, Finance and Planning.
- Robert F. Seal, County of Los Angeles Public Library, Assistant Library Administrator, Facilities Planning and Development.
- Luis Adan, County of Los Angeles Public Library, Capital Projects Manager.
- Josefina B. Reyes, County of Los Angeles Public Library, Regional Administrator, North Region.

Principal members of the architectural team of Tetra Design Inc. included:

- Robert H. Uyeda, FAIA, President, Tetra Design Inc.
- Ian Iorgulescu, Project Architect.
- Andrea Rawlings, AIA, Project Manager.

An independent consultant for Tetra Design Inc. facilitated focus groups and conducted a survey for the project. In addition, the County Library used the services of several library consultants at various points in the project.

Community needs drove the entire building planning process, starting with the early work of County Library staff on the development of the County of Los Angeles Public Library's county-wide library facilities needs assessment. The Needs Assessment document provided the basis for initial discussions among County staff and architectural team members about a community library for the Acton/Agua Dulce vicinity. The first planning action steps included focused discussions by community residents. An independent consultant for Tetra Design Inc. facilitated focus discussion sessions. The focus sessions were attended by a variety of team members, including: Andrea Rawlings, the project manager for Tetra Design Inc.; Josefina B. Reyes, Regional Administrator for the North Region of the County of Los Angeles Public Library; and other County Library staff. An independent consultant for Tetra Design Inc. also conducted a survey in the community to learn more about residents' needs and preferences for their new library.

Several open community meetings were led by Andrea Rawlings to discuss residents' needs and to solicit their opinions on the design for the library that will serve the Acton/Agua Dulce vicinity. Library staff, including County Librarian Margaret Donnellan Todd, also attended these meetings.

Developing the library building program and designing the facility were closely linked synergetic tasks driven by community needs, the County Library's county-wide library facilities needs assessment, and County building standards and technology guidelines. The building program was prepared through an interactive process, with the library consultants working collaboratively with the architects and County Library staff. This building program incorporates the priorities and practices of the County of Los Angeles Public Library.

The County Library staff, the architects, and the library consultants interacted both on-site and on-line in developing a program and a design that reflect the priorities expressed by the residents of the Acton/Agua Dulce library service area. Community priorities are especially evident in the Community Learning Center, the community meeting room, the special collections area on animal husbandry and agribusiness, and the exterior areas for parking vehicles and hitching horses.

The Acton/Agua Dulce Library will meet the community's expressed desire for services and spaces that address their need for:

- A Commons environment where residents can meet and interact with others in their community and participate in public discourse about community issues.
- A collection of materials on current topics and titles that will provide satisfying recreational experiences and information about popular culture and social trends.

- Formal learning support for students who are enrolled in a formal program of education or who are pursuing their education through a program of homeschooling.
- Lifelong learning services that support self-directed personal growth and the pursuit of developmental opportunities.

Project Time Schedule

The County anticipates the following project schedule:

1) Site Acquired	11/05/03
2) Schematic Plans Completed	01/21/05
3) Design Development Completed	04/12/05
4) Working Drawings (90%)	09/19/05
5) Construction Documents Completed	01/04/06
6) Project Advertised for Bids	01/31/06
7) Start of Construction	05/22/06
8) Estimated Mid-point of Construction	11/04/06
9) Completion of Construction	04/19/07
10) Opening of Library	08/06/07
11) Final Fiscal and Program Review	12/05/07

Conclusion

The Acton/Agua Dulce Library Project has been developed specifically for the residents of the rapidly growing unincorporated communities of Acton and Agua Dulce in rural northern Los Angeles County. Although this community library will offer the same quality service available throughout the County of Los Angeles Public Library, the Acton/Agua Dulce Library facility and its services, collections, and technology will be tailored to the priorities of the residents of Acton and Agua Dulce—residents who need, want, and deserve the important benefits that this new library will bring to their communities and individual lives.

Allocation of the Library's Book Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<u>Adult/Young Adult</u>	<u>70.19%</u>	<u>31,025</u>	<u>27.01%</u>	<u>22,644</u>	<u>8,688</u>
Browsing					
New Books	1.63%	720	50.00%	360	8
New Books (Face Out)	0.07%	30	0.00%	30	1
Careers					
Careers	1.13%	500	33.00%	335	6
Homework Collection	1.13%	500	35.00%	325	8
Textbook Collection (Reserve)	0.51%	225	0.00%	225	8
Fiction					
Fiction	5.66%	2,500	30.00%	1,750	8
Large Print					
Large Print	1.70%	750	25.00%	563	8
Non-Fiction					
Non-Fiction	44.57%	19,700	25.00%	14,775	8
Paperbacks					
Paperbacks	4.52%	2,000	35.00%	1,300	16
Ready Reference					
Ready Reference	0.45%	200	0.00%	200	6
Reference					
Reference	2.26%	1,000	0.00%	1,000	6
Spanish Language					
Spanish Language	1.13%	500	25.00%	375	8
Special					
Special Books	0.79%	350	30.00%	245	8
Young Adult					
Young Adult Fiction	1.13%	500	33.00%	335	13
Young Adult Non-Fiction	0.68%	300	33.00%	201	11
Young Adult Paperbacks	2.83%	1,250	50.00%	625	16

<u>Children/Juvenile</u>	<u>29.81%</u>	<u>13,175</u>	<u>30.09%</u>	<u>9,210</u>	<u>15.71</u>
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Children's Easy Readers

Children's Easy Readers	1.58%	700	20.00%	560	20
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Children's Paperbacks

Children's Paperbacks	2.26%	1,000	40.00%	600	16
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Children's Picture Books

Children's Picture Books	3.17%	1,400	20.00%	1,120	20
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Children's Reference

Children's Reference	0.62%	275	0.00%	275	8
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Children's Spanish Language

Children's Spanish Language	0.23%	100	20.00%	80	20
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Juvenile Fiction

Juvenile Fiction	6.11%	2,700	25.00%	2,025	13
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Juvenile Non-Fiction

Juvenile Non-Fiction	15.84%	7,000	35.00%	4,550	13
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Totals:	<u>100.00%</u>	<u>44,200</u>	<u>27.93%</u>	<u>31,854</u>	<u>10.8</u>
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Allocation of the Library's Multimedia Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<u>Adult/Young Adult</u>	<u>79.00%</u>	<u>4,740</u>	<u>46.84%</u>	<u>2,520</u>	<u>24.17</u>
Audio Book Compact Disc					
Audio Book CD (CD ROM)	13.33%	800	35.00%	520	25
Audio Compact Disc (CD)					
Audio Compact Disc (CD)	26.50%	1,590	50.00%	795	25
CD-ROM					
CD-ROM	4.17%	250	50.00%	125	25
DVD					
DVD	25.00%	1,500	50.00%	750	25
Young Adult					
Media Kit (Audio Cassette W/ Book)	5.00%	300	40.00%	180	20
Young Adult Audio Compact Disc (CD)	5.00%	300	50.00%	150	25
<u>Children/Juvenile</u>	<u>21.00%</u>	<u>1,260</u>	<u>50.24%</u>	<u>627</u>	<u>24.2</u>
Audio Compact Disc (CD)					
Audio Compact Disc (CD)	1.67%	100	35.00%	65	25
CD-ROM					
CD-ROM	2.50%	150	67.00%	49	25
DVD					
DVD	12.83%	770	50.00%	385	25
Juvenile International Language					
Juvenile International Languages	0.67%	40	30.00%	28	26
Media Kits					
Media Kit (Audio Cassette W/ Book)	3.33%	200	50.00%	100	20
Totals:	<u>100.00%</u>	<u>6,000</u>	<u>47.55%</u>	<u>3,147</u>	<u>24.2</u>



Allocation of the Library's Periodical Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<u>Adult/Young Adult</u>	<u>90.57%</u>	<u>48</u>	<u>0.00%</u>	<u>48</u>	<u>1</u>
Current Magazines					
Current Magazines	66.04%	35	0.00%	35	1
Current Newspapers					
Current Newspapers	5.66%	3	0.00%	3	1
Young Adult Current Magazines					
Young Adult Current Magazines	18.87%	10	0.00%	10	1
<u>Children/Juvenile</u>	<u>9.43%</u>	<u>5</u>	<u>0.00%</u>	<u>5</u>	<u>1</u>
Children's Current Magazines					
Children's Current Magazines	9.43%	5	0.00%	5	1
Totals:	<u>100.00%</u>	<u>53</u>	<u>0.00%</u>	<u>53</u>	<u>1</u>



Shelving the Library's Collections

TYPE

CATEGORY	Projected Volumes on Shelf	Volumes/ Linear Foot	SHELVING UNIT QTY	SqFt/ UNIT	TOTAL SqFt
Volume Type Shelving Type					
Book					
<u>ADULT/YOUNG ADULT</u>	<u>22,644</u>	<u>8.69</u>	--	--	<u>1,662</u>
Careers					
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	335	6	4	12	48
Fiction					
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	1,750	8	6	18	108
Homework Collection					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	325	8	2	18	36
Large Print					
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	563	8	5	12	60
New Books					
48" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves	360	8	2	32	64
New Books (Face Out)					
48" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves	30	1	1	32	32
Non-Fiction					
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	14,775	8	52	18	936
Paperbacks					
Paperback Rotor Tower SF 66" Shelving Unit 2 Rotor towers w/ 6 tiers per tower in a SF shelving unit	1,300	16	5	12	60
Ready Reference					
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top	200	6	4	12	48
Reference					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	1,000	6	6	18	108
Spanish Language					
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels	375	8	3	12	36
Special Books					
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves 3'W x 12"D unit w/end panels	245	8	2	12	24
Textbook Collection (Reserve)					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	225	8	1	18	18



TYPE

<u>CATEGORY</u>	Projected Volumes on Shelf	Volumes/ Linear Foot	<u>SHELVING</u>		TOTAL
Volume Type Shelving Type			UNIT QTY	SqFt/ UNIT	SqFt
<u>Book</u>					
<u>ADULT/YOUNG ADULT</u>	<u>22,644</u>	<u>8.69</u>	--	--	<u>1,662</u>
Young Adult Fiction					
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	335	13	2	12	24
Young Adult Non-Fiction					
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	201	11	2	12	24
Young Adult Paperbacks					
Paperback Rotor Tower SF 66" Shelving Unit 2 Rotor towers w/ 6 tiers per tower in a SF shelving unit	625	16	3	12	36
<u>CHILDREN/JUVENILE</u>	<u>9,210</u>	<u>15.7</u>	--	--	<u>546</u>
Children's Easy Readers					
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top	560	20	4	12	48
Children's Paperbacks					
Paperback Rotor Tower DF 66" Shelving Unit 4 Rotor towers w/ 6 tiers per tower in a DF shelving unit	600	16	2	18	36
Children's Picture Books					
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top	1,120	20	7	12	84
Children's Reference					
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	275	8	2	18	36
Children's Spanish Language					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	80	20	1	18	18
Juvenile Fiction					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	2,025	13	6	18	108
Juvenile Non-Fiction					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	4,550	13	12	18	216
<u>Totals for Book:</u>	<u>31,854</u>	<u>10.83</u>	--	--	<u>2,208</u>



TYPE

<u>CATEGORY</u>	Projected Volumes on Shelf	Volumes/ Linear Foot	<u>SHELVING</u> UNIT SqFt/ QTY UNIT		TOTAL SqFt
Volume Type Shelving Type					
Multimedia					
<u>ADULT/YOUNG ADULT</u>	<u>2,520</u>	<u>24.2</u>	--	--	<u>138</u>
Audio Book CD (CD ROM)					
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 audio CD's / box	520	25	2	12	24
Audio Compact Disc (CD)					
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 audio CD's / box	795	25	3	12	36
CD-ROM					
CD-ROM SF 66" Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 CD-ROM's / box	125	25	1	12	12
DVD					
DVD 66" SF Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 DVD's/box	750	25	3	12	36
Media Kit (Audio Cassette W/ Book)					
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top	180	20	1	18	18
Young Adult Audio Compact Disc (CD)					
CD-ROM SF 66" Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 CD-ROM's / box	150	25	1	12	12
<u>CHILDREN/JUVENILE</u>					
Audio Compact Disc (CD)					
Audio Compact Disc (CD) SF 45" Shelving Unit 3'Wx12"D unit W/3 Sliding Browser Boxes - 96 audio CD's/box	65	25	1	12	12
CD-ROM					
CD-ROM SF 45" Shelving Unit W/ 3 Sliding Browser Boxes 3'Wx12"D unit W/3 Sliding Browser Boxes - 96 CD- ROM's/box	49	25	1	12	12
DVD					
DVD SF 45" Shelving Unit W/ 3 Sliding Browser Boxes 3'W x 12"D unit - 96 DVD/box	385	25	2	12	24
Juvenile International Languages					
CD-ROM SF 66" Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 CD-ROM's / box	28	26	1	12	12
Media Kit (Audio Cassette W/ Book)					
Media Kit (Audio Cassette W/ Book) SF 45" Shelving 3'Wx12"D unit W/2 Rods - 20 media kits/rod	100	20	1	12	12
<u>Totals for Multimedia:</u>	<u>3,147</u>	<u>24.18</u>	--	--	<u>210</u>



TYPE

<u>CATEGORY</u>	Projected Volumes on Shelf	Volumes/ Linear Foot	<u>SHELVING</u> UNIT SqFt/ QTY UNIT		TOTAL SqFt
Periodical					
<u>ADULT/YOUNG ADULT</u>	<u>48</u>	<u>1</u>	--	--	<u>84</u>
Current Magazines					
36" Aisle SF 66"H Magazine Display Shelving W/ 3 Shelvs 3"W x 12"D unit w/ flip up sloping shelf & shelf underneath	35	1	4	12	48
Current Newspapers					
36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelv 3"W x 12"D unit w/ fixed sloping shelf	3	1	1	12	12
Young Adult Current Magazines					
36" Aisle SF 66"H Magazine Display Shelving W/ 3 Shelvs 3"W x 12"D unit w/ flip up sloping shelf & shelf underneath	10	1	2	12	24
<u>CHILDREN/JUVENILE</u>	<u>5</u>	<u>1</u>	--	--	<u>12</u>
Children's Current Magazines					
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelvs 3"W x 12"D unit w/ flip up sloping shelf & shelf underneath	5	1	1	12	12
<u>Totals for Periodical:</u>	<u>53</u>	<u>1</u>	--	--	<u>96</u>



Supercategory Space Allocation

SUPERCATEGORY	NET Assignable Sq. Ft.	NON Assignable Sq. Ft.	Total Gross Sq. Ft.	% of Gross Sq. Ft.
MEETING ROOMS	1,245	316	1,561	14%
READER'S SEATS	1,165	296	1,461	13%
SHELVING	2,514	638	3,152	29%
SPECIAL PURPOSE	1,083	275	1,358	12%
STAFF WORKSPACE	1,197	304	1,501	14%
TECHNOLOGY	1,506	382	1,888	17%
Totals:	8,710	2,211	10,921	100%

Non-Assignable Square Footage @ 20% of Gross



Totals for Item Types

Meeting Rooms

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Chair, Child's Stacking 14"w x 14"d	25	5	125
Chair, Conference Room At conference table - 26"w x 28"d	6	0	0
Chair, Meeting Room - Stacking 25"w x 21"d	75	12	900
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	1	60	60
Table, Conference 72"w x 36"d x 29"h (4 to 6 Person)	1	160	160
Table, Meeting Room 60"w x 30"d x 29"h - folding	12	0	0



Totals for Item Types
Reader's Seats

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Chair, Child's 14"w x 13"d x 10-16"h	4	0	0
Chair, Juvenile 16"w x 16"d x 16-18"h	8	0	0
Chair, Lounge 36"w x 36"d	9	35	315
Chair, Reader's 21"w x 21"d	28	0	0
Chair, Rocking 20"w x 31"d	1	20	20
Table, Children's 60"w x 36"d x 21-26"h (4 Person)	1	80	80
Table, Drum 16"diameter x 15" - 24"h	3	10	30
Table, Juvenile 60"w x 36"d x 27"h (4 Person)	2	80	160
Table, Reader's 60"w x 36"d x 29"h (4 Person)	7	80	560



Totals for Item Types *Shelving*

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	2	18	36
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	28	18	504
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top	1	18	18
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	52	18	936
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	6	18	108
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelvs 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	1	12	12
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top	15	12	180
36" Aisle SF 66"H Magazine Display Shelving W/ 3 Shelvs 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	6	12	72
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	13	12	156
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves 3'W x 12"D unit w/end panels	2	12	24
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels	3	12	36
36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelv 3'W x 12"D unit w/ fixed sloping shelf	1	12	12
48" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves	3	32	96
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 audio CD's / box	5	12	60
Audio Compact Disc (CD) SF 45" Shelving Unit 3'Wx12"D unit W/3 Sliding Browser Boxes - 96 audio CD's/box	1	12	12
CD-ROM SF 45" Shelving Unit W/ 3 Sliding Browser Boxes 3'Wx12"D unit W/3 Sliding Browser Boxes - 96 CD-ROM's/box	1	12	12
CD-ROM SF 66" Shelving Unit W/ 4 Sliding Browser Boxes 3'W x12"D unit - 96 CD-ROM's / box	3	12	36
DVD 66" SF Shelving Unit W/ 4 Sliding Browser Boxes 3'W x12"D unit - 96 DVD's/box	3	12	36
DVD SF 45" Shelving Unit W/ 3 Sliding Browser Boxes 3'W x12"D unit - 96 DVD/box	2	12	24



Totals for Item Types

Shelving

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Media Kit (Audio Cassette W/ Book) SF 45" Shelving 3'Wx12"D unit W/2 Rods - 20 media kits/rod	1	12	12
Paperback Rotor Tower DF 66" Shelving Unit 4 Rotor towers w/ 6 tiers per tower in a DF shelving unit	2	18	36
Paperback Rotor Tower SF 66" Shelving Unit 2 Rotor towers w/ 6 tiers per tower in a SF shelving unit	8	12	96



Totals for Item Types *Special Purpose*

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Atlas Case 31"w x 25"d x 43"h w/ 5 shelves	1	25	25
AV Bin, Depressible In public service desk	2	0	0
Bench, Lobby (2 Person) 52"w x 22"d x 18"h	1	0	0
Book Bin, Depressible In Circulation Desk	2	0	0
Book Truck 36"w x 24"d	3	10	30
Bulletin Board	6	0	0
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	18	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	8	0	0
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	2	0	0
Cash Register	1	0	0
Clock Wall-mounted	6	0	0
Coat & Hat Rack	1	20	20
Commode Rest room	9	0	0
Cutting Board, Kitchen 22"w x 18"d x 1"h	1	0	0
Diaper Changing Counter 36"w x 18"d	3	0	0
Dictionary Table Top Stand 22"w x 14"d x 6"h wood	1	0	0
Directory Wall-mounted w/ changeable letters – 36" x 24"	1	0	0
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	3	15	45
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	3	20	60



Totals for Item Types *Special Purpose*

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
File Cabinet, Lateral (Two Drawer) 36"w x 18"d x 28"h	1	20	20
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	4	0	0
Game Rug	1	0	0
Garbage Bin, Interior	1	15	15
Globe, Desktop 14" diameter x 17"h	1	0	0
Hand Truck 23"w x 18"d x 51"h	1	0	0
In & Out Board Staff location	1	0	0
Key Cabinet 12"w x 5"d x 16"h	1	0	0
Lamp, Desk	1	0	0
Lamp, Table	8	0	0
Locker Unit 12"w x 12"d x 74"h (Two 36"h lockers)	7	5	35
Mailbox 18"w x 7"d x 18"h - secure for outgoing mail	1	0	0
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	2	0	0
Mirror Full length	2	0	0
Mirror, With Shelf Above counter	5	0	0
Paper Cup Dispenser 3" diameter x 18"h - Wall-mounted	1	0	0
Paper Towel Dispenser Wall-mounted	9	0	0
Preparation Counter 6'w x 30"d - against wall	1	40	40
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0
Queuing Space (Per Person)	20	6	120
Rack, Information 30"w x 18"d x 25"h - countertop	1	0	0
Rack, Literature Display Handout Wall-mounted	3	0	0



Totals for Item Types *Special Purpose*

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Recycling Bin	3	15	45
Recycling Bin - In Counter	1	0	0
Refrigerator	2	20	40
Full-sized - 32"w x 36"d x 68"h w/ freezer			
Safe, Wall	1	0	0
17"w x 16"d x 13"h			
Shelving, Industrial	3	10	30
SF 36"w x 24"d x 84"h steel w/ 6 shelves			
Shelving, Industrial	5	15	75
SF 36"w x 24"d x 84"h steel w/ 6 shelves			
Shelving, SF 58"h Bookstore Display	4	21	84
36" aisles - 3'w x 20"d w/5 angled shelves, wood			
Shelving, SF 90"h Steel W/ 7 Shelves	5	12	60
3'w x 12"d unit			
Sign, Announcement	1	0	0
Free standing			
Sink And Counter	9	0	0
Rest room			
Sink With Garbage Disposal	1	0	0
36"w x 24"d - In counter.			
Sink, In Counter, With Garbage Disposal	2	18	36
36"w x 24"d - In counter.			
Sink, Mop	1	6	6
Sink, Utensil Washing	1	54	54
108"w x 24"d Free standing N.S.F. approved all metal three-compartment metal sink w/two integral metal drainboards, and 8" minimum metal backsplash if against wall.			
Soap Dispenser	10	0	0
5"w x 4"d x 10"h - Wall-mounted			
Stall	6	0	0
Rest room			
Stool, Kick-Step	5	0	0
Stool, Step	1	2	2
Storage Cabinet	4	18	72
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)			
Stove Top & Oven, Electric	2	15	30
30"w x 26"d x 30"h - in counter			



Totals for Item Types
Special Purpose

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Supply Cabinet 36"w x 30"d	2	18	36
Typewriter, Electric 22"w x 18"d x 8"h	1	0	0
Urinal	3	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
White Board (Egan Board) 4' x 10' - erasable marker board	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	16	0	0
Cabinets, Below Counter 1 linear foot x 24"d	10	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24" d	6	0	0
Chair, Café	4	0	0
Chair, Library Director's High back high quality	1	0	0
Chair, Staff Lounge 36"w x 36"d	2	35	70
Chair, Task Low back mid-quality with casters 25"w x 25"d	15	0	0
Chair, Visitor's	1	0	0
Chair, Visitor's	2	15	30
Desk, Department Head L-shaped with side return for computer & printer, 2 pedestals & pencil drawer.	1	50	50
Desk, Instructor's 60"w x 36"d	1	65	65
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	2	12	24
Shelving, SF 84"h Wood W/ 6 Shelves 3'w x 14"d unit	1	14	14
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	7	12	84
Stool	1	0	0
Table, Café Staff (4) - 36" diameter	1	65	65
Table, Work 96"w x 48"d x 29"h (4 Person)	1	170	170
Workstation, Circulation Book Return Desk 3'w x 30"d w/ 7' behind desk & 3.5' in front	2	40	80
Workstation, Circulation Check-Out Desk 4'w x 30"d w/ 7' behind desk & 3.5' in front	1	50	50
Workstation, Circulation Patron Registration Desk 4'w x 30"d w/ 7' behind desk & 3.5' in front	2	50	100
Workstation, Friends' Work Counter 4'w x 30"d - against wall	1	30	30



Totals for Item Types

Staff Workspace

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Workstation, Librarian I (Children's) 8' x 9' modular panels, 60"h, U-shaped, 30"d work surface w/keyboard carrier, 2 overhead storage bins, 2 pedestal units, 2 panel mounted shelves, and a visitor chair.	1	75	75
Workstation, Library Aide 6' x 6' modular panels, L-shaped, 30'd work surface w/keyboard carrier, 2 overhead shelves, and semi-circular conference/work table end unit.	4	40	160
Workstation, Library Assistant I 6' x 8'h modular panels, L-shaped work surface 30'd w/keyboard carrier, 2 overhead shelves, box/box/file pedestal unit and 2-tierwork surface.	1	50	50
Workstation, Reference Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80



Totals for Item Types *Technology*

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
ADA Assistive Listening System Accessories Hand-held or worn items for built-in system	2	0	0
ADA Reading Machine 17"w x 22"d x 9"h	1	0	0
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
Bar Code Reader, Fixed Mount	1	0	0
Bar Code Reader, Hand-Held	7	0	0
CD/Cassette Tape Player 17"w x 10"d x 7"h	1	0	0
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	27	0	0
Computer Keyboard Tray	1	0	0
Computer Swivel Base	1	0	0
Computer, OPAC Desktop CPU, mouse and keyboard w/15" flat screen monitor (COLAPL)	3	0	0
Computer, Public Desktop CPU, mouse and keyboard, w/15" flat screen monitor (COLAPL)	17	0	0
Computer, Staff Desktop CPU, mouse and keyboard w/17" flat screen monitor (COLAPL)	10	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 (COLAPL)	1	50	50
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	1	0	0
FAX Machine, Desktop 30"w x 17"d x 21"h w/expanded memory and speed dial	1	0	0
Fire Extinguisher, Halon Hand-held, wall-hung unit	1	0	0
Microphone, Lavalier Wireless	1	0	0
Print Release Station Includes PC Workstation with print manager, 15" LCD touch-screen monitor, and high quality laser printer	6	0	0
Printer, Laser (B&W)	4	0	0
Printer, Laser (Color)	3	0	0



Totals for Item Types *Technology*

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Printer, Receipt	2	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	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	1	0	0
Scanner, Flat	1	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 Desensitizer/Resensitizer Counter unit w/audible signal 20"w x 18"d x 7.5"h AC	2	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 Resensitizer Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h	1	0	0
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	2	0	0
Server, Desktop / Rack Mount 8"w x 20"d x 24"h	2	0	0
Sound Absorption Material 25"w x 2"d x 5'h	1	0	0
Technology Carrel 42"w x 30"d stand up print release station	6	30	180
Technology Carrel 42"w x 30"d (1 Person) stand-up w/ power & data management	2	35	70
Technology Carrel 51"w x 30"d (1 Person) sit-down w/ power & data management	5	45	225
Technology Carrel 71"w x 30"d (2 Person) sit-down w/ power & data management	8	60	480
Technology Carrel, Adjustable (Electrical) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	4	45	180
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	2	45	90
Telecommunications Backboard 8'w x 8'h wall-mounted fire-rated plywood	2	28	56
Telephone Handset	12	0	0
TV/VCR/DVD Player Wall mounted combination unit - 15"w x 15"d x 16"h w/screen = 19"-20"	2	0	0



Totals for Item Types *Technology*

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Video Cassette Player/Recorder 16"w x 11"d x 4"h	1	0	0
Video Conferencing System Mobile monitor, & camera w/ controls	1	25	25
Video, Flat Panel Plasma Display 42" for Video display	1	0	0



Project Cost Estimate with Details

Acton/Agua Dulce Library

BUILDING SQFT:
10,921

<u>COST/ SQ FT</u>	<u>BUDGET ACTIVITY Details</u>	<u>COST</u>	<u>PERCENTAGE OF TOTAL</u>
\$204.00	New Construction	\$2,227,884	51.95%
\$20.00	Site Development	\$218,420	5.09%
\$58.66	Furniture & Equipment	\$640,615	14.94%
\$5.00	Technology Cabling	\$54,605	1.27%
\$2.00	Signage	\$21,842	0.51%
\$17.92	Architectural & Engineering Fees 8.00% of Construction Contract	\$195,704	4.56%
\$1.12	Professional Construction Cost Estimator	\$12,232	0.29%
\$6.72	Construction Management	\$73,389	1.71%
\$5.28	Interior Design Fees 9.00% of Furniture and Equipment Cost	\$57,655	1.34%
\$13.44	Planning & Administration 6.00% of Construction Contract	\$146,778	3.42%
\$22.40	Contingency 10.00% of Construction Contract	\$244,630	5.70%
\$356.54	Project Cost Subtotal	\$3,893,754	90.79%
\$36.15	Inflation 2.00% Inflation Rate for 58 months	\$394,844	9.21%
\$392.69	Project Cost Estimate Total	\$4,288,598	100%



Division F&E and Shelving Cost Summary

LIBRARY DIVISION	DIVISION Cost	Percent of Total
ADULT SERVICES	\$81,310	13%
CHILDREN'S SERVICES	\$74,025	12%
COMMUNITY LEARNING CENTER	\$85,060	13%
COMMUNITY MEETING ROOM	\$69,125	11%
CUSTOMER SERVICE DESK AND STAFF WOR	\$186,165	29%
ENTRANCE AND ARRIVAL AREAS	\$11,140	2%
FICTION COLLECTION	\$8,490	1%
MAGAZINES AND NEWSPAPERS AREA	\$9,350	1%
MEDIA VIEWING AND LISTENING AREA	\$18,720	3%
NEW BOOK DISPLAY	\$6,050	1%
NONFICTION COLLECTION AND ADULT STU	\$37,740	6%
SPANISH LANGUAGE COLLECTION	\$1,065	0%
SPECIAL COLLECTIONS	\$680	0%
SUPPORT AREAS	\$40,560	6%
TEEN AREA	\$11,135	2%
Total Furniture & Equipment Costs:	\$640,615	100%



Space F&E and Shelving Cost Summary

<u>LIBRARY DIVISION</u>	Space Cost	DIVISION Cost
Space Name		
<u>ADULT SERVICES</u>		<u>\$81,310</u>
Copy Area	\$11,575	
Group Study Room	\$8,000	
Information Desk	\$10,900	
On-line Public Access Computer (OPAC)	\$21,100	
Reference Collection, Furniture and Equipment	\$29,735	
<u>CHILDREN'S SERVICES</u>		<u>\$74,025</u>
Children's Books, Magazines and Seating	\$32,330	
Children's Entrance (Interior)	\$430	
Children's Media Collection	\$3,330	
Children's On-line Public Access Computer (OPAC)	\$16,800	
Children's Reference Collection	\$770	
Children's Services Storage/Supply Closet	\$600	
Family Rest Room	\$0	
Preschooler/Young Children's Collection & Seating	\$7,075	
Storytelling Area	\$12,690	
<u>COMMUNITY LEARNING CENTER</u>		<u>\$85,060</u>
Community Learning Center Collection and Seating	\$85,060	
<u>COMMUNITY MEETING ROOM</u>		<u>\$69,125</u>
Community Meeting Room	\$41,025	
Kitchen	\$6,600	
Storage for Community Meeting Room	\$21,500	
<u>CUSTOMER SERVICE DESK AND STAFF WORKRO</u>		<u>\$186,165</u>
Community Library Manager's Office	\$9,020	
Customer Service Desk	\$97,790	
Customer Service Desk Storage/Supply Closet	\$2,500	
Returned Materials Browsing Area	\$1,065	
Self-Service Reserved Book Bay	\$710	
Staff Workroom	\$75,080	
<u>ENTRANCE AND ARRIVAL AREAS</u>		<u>\$11,140</u>
Friends of the Library Bookstore	\$4,510	
Public Entrance and Lobby	\$6,630	
Public Rest Rooms	\$0	



<u>LIBRARY DIVISION</u>	Space	DIVISION
Space Name	Cost	Cost
<u>ENTRANCE AND ARRIVAL AREAS</u>		<u>\$11,140</u>
<u>FICTION COLLECTION</u>		<u>\$8,490</u>
Fiction Collection and Seating	\$8,490	
<u>MAGAZINES AND NEWSPAPERS AREA</u>		<u>\$9,350</u>
Magazines and Newspapers Area	\$9,350	
<u>MEDIA VIEWING AND LISTENING AREA</u>		<u>\$18,720</u>
Media Collection	\$18,720	
<u>NEW BOOK DISPLAY</u>		<u>\$6,050</u>
New Book Display	\$6,050	
<u>NONFICTION COLLECTION AND ADULT STUDY S</u>		<u>\$37,740</u>
Nonfiction Collection and Adult Study Seating	\$37,740	
<u>SPANISH LANGUAGE COLLECTION</u>		<u>\$1,065</u>
Spanish Language Collection	\$1,065	
<u>SPECIAL COLLECTIONS</u>		<u>\$680</u>
Special Collection - Animal Husbandry/Agribusiness	\$680	
<u>SUPPORT AREAS</u>		<u>\$40,560</u>
Custodial Workroom	\$1,180	
Delivery Vestibule	\$7,120	
Loading Dock	\$0	
Main Communications Room	\$18,830	
Mechanical Equipment Room	\$0	
Staff Entrance	\$0	
Staff Lounge	\$12,830	
Staff Rest Rooms	\$600	
<u>TEEN AREA</u>		<u>\$11,135</u>
Teen Collection and Seating	\$11,135	
TOTAL FURNITURE & EQUIPMENT COSTS:		<u>\$640,615</u>



Cost Summary for all Furniture & Equipment and Shelving

Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
Inventory Items:			
ADA Assistive Listening System Accessories Hand-held or worn items for built-in system	2	\$750	\$1,500
ADA Reading Machine 17"w x 22"d x 9"h	1	\$3,000	\$3,000
Atlas Case 31"w x 25"d x 43"h w/ 5 shelves	1	\$1,600	\$1,600
AV Bin, Depressible In public service desk	2	\$900	\$1,800
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	\$475	\$475
Bar Code Reader, Fixed Mount	1	\$1,000	\$1,000
Bar Code Reader, Hand-Held	7	\$1,000	\$7,000
Bench, Lobby (2 Person) 52"w x 22"d x 18"h	1	\$600	\$600
Book Bin, Depressible In Circulation Desk	2	\$900	\$1,800
Book Truck 36"w x 24"d	3	\$500	\$1,500
Bulletin Board	6	\$280	\$1,680
Cabinets, Above Counter 1 linear foot x 24"d	16	\$300	\$4,800
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	18	\$325	\$5,850
Cabinets, Below Counter 1 linear foot x 24"d	10	\$400	\$4,000
Cabinets, Below Counter (Lockable) 1 linear foot x 24" d	14	\$425	\$5,950
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	2	\$2,500	\$5,000
Cash Register	1	\$600	\$600
CD/Cassette Tape Player 17"w x 10"d x 7"h	1	\$230	\$230
Chair, Café	4	\$200	\$800
Chair, Child's 14"w x 13"d x 10-16"h	4	\$200	\$800
Chair, Child's Stacking 14"w x 14"d	25	\$100	\$2,500
Chair, Conference Room At conference table - 26"w x 28"d	6	\$650	\$3,900



Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
<u>Inventory Items:</u>			
Chair, Juvenile 16"w x 16"d x 16-18"h	8	\$200	\$1,600
Chair, Library Director's High back high quality	1	\$650	\$650
Chair, Lounge 36"w x 36"d	9	\$1,200	\$10,800
Chair, Meeting Room - Stacking 25"w x 21"d	75	\$200	\$15,000
Chair, Reader's 21"w x 21"d	28	\$400	\$11,200
Chair, Rocking 20"w x 31"d	1	\$500	\$500
Chair, Staff Lounge 36"w x 36"d	2	\$1,200	\$2,400
Chair, Task Low back mid-quality with casters 25"w x 25"d	15	\$350	\$5,250
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	27	\$350	\$9,450
Chair, Visitor's	3	\$500	\$1,500
Clock Wall-mounted	6	\$150	\$900
Coat & Hat Rack	1	\$350	\$350
Commode Rest room	9	\$0	\$0
Computer Keyboard Tray	1	\$150	\$150
Computer Swivel Base	1	\$200	\$200
Computer, OPAC Desktop CPU, mouse and keyboard w/15" flat screen monitor (COLAPL)	3	\$2,000	\$6,000
Computer, Public Desktop CPU, mouse and keyboard, w/15" flat screen monitor (COLAPL)	17	\$2,000	\$34,000
Computer, Staff Desktop CPU, mouse and keyboard w/17" flat screen monitor (COLAPL)	10	\$2,000	\$20,000
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 (COLAPL)	1	\$7,000	\$7,000
Cutting Board, Kitchen 22"w x 18"d x 1"h	1	\$20	\$20
Desk, Department Head L-shaped with side return for computer & printer, 2 pedestals & pencil drawer.	1	\$2,200	\$2,200



Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
<u>Inventory Items:</u>			
Desk, Instructor's 60"w x 36"d	1	\$2,300	\$2,300
Diaper Changing Counter 36"w x 18"d	3	\$0	\$0
Dictionary Table Top Stand 22"w x 14"d x 6"h wood	1	\$235	\$235
Directory Wall-mounted w/ changeable letters – 36" x 24"	1	\$600	\$600
Dolly, Chair 2'w x 3'd w/ 10 - 20 chairs stacked	5	\$200	\$1,000
Dolly, Table 3'w x 2'd w/ 4 tables per dolly	3	\$500	\$1,500
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	1	\$800	\$800
FAX Machine, Desktop 30"w x 17"d x 21"h w/expanded memory and speed dial	1	\$1,800	\$1,800
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	3	\$700	\$2,100
File Cabinet, Lateral (Two Drawer) 36"w x 18"d x 28"h	1	\$600	\$600
Fire Extinguisher, Halon Hand-held, wall-hung unit	1	\$50	\$50
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	4	\$50	\$200
Game Rug	1	\$75	\$75
Garbage Bin, Interior	1	\$50	\$50
Globe, Desktop 14" diameter x 17"h	1	\$40	\$40
Hand Truck 23"w x 18"d x 51"h	1	\$150	\$150
In & Out Board Staff location	1	\$100	\$100
Key Cabinet 12"w x 5"d x 16"h	1	\$140	\$140
Lamp, Desk	1	\$200	\$200
Lamp, Table	8	\$250	\$2,000
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	1	\$2,500	\$2,500



Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
<u>Inventory Items:</u>			
Locker Unit 12"w x 12"d x 74"h (Two 36"h lockers)	7	\$0	\$0
Mailbox 18"w x 7"d x 18"h - secure for outgoing mail	1	\$75	\$75
Microphone, Lavalier Wireless	1	\$2,400	\$2,400
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	2	\$300	\$600
Mirror Full length	2	\$300	\$600
Mirror, With Shelf Above counter	5	\$0	\$0
Paper Cup Dispenser 3" diameter x 18"h - Wall-mounted	1	\$25	\$25
Paper Towel Dispenser Wall-mounted	9	\$0	\$0
Preparation Counter 6'w x 30"d - against wall	1	\$1,500	\$1,500
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	1	\$2,350	\$2,350
Print Release Station Includes PC Workstation with print manager, 15" LCD touch-screen monitor, and high quality laser printer	6	\$5,600	\$33,600
Printer, Laser (B&W)	4	\$600	\$2,400
Printer, Laser (Color)	3	\$2,300	\$6,900
Printer, Receipt	2	\$500	\$1,000
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	\$12,000	\$12,000
Queuing Space (Per Person)	20	\$0	\$0
Rack, Computer / Communications Equipment 36"w x 24"d x 60"h	2	\$1,500	\$3,000
Rack, Information 30"w x 18"d x 25"h - countertop	1	\$250	\$250
Rack, Literature Display Handout Wall-mounted	3	\$150	\$450
Recycling Bin	3	\$75	\$225
Recycling Bin - In Counter	1	\$75	\$75
Refrigerator Full-sized - 32"w x 36"d x 68"h w/ freezer	2	\$1,200	\$2,400
Router/Switch Rack-mounted - 8"w x 20"d x 24"h	1	\$3,500	\$3,500



Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
<u>Inventory Items:</u>			
Safe, Wall 17"w x 16"d x 13"h	1	\$500	\$500
Scanner, Flat	1	\$1,800	\$1,800
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 Desensitizer/Resensitizer Counter unit w/audible signal 20"w x 18"d x 7.5"h AC	2	\$3,200	\$6,400
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 Resensitizer Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h	1	\$360	\$360
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	2	\$28,000	\$56,000
Server, Desktop / Rack Mount 8"w x 20"d x 24"h	2	\$4,500	\$9,000
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	8	\$200	\$1,600
Shelving, SF 58"h Bookstore Display 36" aisles - 3'w x 20"d w/5 angled shelves, wood	4	\$550	\$2,200
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	2	\$265	\$530
Shelving, SF 84"h Wood W/ 6 Shelves 3'w x 14"d unit	1	\$1,350	\$1,350
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	12	\$355	\$4,260
Sign, Announcement Free standing	1	\$155	\$155
Sink And Counter Rest room	9	\$0	\$0
Sink With Garbage Disposal 36"w x 24"d - In counter.	1	\$0	\$0
Sink, In Counter, With Garbage Disposal 36"w x 24"d - In counter.	2	\$0	\$0
Sink, Mop	1	\$0	\$0
Sink, Utensil Washing 108"w x 24"d Free standing N.S.F. approved all metal three-compartment metal sink w/two integral metal drainboards, and 8" minimum metal backsplash if against wall.	1	\$0	\$0
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	10	\$0	\$0
Sound Absorption Material 25'w x 2"d x 5'h	1	\$1,000	\$1,000



Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
<u>Inventory Items:</u>			
Stall Rest room	6	\$0	\$0
Stool	1	\$450	\$450
Stool, Kick-Step	5	\$60	\$300
Stool, Step	1	\$50	\$50
Storage Cabinet 36"w x 18"d x 78"h	4	\$550	\$2,200
Storage Cabinet, Hazardous Materials 43"w x 18"d x 44"h - heavy duty 18 gauge welded steel (NFPA/OSHA)	1	\$450	\$450
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	2	\$500	\$1,000
Table, Café Staff (4) - 36" diameter	1	\$400	\$400
Table, Children's 60"w x 36"d x 21-26"h (4 Person)	1	\$950	\$950
Table, Conference 72"w x 36"d x 29"h (4 to 6 Person)	1	\$1,000	\$1,000
Table, Drum 16"diameter x 15" - 24"h	3	\$350	\$1,050
Table, Juvenile 60"w x 36"d x 27"h (4 Person)	2	\$950	\$1,900
Table, Meeting Room 60"w x 30"d x 29"h - folding	12	\$500	\$6,000
Table, Reader's 60"w x 36"d x 29"h (4 Person)	7	\$950	\$6,650
Table, Work 96"w x 48"d x 29"h (4 Person)	1	\$700	\$700
Technology Carrel 42"w x 30"d stand up print release station	6	\$1,500	\$9,000
Technology Carrel 42"w x 30"d (1 Person) stand-up w/ power & data management	2	\$1,800	\$3,600
Technology Carrel 51"w x 30"d (1 Person) sit-down w/ power & data management	5	\$2,500	\$12,500
Technology Carrel 71"w x 30"d (2 Person) sit-down w/ power & data management	8	\$4,000	\$32,000
Technology Carrel, Adjustable (Electrical) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	4	\$3,000	\$12,000
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	2	\$2,500	\$5,000



Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
<u>Inventory Items:</u>			
Telecommunications Backboard 8'w x 8'h wall-mounted fire-rated plywood	2	\$400	\$800
Telephone Handset	12	\$300	\$3,600
TV/VCR/DVD Player Wall mounted combination unit - 15"w x 15"d x 16"h w/screen = 19"-20"	2	\$600	\$1,200
Typewriter, Electric 22"w x 18"d x 8"h	1	\$320	\$320
Urinal	3	\$0	\$0
Video Cassette Player/Recorder 16"w x 11"d x 4"h	1	\$230	\$230
Video Conferencing System Mobile monitor, & camera w/ controls	1	\$19,000	\$19,000
Video, Flat Panel Plasma Display 42" for Video display	1	\$7,000	\$7,000
Waste Basket 13"w x 15"d x 15"h	2	\$20	\$40
White Board 3' x 6' - erasable marker board	1	\$500	\$500
White Board (Egan Board) 4' x 10' - erasable marker board	1	\$1,000	\$1,000
Workstation, Circulation Book Return Desk 3'w x 30"d w/ 7' behind desk & 3.5' in front	2	\$2,400	\$4,800
Workstation, Circulation Check-Out Desk 4'w x 30"d w/ 7' behind desk & 3.5' in front	1	\$3,200	\$3,200
Workstation, Circulation Patron Registration Desk 4'w x 30"d w/ 7' behind desk & 3.5' in front	2	\$3,200	\$6,400
Workstation, Friends' Work Counter 4'w x 30"d - against wall	1	\$1,000	\$1,000
Workstation, Librarian I (Children's) 8' x 9' modular panels, 60"h, U-shaped, 30"d work surface w/keyboard carrier, 2 overhead storage bins, 2 pedestal units, 2 panel mounted shelves, and a visitor chair.	1	\$6,300	\$6,300
Workstation, Library Aide 6' x 6' modular panels, L-shaped, 30'd work surface w/keyboard carrier, 2 overhead shelves, and semi-circular conference/work table end unit.	4	\$4,500	\$18,000
Workstation, Library Assistant I 6' x 8'h modular panels, L-shaped work surface 30'd w/keyboard carrier, 2 overhead shelves, box/box/file pedestal unit and 2-tierwork surface.	1	\$5,300	\$5,300
Workstation, Reference Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	\$4,800	\$4,800



Furniture and Equipment**UNIT
QTY****UNIT
COST****EXTENDED
COST****Inventory Items:****Inventory Sub-Total:****\$559,340****Shelving Units:**

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	2	\$385	\$770
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	28	\$450	\$12,600
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top	1	\$420	\$420
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	52	\$560	\$29,120
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	6	\$590	\$3,540
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelvs 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	1	\$350	\$350
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top	15	\$225	\$3,375
36" Aisle SF 66"H Magazine Display Shelving W/ 3 Shelvs 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	6	\$450	\$2,700
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	13	\$265	\$3,445
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves 3'W x 12"D unit w/end panels	2	\$340	\$680
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels	3	\$355	\$1,065
36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelv 3'W x 12"D unit w/ fixed sloping shelf	1	\$450	\$450
48" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves	3	\$750	\$2,250
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 audio CD's / box	5	\$780	\$3,900
Audio Compact Disc (CD) SF 45" Shelving Unit 3'Wx12"D unit W/3 Sliding Browser Boxes - 96 audio CD's/box	1	\$780	\$780
CD-ROM SF 45" Shelving Unit W/ 3 Sliding Browser Boxes 3'Wx12"D unit W/3 Sliding Browser Boxes - 96 CD-ROM's/box	1	\$780	\$780
CD-ROM SF 66" Shelving Unit W/ 4 Sliding Browser Boxes 3'W x12"D unit - 96 CD-ROM's / box	3	\$780	\$2,340
DVD 66" SF Shelving Unit W/ 4 Sliding Browser Boxes 3'W x12"D unit - 96 DVD's/box	3	\$780	\$2,340
DVD SF 45" Shelving Unit W/ 3 Sliding Browser Boxes 3'W x12"D unit - 96 DVD/box	2	\$780	\$1,560



Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
<u>Shelving Units:</u>			
Media Kit (Audio Cassette W/ Book) SF 45" Shelving 3"Wx12"D unit W/2 Rods - 20 media kits/rod	1	\$210	\$210
Paperback Rotor Tower DF 66" Shelving Unit 4 Rotor towers w/ 6 tiers per tower in a DF shelving unit	2	\$1,400	\$2,800
Paperback Rotor Tower SF 66" Shelving Unit 2 Rotor towers w/ 6 tiers per tower in a SF shelving unit	8	\$725	\$5,800
<u>Shelving Sub-Total:</u>			<u>\$81,275</u>
Total Costs:			<u>\$640,615</u>



5. General Requirements of the Library Building¹

The following section of the building program provides functional guidelines and criteria for the physical design of the Acton/Agua Dulce Library and includes specific accessibility requirements, energy efficiency recommendations, staff efficiency, space planning standards utilized, and detailed information on furniture, finish, and fixture requirements. These are standards that have been approved by, and in many cases developed by, the County of Los Angeles Public Library, guidelines previously utilized by the County Library, and reiterations of California Building Code and Title 24 accessibility requirements as applicable to the library project. These functional guidelines and criteria are intended to provide a basic introduction to the County Library's expectations, rather than detailed specifications, for the project.

In all cases where there is chance of possible conflict, code requirements supersede any of the general requirements included in this chapter. The library building is considered a mixed use occupancy (B/A-3) and must be constructed in accordance with the 2002 County of Los Angeles Building Code based on the 2001 California Building Code and the 1997 UBC. Other applicable codes and guidelines include the Americans with Disabilities Act Regulations (ADA), United States Architectural and Transportation Barriers Compliance Board. Specific code requirements and guidelines include:

Sprinkler and fire extinguisher requirements:

- National Fire Protection Association (NFPA)

Structural requirements:

- American Concrete Institute (ACI 318-99)
- American Institute of Steel Construction
- American Welding Society Structural Welding Code (ANSI AWS D 1.1-98)

HVAC requirements:

- American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE standard 90 A,B,C, Energy Efficiency in New Building Design)
- American Society of Testing and Materials (ASTM)
- American Water Works Association (AWWA)
- Cast Iron Soil Pipe Institute (CISPI)
- National Electrical Code (NEC)

¹ This chapter adapts previous work for the County of Los Angeles Public Library by Linda Demmers, an independent consultant, who earlier developed with the County Library a general text summary of its standards and guidelines for library capital projects.

- National Electrical Manufacturers Association (NEMA)
- National Fire Protection Association (NFPA)
- Occupational Safety and Health Association (OSHA)
- Sheet Metal and Air Conditioning Contractors' National Association (SMACNA)
- Underwriters Laboratories Inc. (UL)
- American National Standards Institute (ANSI)
- Associated Air Balance Association
- Environmental Protection Agency
- California Plumbing Code
- California Building Code
- California Mechanical Code
- California Fire Code
- California Energy Code (2001). Title 24.
- California State Fire Marshal

Electrical requirements:

- National Electrical Code (NEC 1999)
- National Fire Protection Code (NFPA)
- Uniform Building Code
- California Code of Regulations. Title 24.
- California Occupational Safety and Health Act
- Illuminating Engineering Society (IES)

Millwork requirements:

- Finish carpentry items shall be Woodwork Institute of California (WIC) Custom grade, of species allowed by WIC.

I. SITE

The residents of Acton and Agua Dulce, largely rural communities in northern Los Angeles County, have a library site that addresses a number of important community criteria. The site is located on the perimeter of a commercial area in Acton. Automobile access is provided from two major travel routes. The site can be easily reached on horseback.

The parcel is deep enough to afford parking between the library and the secondary road that fronts the property. This arrangement will permit the suburban model wanted by the community, with the facility toward the rear of the parcel and parking at the front.

An open, simulated wood, split-rail fence will mark the north, south, and east property lines. Landscaping will be drought-tolerant native plants. Trees will shield views of the state highway to the south.

The size of the parcel will permit construction of an initial facility of 10,921 square feet with separate areas for vehicle and equestrian use to accommodate the passenger trucks and horses owned by many residents. Spaces will be provided for 53 automobiles and passenger trucks and four horses. The parcel size and the building's siting and orientation will permit future expansion space for an enlarged library.

General requirements for the site include the following:

- Monument sign illuminated and highly visible from the fronting road denoting the library's location.
- Library name and address prominently displayed on the building and visible night and day.
- Exterior lighting on timer or photo-sensors.
- Parking lot lighting at 1 foot-candle, with high cut-off fixtures to comply with Community Design Standards and the Dark Skies Program for Stargazing.
- Exterior freestanding book return at the building entrance and a drive-by book return (Kingsley) located in the parking lot and accessible from the driver's side. Provide a flat path with no incline greater than two percent grade for staff to transport book trucks to the staff work area.
- Bicycle racks (8' long ribbon or loop style with galvanized finish).
- Flagpole for Federal, State, and County flags with concealed halyard and integral lighting that includes high cut-off fixtures to comply with Community Design Standards and the Dark Skies Program for Stargazing.
- Concrete benches (two - minimum).
- Concrete trash container with integral ash urn located near the front entrance, but far enough away to prevent smoke from entering the building.
- Removable concrete and steel bollards strategically located on the site to protect fixtures and equipment, and restrict access as needed.
- Two parking spaces immediately adjacent to the staff entrance reserved for delivery and service vehicles.
- Six reserved staff parking spaces.
- Accessible parking spaces for the disabled.
- Provision for trash pickup and secure covered storage location for trash and recycling bins.
- Site plantings, including drought-resistant native plants.
- Automatic irrigation system equipped with a rain sensor.
- Patio area suitable for reader seating and group activities, a part of the area provided with shaded seating.

- Public telephones (one of which is accessible to the disabled) with night lighting located, adjacent to the building entrance.
- Knox box adjacent to the library entrance.
- Building dedication plaque (See Section XVI, *Graphics and Signage*, for description and requirements).
- Public parking with separate areas for vehicles and horses. The horse area to include hitching posts and trees for shade.
- Sidewalks and horse path.
- Grounded and weatherproof power convenience outlets where needed.
- Keyed hose bids for ground maintenance where needed.

Site Accessibility

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

The route cannot have level changes without accessibility compliant ramping. The ground surface must be firm, stable, and slip-resistant. Visible warnings are required for any hazardous vehicular areas, sculptures, bicycle racks, and monument signs. Any gratings must have spaces a maximum of ½" width with the long dimension perpendicular to the direction of travel.

Transportation Accessibility

The Department of Public Works Building and Safety Division has determined that the library assembly use areas will have a maximum occupancy of 142 persons, which requires 47 parking spaces, and the 1,308 square feet of library office space will require 3 parking spaces for a total of 50 parking spaces.

A minimum of one accessible space will be provided for every 25 parking spaces up to 100 spaces, with no less than one space. Once over 100 spaces, the ratio decreases. For up to 500 spaces, at least one space needs to be van accessible. Accessible parking spaces must be at least 9' wide and served by an accessible aisle at least 8' wide. Accessible parking shall be near the main entry, and users shall not have to cross any traffic lanes to reach the accessible route to the entrance of the library.

Accessible and van accessible parking must be clearly marked with a sign displaying the universal symbol of accessibility, a wheelchair symbol in white on a blue

background, and must be located where it cannot be obscured by a parked vehicle or other object.

Users traveling by horse to the facility shall not have to cross any vehicle traffic lanes to reach the equestrian hitching post area near the library entrance. The equestrian area will have two hitching posts for two horses each. For safety, parking areas for vehicles and pedestrian walkways must be separate from the equestrian parking area and pathway.

Hardscape

The path of travel to the library shall include the necessary curb ramps where required by code, of appropriate slope with detectable warnings. Ramps must be slip-resistant and cannot project into traffic lanes.

II. PUBLIC ENTRANCE

The hours and days of operation for the Acton/Agua Dulce Library, County Seal, Library Web site URL, and emergency information shall be posted at the entrance to the Lobby, visible from outside when the building is closed. The library entrance requires a minimum 90" opening for the inventory control system. Inventory control system gates must be a minimum of 3' from any metal surface and a minimum of 8' from any technology workstations to prevent interference or malfunction of the unit.

The Public Entrance shall open into the Lobby that serves the public rest rooms, Community Meeting Room, the Friends of the Library Bookstore, and the Patio.

The Public Entrance shall meet the following general requirements:

- Double-wide, automatic storefront-style entrance doors.
- Non-draining foot cleaning grates or walk-off mats in extruded aluminum frame.
- Signs for Los Angeles County information and Board of Supervisors acknowledgments (See Section XVI, *Graphics and Signage*).
- Bench seating.
- Library Hours
- Fire alarm and security alarm
- Policies and guidelines for the public's use of the facility.

The Public Entrance opens into the Lobby, which serves as an arrival area for users. The Lobby shall include the following:

- Floor plan and building directory.
- Paper management system for handouts, flyers, free newspapers, and bulletins.
- Locked and lighted display and exhibit space.
- Drinking fountain (dual height accessible).
- Donor wall and donor plaque(s).

Entrance Accessibility

Signage must indicate location of nearest accessible entrance. Fully automatic exterior doors are required. Automatic doors must detect motion below the height required to recognize children and 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 must meet ADA requirements, and shall generally require a minimum clear opening of 32". Once inside the doors, the security gates must comply with the same guidelines as doors.

III. UNIVERSAL ACCESS DESIGN

In all cases, the facility and its furniture and equipment must comply with California Building Code and Title 24 regulations. These requirements, and any current interpretations, supersede any guidelines noted in this summary and the building program.

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 width requirement increases in increments of 1-1/2" 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 ten 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 five pounds of pressure to operate with hardware mounted no higher than 48" above finished floor.

Other accessibility guidelines are included in the following sections in this chapter of the building program: *Stacks and Shelving, Reader Seats, Drinking Fountains, Public Entrance, Site, Telecommunications, Rest Rooms and Lavatories, and Graphics and Signage.*

IV. STRUCTURE, SPACE ORGANIZATION, AND FLEXIBILITY

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 unit in conjunction with a 36" range aisle. In cases where a 20" closed base stack unit is utilized, the aisle can be increased to 40".

The floor-loading requirements throughout the building shall be 125 to 150 pounds per square foot live load to support the weight of stacks. The program does not contemplate initial or future use of compact shelving, which would be acceptable on slab on grade only, or in areas where the structure has been designed to accommodate 250 to 300 pounds per square foot live load.

When possible, columns shall not be introduced in the Group Study Room, the Lobby, the Community Meeting Room, the Staff Workroom, the Staff Lounge, or the Storytelling Area.

The layout of the building shall maximize the possibility for future internal reorganization by providing maximum flexibility. This will include minimizing the number of load bearing partitions and locating interior walls and fixed elements to provide the maximum amount of open flexible space. Locating collections and seating areas adjacent to each other will provide additional flexibility. This will create interchangeable stack and reader areas to provide flexibility in collection growth by assigning stacks to different collections in the future.

A single, large Community Meeting Room will be configured for maximum flexibility in the types of activities and programs that can be offered. It will be located for easy access from the Public Entrance and Lobby. Access to and from the Patio also should be provided. The Community Meeting Room must be able to operate and comply with Building Code requirements independently when the library is closed. The alarm system should be zoned separately and have its own keypad.

A single, open workroom will house non-public, staff work areas. This will provide flexibility in the use of the workroom space, in staffing assignments, the tasks performed, and the designations of future staff housed in these areas. The only enclosed office will be for the Community Library Manager.

V. LIGHTING

A lower level of ambient fluorescent light supplemented with natural light and appropriate task lighting is preferred. (See also Section VIII, *Energy Efficiency Characteristics*.)

While it is recognized that various conditions, including contrast, reflectivity, and tasks to be performed, affect the objective quantification of lighting required, guidelines for light utilizing current IES standards for lighting levels, based on the most common tasks, shall be as follows:

- Reading and computer workstation 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" from the floor and 30 foot-candles maximum measured vertically at any height.
- Parking lot lighting at 1 foot-candle, with high cut-off fixtures to comply with Community Design Standards and the Dark Skies Program for Stargazing.
- Building entrance: 30 to 40 foot-candles.
- Public rest rooms: 10 to 20 foot-candles.
- Study areas: 50 foot-candles measured horizontally on the work surface.
- Customer Service Desk and other staff work areas: Minimum 50 foot-candles measured horizontally on the work surface.
- Main Communications Room lighting should be 90 to 100 foot-candles at 36" above finished floor.

The number of lamp types must be minimized, reasonably priced, easily obtainable, and meet County of Los Angeles standards. Task and table lamps, if included, shall be vandal and theft resistant and shall include power and data ports where appropriate. Deep cell parabolic fixtures shall be used in the children's services area, all seating areas, work areas, staff areas, and meeting rooms. Compact fluorescent fixtures in meeting rooms shall include electronic dimmers. Compact fluorescent fixtures shall be used above the Customer Service Desk.

Occupancy sensors are to be included to aid in compliance with the California Energy Code requirements (Title 24). Group study rooms, individual offices, staff rest rooms, storage rooms, utility rooms, and other limited occupancy rooms, such as telecommunications closets, shall have lighting controlled by occupancy sensors. Lighting in large public areas shall be zoned with bi-level switching to allow partial dimming of lights during daylight hours.

The Community Meeting Room, the Patio, and the Storytelling Area require programmable lighting.

Stack lights shall be mounted to unistrut and provide direct and indirect light (up/down light), and have narrowly spaced baffles to prevent breakage by items being removed from the top shelf.

Lighting in general public areas is to be controlled from a central panel located at the Main Communications Room to facilitate opening and closing the library. Emergency back-up lighting connected to an inverter system is to be included. Exterior lighting shall be on a timer or light sensor controlled system. Override switches in the staff and public areas shall be provided to facilitate custodial service.

VI. WINDOWS AND LIGHT CONTROL

Window treatment for light control shall be included where necessary, such as Solar E® glazing. Generally, direct south, east, or west-facing exposure is to be avoided. North-facing windows are preferred. Shelving for collections shall be located away from sources of direct natural light. Technology workstations shall be placed perpendicular to natural light sources to minimize glare on the screen.

Windows in offices and reading areas shall be provided with Mecho-Shade® manual chain-operated roller shades in a single material shade cloth in dense weave fabric, with one piece extruded aluminum fascia and end caps. Chains shall be provided with a guide and not allowed to hang loose. Windows in the Community Meeting Room and the Storytelling Area shall include blackout shades inside of transparent shades, including side and base channel, for full block out.

VII. HVAC

There shall be no exposed piping or mechanical equipment on the roof. At no time shall any air-conditioning units, condensate lines, water heaters, or any type of water lines, except fire sprinklers as required by code, be placed above the Main Communications Room.

Temperature in stack areas shall be maintained between 72° and 75° F 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° F during heating and 72° to 78° F during cooling for energy savings. Thermostats in public areas shall have lockable covers or shall be designed to be tamperproof.

Specific temperature and humidity requirements are noted in the space detail sheets for areas requiring special treatment, including the Main Communications Room. Separate temperature controls shall be provided for the Main Communications Room. All telecommunications equipment, system design, and installation must meet the criteria established in the County of Los Angeles Internal Services Department Information Technology Service document, *Communications/Low Voltage Specification for County of Los Angeles Public Library*, dated March 18, 2003.

Minimum ventilation requirements are 15 cubic feet per minute per person with three to ten air exchanges per hour and with a minimum of 12 air exchanges per hour in rest rooms. Controls shall allow for zoning, particularly of the Friends of the Library Bookstore, the Community Meeting Room, the Storytelling Area, and individual office and workroom spaces. Areas with heavy equipment load include the Community Learning Center, the Copy Area, the Staff Workroom, and the reference services area. Ductwork shall be baffled to prevent unacceptable noise levels in reading rooms. Supply registers shall be located or designed to avoid blowing directly onto work surfaces or seating areas.

VIII. ENERGY EFFICIENCY CHARACTERISTICS

The Acton/Agua Dulce Library facility, as noted in various sections of this chapter, shall be required to employ energy savings equipment and exhibit design features that significantly reduce energy consumption throughout the life of the building. Project values include providing a healthy and productive environment for workers and users, responsiveness to community needs, efficient operating costs, and sustainability. Conservation issues addressed in the siting and design of the new library include sustainable site planning and building construction, water resource management, and energy efficiency.

Site

The project shall strive for environmental responsibility and efficient use of the site, including the protection of natural areas and minimal disturbance to its surroundings. It shall maximize opportunities for habitat conservation and look for opportunities to reduce the need for automobile transportation to the site, especially through equestrian travel. Landscaping features in parking and high traffic areas and a minimized overall building footprint will be used to reduce heat islands and lower the ambient temperature of the site. The intensity of site lighting shall be minimized through the use of energy efficient fixtures. High cutoff light fixtures will be used to minimize light pollution. Automatic controls shall be utilized to reduce lighting levels that shall be coordinated with the Dark Skies Program for Stargazing.

Pier construction will help reduce site disturbance and assist soil erosion control.

Pervious asphalt, i.e., concrete will be used in paving to reduce water runoff and return moisture to the water table.

Water Conservation

The project shall be designed to minimize the use of potable water thereby reducing the burden on the local water supply and treatment. Water used in landscaping shall be reduced through the use of intelligent irrigation in combination with drought-tolerant native plantings. Automatic sprinkler systems will incorporate a rain gauge. Highly efficient low-flow water fixtures will minimize water consumption.

Facility

The solar orientation of the building should allow for maximum natural lighting from the northern exposure. Recessed windows and foliage above the Patio trellis on the building's southern exposure and window shades that screen sunlight but allow visibility to the Patio will reduce energy consumption.

The fenestration design will include dual glazed, high performance (e.g., Low-e®) glass. Extra insulation beyond the minimum Title 24 requirements shall be included to the extent possible. Beyond the requirements of daylighting and the scenic views, the amount of glazing shall be minimized. The roof surface shall be reflective and light in color to minimize the cooling load.

Fire resistant materials will be used throughout the facility.

Lighting

In general, a lower level of ambient light supplemented with task lighting, which is appropriate for specific tasks, shall be provided. Lighting for individual offices, staff and public rest rooms, storage rooms, group study rooms, Staff Lounge, closets, Main Communications Room, electrical closets, custodial closets, and any other less frequently occupied spaces shall be controlled with occupancy sensors whenever possible. Each room will have occupancy and daylight sensors to conserve energy use. Energy conservation will be enhanced through the use of open parabolic diffusers in light fixtures to reduce lighting depreciation factors.

The lighting in all large open areas shall 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 may be controlled with a time clock schedule as part of the building lighting control system. T5 lamps will be utilized in stack-mounted light fixtures and in areas where indirect lighting is desirable. White light shall be used for good color rendering. All exit signs shall have LED lamps.

Photo lens shall be used to control ambient lighting in areas adjacent to sources of natural light.

HVAC

The mechanical systems will be designed with redundant features to minimize operating costs and to allow continued operation in the event of a component failure. The building will include high efficiency centralized mechanical systems with economizer cycles and higher voltage motors. The building management system (e.g., Carrier's Building Management System) for heating, ventilating, and air-conditioning will provide remote access for control and monitoring of both the systems and energy consumption. HVAC, refrigeration equipment, and fire suppression systems will not contain HCFC's or halon.

Temperature controls and heating systems shall be zoned to allow unoccupied areas, such as the Community Meeting Room and the Friends of the Library Bookstore, to be turned off or down when not in use. The comfort level requirements shall be relaxed and the acceptable temperature range during cooling will be raised a few degrees and during heating will be lowered a few degrees. Natural ventilation shall be utilized to the fullest extent possible.

Plumbing and Hot Water

All fixtures shall be specified as automatic shut-off to limit the amount of water wasted. The hot water temperature shall be set as low as possible for hand washing and ultra-efficient water heaters shall be specified. The system will have a re-circulating pump for hot water on demand. Water conservation fixtures shall be installed in the building with the goal of reducing water consumption 20% below current codes. Plumbing fixtures shall be water-saving flush-valve units. A solar heating system for domestic hot water may be included.

Electricity

Only new equipment that is "Energy Star" certified with "power down" and "sleep" functions will be utilized. The project will include the use of three-phase power

systems for HVAC and lighting for energy savings, and other strategies, such as the installation of a photovoltaic system linked to the electric utility grid, shall be fully investigated during the design development phase of the project.

Sustainability and Resource Conservation

Low VOC limits will be maintained in adhesive sealants, paints, composite wood products, and carpet used in this facility.

Where possible, locally produced materials shall be used to reduce the use of energy for transportation. The building materials specifications shall incorporate the use of recycled materials to minimize the use of new resources in construction. These products made from recycled materials might include the carpet, solid phenolic toilet partitions (e.g., Comtec), ceramic tile, acoustic ceiling tile, and reclaimed lumber or lumber made from recycled plastics.

The project will utilize rapidly renewable materials and certified woods from the Forest Stewardship Council guidelines.

Reduced content fluorescent lamps will be used whenever such types are available. In addition, to encourage the practice of recycling, facilities shall be provided in the library for collection of recyclable waste materials. Construction waste shall be minimized and where possible it shall be recycled to reduce the burden on landfills.

Public Awareness and Instruction

The Acton/Agua Dulce Library shall strive to make its customers aware of the sustainable design features of the library, encourage recycling and energy conservation through participation in public education programs, and utilize library programming spaces as a venue for natural conservation agencies and organizations to provide public awareness programs and workshops.

IX. DRINKING FOUNTAINS

The drinking fountain shall be located in the Lobby that serves the Public Rest Rooms and away from carpeted stack and seating areas. This dual height accessible drinking fountain ensures that at least 50% of all drinking fountains, but not less than one, in the facility are accessible to customers in wheelchairs.

Drinking fountains must have spout outlets that are no higher than 36" above finished floor, 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.

X. REST ROOMS AND LAVATORIES

Public Rest Rooms shall be provided of sufficient size and quantity to meet local codes and to meet the requirements for serving building areas that may have different hours of operation, including the Friends of the Library Bookstore, the Community Meeting Room, and the Patio.

Rest Room Accessibility

Accessible sanitary facilities must be provided for both the staff and the public. Separate public rest rooms are required for each gender, with separate accessible facilities provided. If unisex facilities are provided, at least one accessible unisex facility shall also be provided within close proximity to the non-accessible facility.

All public and staff rest rooms shall meet the path of travel and accessible aisle requirements as noted above in Section III under *Accessible Aisles, Doors, and Paths of Travel*.

In a multiple accommodation rest room, at least one accessible compartment shall be provided. Accessible individual compartment doors shall be equipped with an automatic closing device and shall 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.

Liquid soap dispensers shall be provided on the sink counter surface, adjacent to the sinks and with spouts over the sink edge. Paper towel dispensers shall be located as

close to the sinks as possible to avoid dripping water on the floor and shall be sized to be adequate for a one-day supply of paper towels. Waste disposal units will be built-in below the sink counter.

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 shall support at least 250 pounds, shall be mounted at 33" above the floor. Each lavatory stall shall include a shelf and a clothing hook.

The lavatory sink height shall not exceed 34" and a knee clearance of 29" shall 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 have approved self-closing valves with a minimum ten-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 five pounds of force can be required to operate the faucets.

Rest room 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), the universal symbol of accessibility, and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men", or "Women"). These are to be wall-mounted 60" above 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 (Helvetica) accompanied by Grade II Braille.

Fixtures in the Family Rest Room shall be sized appropriately for children. Both men's and women's rest rooms as well as the Family Rest Room shall contain Koala® (or equal) diaper changing stations. Rest room fixtures other than changing stations shall be Bobrick (or equal.)

XI. SECURITY, FIRE, AND LIFE SAFETY

The building shall include both a new dual corridor 3M inventory control system and a perimeter intrusion alarm system as specified by the County. All emergency exits shall have panic hardware (Von Duprin or Detex) and audible alarms to deter library customers from using them other than for an emergency.

Areas that are not easily supervised by staff at a public service desk may be locked when not in use, such as the Community Meeting Room and the Friends of the Library Bookstore. The Family Rest Room in the Children's Services Area will be locked and staff will permit access by releasing the lock with a remote control button. Other areas that are not easily supervised will be equipped with CCTV video surveillance cameras. The staff will observe monitors at the Customer Service Desk and other designated staff workstations throughout the facility. The surveillance system and all other security systems must be designed by a qualified security consultant or by working directly with a system vendor.

CCTV

The library shall include networked, color IP addressable, CCTV cameras with locations to be identified by library staff and shown on the drawings. The images shall be displayed using a standard color CCTV monitor at the Customer Service Desk. A digital video recorder shall be installed at a location to be determined by the Los Angeles County ISD Telecommunications Systems Engineer and County Library staff. Locations for security cameras are noted on the space detail sheets. The monitor function shall be incorporated into the staff technology desktop menu for the Community Library Manager and at the Customer Service Desk and the Information Desk. A video switcher and monitor capable of displaying a minimum of four camera views simultaneously will be provided at the Customer Service Desk.

The equipment for the CCTV system must equal or exceed the following:

- Camera – Pelco CCC1300H-2 Series Digital CCD Color Camera
- Power Supply – Pelco TF 2000
- Lens – Pelco 13ZD
- Digital Video Recorder – Pelco DX3000 Series
- Video Receiver – NET101R-A | Single-channel video receiver with bi-directional audio and integrated Ethernet connection
- Video Transmitter – NET101T-A | Single-channel video transmitter with bi-directional audio and integrated Ethernet connection
- Cable – West Penn Plenecom
- Cable – RG-6/U Type CATV/MATV Coaxial Cable 69. Gas injected foam polyethylene

- Cable – RG-59/U, plenum rated
- Connectors – as required. All faceplates shall be electrical ivory
- Tamperproof ceiling housing – Burle TC9366H
- Housing (outdoor) – PELCO EH 3512, with wall mount EM 1450
- Housing (indoor) – PELCO EH 3010, with wall mount EM 1400

Intrusion Alarm

The building shall include a security/intrusion entry alarm system. All perimeter doors, roof hatches, and other external entry points shall be equipped with dedicated, concealed magnetic contact switches. Interior protection shall be provided by a combination of passive infrared/microwave detectors and glass break sensors as located on the drawings.

The alarm siren(s) shall be installed next to the keypad(s) and so indicated on the drawings. Each alarm device shall report to the County Central Station as a separate point. The installation of the alarm cables shall comply with the County of Los Angeles Building Safety and Fire Codes.

The alarm system, contacts, and sensors must comply with the County of Los Angeles Public Library's Low Voltage Specifications. The alarm panel, digital keypads, phone jacks, modular enclosures, battery chargers, and transformer shall be Radionics equipment. Sensors, speakers, magnetic door contacts, and sirens shall be Sentrol equipment.

Access Control System

The building will include a card access control system. The system design shall utilize a Hirsch Velocity Software System design. It will require one computer server located in the Main Communications Room. The software shall allow for the library to control employee access to doors through the programming of the restricted database feature on the access control system software. The system shall provide for the capability of remote access database management. Card readers shall be connected to locking devices on doors to be specified by the County Library. All proximity card readers shall be installed as close as possible to the door they are controlling to a maximum of 6". Dedicated magnetic door contact switches at the card reader location shall connect to the card access panel to reset the locking device at the door when opened. The system shall include "fail secure" door locks. In the event of a power failure, all doors will stay latched. The system shall include a UPS to ensure up to four hours of continuous use in the event of a power failure.

Fire Suppression System

The fire suppression system throughout the library is a dry pipe system. In the Community Meeting Room, the fire suppression system is a wet pipe system.

Fire and Life Safety Signals

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 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 exceeds the loudest sound in a space by 5 dbA for at least 60 seconds. Audible alarms cannot exceed 120 dbA.

XII. TELECOMMUNICATIONS

All telecommunications equipment, system design, and installation must meet the criteria established in the County of Los Angeles Internal Services Department Information Technology Service document, *Communications/Low Voltage Specification for County of Los Angeles Public Library*, dated March 18, 2003.

Manufacturers' names and specific products are recommended to establish standards of quality and performance. Comparable equipment of standard manufacture and established reputation, which meets the requirements, may be submitted for County approval. Material and equipment used for this purpose must be that stocked and supplied by the County's Internal Services Department, which is responsible for maintaining the system. Equipment of the following manufacturers has been determined to meet County standards. Others may be substituted with County approval if they can meet or exceed the parameters of the specified equipment. No substitutions are permitted for the intrusion system components.

- Intrusion Alarm – Radionics
- Access Control System – Hirsch/HID
- Door/Window Sensors – Sentrol
- Sirens – Sentrol
- Photo Electric Beam Detectors – Detection Systems

- Cable – Superior Essex, Belden, West Penn, Berk-Tek, General Cable
- Panic Button – Suspicion, Edwards, Soundolier
- Paging Amplifier – Bogen, TOA, Rauland
- Loudspeaker/Transformer – Soundolier, Rauland, Quam
- Loudspeaker/Enclosure/Baffle – Soundolier, Bogen, Dukane
- Volume Control – Soundolier, Lowell, Dukane
- Distribution Amp – Pico Macom
- Public Area and Emergency Exit Doors Panic Hardware – Von Duprin Series #99 or Detex
- Door Bell/Door Phone – Viking

Distribution and Conduit

All voice/data outlets shall be furnished and installed complete with two voice jacks (Cat 5e, RJ45) and two data jacks (Cat 5e, RJ45) terminated with two voice and two data plenum rated cables, unless otherwise noted. The data cables shall be either Berk-Tek LANmark-350 UTP or General Cable PlatinumPLUS® Category 5e plenum rated 24 AWG four pair with a blue jacket. All data cables shall be installed from the station jack directly to the appropriate Cat 5e patch panels in the Main Communications Room (MCR). The voice cables shall be either Berk-Tek LANmark-350 UTP or General Cable Category 5e plenum rated 24 AWG four pair with a white jacket. The voice cables shall be installed from the station jack directly to the appropriate Cat 5e patch panel in the MCR. All pairs are to be terminated using TIA/EIA 568-A at both ends.

The jack housings and faceplates shall have four positions for jacks. Blank covers shall be installed in vacant jack positions. Type and color of jack housings and faceplates shall be determined by the installed location.

Floor monuments shall be flush mount, single gang, and fully adjustable, with minimum of two each 1” conduit openings, unless otherwise noted. Fittings must meet County requirements and any deviation must receive written approval from the County ISD Telecommunications Systems Engineer and County Library staff prior to use.

The installation must follow all County of Los Angeles Public Library requirements, including labeling and color-coding of voice/data jacks and patch panels, support of wire and cable runs in the ceiling, and bundling of cable pairs. Cable shall be installed in continuous lengths (no splices allowed) from origin to MCR, using the shortest route possible, and shall be bundled in groups of not greater than 40 cables.

Workstation Outlets

Each outlet location installed in the wall, on the modular furniture system, and on the floor shall be equipped with two Category 5e RJ45 type voice modular jacks, electrical ivory in color, and two Category 5e RJ45 type data modular jacks, orange for the staff locations and blue for the public locations as shown on the plan.

Each outlet location shall be provided with two voice cables and two data cables. Unless otherwise indicated on the plan, voice cable pairs shall not be split between the two jacks and shall be fully terminated.

Voice jacks and data jacks in the field shall be Category 5e, 8 position, 8 wire with termination cap color, wired to the TIA/EIA 568-A wiring standard.

Distribution Cable

CMR rated cable will be installed to provide connectivity between the main point of entry (if different from the MCR) and the MCR. Backbone cables shall be installed separately from the station cables. Where both cables are installed in a cable tray or wire way, backbone cables shall be installed first and bundled separately from the station cables.

If required, fiber optic cable shall be jacketed as appropriate for use in an underground environment.

The cable shall be composite, tight buffered, all dielectric, Kevlar strength with polyethylene outer jacket (medium or high density) and 600 lbs. pull-strength. Individual fibers shall be covered with a 900-micron primary buffer. The cable shall contain continuous glass with Corning or Lucent Technologies glass only, and no splices. The cable shall consist of eight multi-mode fibers and four single-mode fibers. The multi-mode fiber optic cables shall support FDDI, 100Base-FX, and 1000Base-FX protocols, and the single-mode fiber optic cables shall support 1000Base-LX and 1000Base-SX protocols. The product installation and system testing shall meet or exceed County specifications.

Voice/Communication Systems

A telephone system or systems shall be provided to meet the County of Los Angeles standard. This system shall include automated attendant, call forwarding, voice mail, and upgradeable expansion module.

The telephone system shall be Norstar-Plus Modular ICS telephone system with analog trunk configuration or NEC VOIP (Voice over IP) telephones configured to the

County specifications. Handsets (approximately ten), installation, and testing shall meet or exceed the County standard. Trunks and locations for fax and modems shall be determined during installation. The system shall include paging port connection to paging amplifier using an RJ14-to-Spade terminating cable and two RJ45 jacks adjacent to the alarm panel for dial tone for the alarm system. The lines to be used shall be ordered by County Library staff. The communications contractor shall terminate the lines on the blocks.

The communications contractor shall provide and install in the relay rack a 110-type termination Cat 5e patch panel, Panduit product, for voice patching capabilities. The voice cables from the telephone system shall be terminated on this panel. The telephone system shall be equipped with Startalk Auto-Attendant and voice mail to support the number of users and lines as determined by the County Library staff.

Public Address System

The telephone system shall provide a public address and voice paging module. The system shall cover the entire library. A minimum of three zones shall be assigned. The zones are 1) Staff, 2) Public, and 3) Emergency. The paging system shall allow for paging over the telephone instruments, overhead speakers, or both simultaneously. The system shall include ceiling speakers in sufficient quantity to avoid sound distortion. The placement and quantity of speakers will be determined by a qualified audiovisual consultant.

The paging equipment shall have 600 ohm balanced input for connection to the telephone system. All speaker assemblies shall include a built-in, screwdriver adjustable volume control and be equipped with a 25-volt line-matching transformer set on one-watt tap.

The general paging equipment for the building shall be installed in the MCR and connected to the Norstar Meridian telephone system paging port using an RJ14-to-Spade terminating cable. It shall be mounted on the designated plywood backboard as indicated on the drawings. The amplifier shall be sized appropriately to support all speakers.

The speaker cable shall be shielded twisted one pair, 20 AWG, and CMP rated. The speaker cables shall be installed horizontally through the ceiling area in a neat and orderly fashion and supported by cable hangers at appropriate intervals. The speaker cables shall be positioned at least 6" from telephone and data wires. The installation shall comply with applicable building safety and fire codes.

Equipment Racks/Mountings

All equipment racks shall be earthquake rated for Zone 4 and shall be securely installed according to Los Angeles County Standard 108. This standard requires the use of a 3" spacer bar. The contractor shall provide and install standard 7' by 19" relay rack(s) that meet County standards. All equipment racks shall be augmented with horizontal and vertical management hardware, both front and rear, to properly dress cables and patch cords. Wire management hardware shall be manufactured by Panduit. The Acton/Agua Dulce Library will require a minimum of three equipment racks.

All voice/data cables shall be terminated on separate patch panels in the MCR. Patch panels shall be dedicated to voice, staff data, and public data. The cables shall be terminated and labeled sequentially on the patch panels. Cable trays shall be of tubular construction with Chatsworth product recommended. All structural ironwork shall be UL-certified, providing the best bonding for static and grounding. Painted structural ironwork is not allowed. The tray shall be installed with the rungs on the topside of the tray. All attachments to drywall shall be on ¾" fire-rated plywood, painted off-white. The cable tray shall be 7'3" from the finished floor to allow the cable tray to be positioned over a 7' doorway. This shall require the installation of a 3" (Black) spacer manufactured by B-Line Systems. Structural cable tray, relay racks, cabinets, systems, attachments, and earthquake bracing shall comply with Zone 4 earthquake, NEMA, NEC, and TIA/EIA-569 standards. Floor mounting hardware shall be a 3/8" bolt, lock washer, flat washer, with anchor in the floor, quantity as required. All exposed cut and sharp edges shall be deburred and filed to a safe finish. Cable tray runway ends shall be capped with a black rubber cap. Relay racks shall meet or exceed the County standard.

All equipment shall be installed in accordance with the published practices of the equipment manufacturer, applicable FCC regulations, generally accepted industry standards, cited codes and standards, and County specifications.

Terminations and connections throughout all systems shall meet or exceed the Los Angeles County standard. All terminals, telephone-type punch terminal strips, or machine wire-wrapped terminals in all cabinets shall be soldered. All connectors, approved only for stranded wire, at outlet boxes and screw type or plug and socket connections at all equipment shall be crimped. 66-type blocks shall only be used for voice distribution cables.

All controls, function switches, etc., shall be clearly labeled on all equipment panels. This labeling shall be permanently etched or engraved. Neat nameplates engraved on two-layer plastic and affixed with epoxy glue may be used.

Conduits

The wall conduit shall be used for conduits 2" in diameter or less. Rigid galvanized steel shall be used for conduits over 2" in diameter. All communications conduit shall be 1" inside diameter unless otherwise noted on the drawings. A ¼" nylon pull line shall be installed in each conduit. For conduits over 2" in diameter, provide 3/8" nylon pull lines. All conduits shall be clearly and permanently identified at all terminals or cabinets as to their terminating ends.

Individual communications conduit runs shall not have more than the equivalent of two 90-degree bends. Pull boxes shall not be used for transitions in conduit runs. The radius of any conduit bend shall not be less than ten times the inside diameter of the conduit except conduit for fiber optic cable. The conduit-bending radius shall have a minimum of 20 times of the O.D. of the installed fiber optic cable. All conduits shall be securely fastened in place and shall be free from burrs, defects, or obstructions that could interfere with the installation of cables. All conduit, unless otherwise noted on the drawings, shall terminate on designated communications backboards either 3" above the floor or 6" below the ceiling. All conduits shall be reamed and secured by locknut where applicable. All conduits shall have bushings on both ends.

All conduit not terminating in terminals, cabinets, or outlet boxes shall be capped. Conduits and fittings shall be homogeneous throughout and free from visible cracks, holes, foreign objects, or other defects. Empty conduit/sleeves, unless noted otherwise, shall be run to and between respective communications rooms and/or closets, as shown on the plans. All underground communications conduit shall be PVC and shall have a minimum earth cover of 18", except where subject to vehicular traffic (including road right-of-way) the PVC conduit shall be concrete encased with a minimum of 30" of earth cover. Telephone conduit may be buried in the same trench as power (480 volts or less) if separated by a minimum of 3" of concrete or 12" of dirt.

Outlets

Unless otherwise noted on the drawings, all communications outlets shall be installed at the same height above the finished floor as the electrical outlets, and shall be:

- For single conduit entrance, 4-11/16 inches x 2-1/8 inches x 2-1/8 inches.
- For two or more conduit entrances, 4-11/16 inches x 4-11/16 inches x 2-1/8 inches.

Plaster rings are required. Tiger box rings may not be used. All core-drilled holes in counter tops shall be 3" in diameter. A removable/reusable grommet and cover shall be used.

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”.

Floor outlets shall be of brass construction, flush to the floor with hinged covers opened with a single key and provided with carpet insert. Floor outlets shall be installed throughout the Adult Services Area, Children’s Services Area, Community Learning Center, Community Meeting Room, and other areas to be designated, in a rigid system designed on a four, six or ten foot square grid.

Network Accessibility

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

XIII. ELECTRICAL

The minimum electrical service to the facility shall include no less than one 20 amp circuit per two to four electronic workstations, with an estimated 24 to 30 potential technology workstations and miscellaneous photocopy, printing, multimedia, and security system equipment. The general requirements for electrical service to the facility include the following:

- Surge protection at panel
- Dedicated lines available for equipment (e.g., security detection system, photocopiers, etc.)
- Wiring easily accessible through low profile floors, conduit above dropped ceilings, or in columns
- Power and data outlets located in dual configuration no more than 6” apart
- Electric outlets along walls shall be located at 10’ intervals with faceplate centered at 15” above finished floor unless otherwise specified
- Electric outlets shall be in all support columns
- Electric outlets shall be located at 5’ intervals along all work counters unless otherwise specified
- Minimum of four duplex outlets per staff workstation or office
- Battery-powered, self-adjusting atomic clocks

- Light switches mounted in a multiple gang box under single cover plate with central control at Customer Service Desk and at Staff Entrance
- Floor outlets flush with the surface (no monuments or bus stops)

XIV. AUDIOVISUAL

CATV

The library shall include a system to provide UHF/VHF/FM signals to the building. The system shall consist of a local cable TV company drop or satellite, internal coaxial cable, a distribution amplifier, and drops as indicated on the drawings. These shall be located in the Community Learning Center, the Group Study Room, the Community Meeting Room, the Staff Lounge, and the Storytelling Area.

The material and equipment for the system must equal or exceed the following:

- Distribution Amplifier – Pico Macom, Inc. TA-52, wall-mounted (if necessary)
- Cable – West Penn Plenecom
- Cable – RG-6/U Type CATV/MATV Coaxial Cable 69. Gas injected foam polyethylene
- Cable – External cable P/N AQC841 Moisture Blocking (if required)
- Cable – Internal cable P/N 25841
- Connectors – as required. All faceplates shall be electrical ivory

Presentation, Projection, and Sound

The library shall include both fixed and portable digital projection equipment. Portable equipment shall be used in the Group Study Room, and the Storytelling Area, as needed. Fixed audio-visual equipment will be provided in the Community Meeting Room.

Community Meeting Room

Equipment for videoconferences will be available in the Community Meeting Room and the Group Study Room for meetings and distance learning. Presentation of computer data, videotape, and DVD material in the Community Meeting Room may be accomplished using the installed ceiling-mounted data/video projector and projection screen. The top of the screen shall be located at least 6” from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen shall

not be lower than 4' 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 speakers installed in the Community Meeting Room. Speakers for presentations shall be independent from those installed for over-head paging purposes. If the system is to display television images, outlets shall be provided adjacent to the projector for connection to the TV distribution system (e.g., cable, CATV, or satellite dish).

Control panels (e.g., Crestron®) enabling operation of audiovisual system functions from a single push-button or touch screen graphical panel shall be included. Remote control equipment is often employed to integrate the control of audiovisual devices with other room functions, such as lighting, motorized projection screens, and drapery, into a unified system. With a remote control system, all audiovisual 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. A lectern accommodating laptops for presentation and instruction shall be included in the Community Meeting Room.

Listening and Viewing Stations

Technology workstations in the library will include CD/DVD disc drives to enable them to serve as individual listening or viewing stations. The library shall provide monitors with integrated speakers or headphones to accommodate this use.

The Group Study Room and the Staff Lounge will each be equipped with a wall-mounted television with a combination VCR/DVD player. The Storytelling Area will also include a video/DVD viewing unit with a large flat plasma screen.

Other specific audiovisual applications are noted in the space detail for each individual space in the library.

XV. TECHNOLOGY WORKSTATIONS

The building program provides public use technology workstations for both long term and express use. Public use technology workstations will be stationed on carrels or counters that are 30" deep by 48" wide for sit-down stations and 30" deep by 42" wide for stand-up quick use stations, unless otherwise noted in the furniture and

equipment list. Disabled accessible workstations, which will be 30" deep by 51" wide, will be conveniently located throughout the building.

Public technology workstations will include PC workstations with Internet access as well as OPAC stations, which may be phased out by the time the Acton/Agua Dulce Library is completed. Each public technology workstation will have a 15" flat panel plasma screen monitor, keyboard, mouse, and connection to a networked printer. All public technology workstations will be connected to the County Library's network and have access to all Web-based resources, including the County Library's databases.

The library will support the use of customer-provided computers. Data and electrical outlets will be provided at tables and carrels to provide customers with access to the Library's catalog and the Internet. The building will also be equipped to support customer use of wireless networking.

Printing from the public technology workstations will be accomplished via print release centers located on print release management stations adjacent to the technology workstations. Printer workstations will be available on an approximate ratio of one station per four technology workstations, with no less than one printer station available in the instance of a single technology station. Each print release management station will include a PC workstation and a high quality laser printer in a counter-height technology carrel. Customers will receive a job number when projects are sent via the print manager and will enter the number at the print center to pick up their jobs. At this time, the County Library policy is to provide ten free copies. Customers may be encouraged to send larger jobs to an e-mail address or to a portable disc.

Accessible public technology workstations in sufficient number, as identified in the building program summary and space detail sheets, will be situated throughout the building. These will provide assistive use technology enhancements, including touch screen, screen magnification, alternate keyboards, and alternate mice. Additionally, technology workstations will be available with manually adjustable work surfaces to accommodate use by an individual in a wheelchair.

Specified technology workstations in the public area will be equipped with headphones or monitors with integrated speakers and include CD/DVD drives to allow them to be used as individual listening and viewing stations.

Two self-check automated circulation stations will be located at the Customer Service Desk.

The Community Learning Center will contain public use technology workstations configured for use as a learning lab or an open drop-in lab. Printing will be sent to

laser printers located on print release stations near the technology workstations. Workstations will have access to all County Library resources as noted above.

Additional public use technology will include a television with a VCR/DVD viewing unit permanently located in the Group Study Room, and public use copy machines.

Technology in support of audiovisual/multimedia presentation, distance learning, and teleconferencing will be included in the Community Meeting Room. The audiovisual requirements are described above in Section XIV, *Audiovisual*.

The standard for staff technology workstations will be a PC workstation with 17" flat panel plasma screen monitor, keyboard, modem, mouse, CPU, and access to a networked laser or local printer. Other staff technology requirements will include desktop equipment to support the inventory control system, bar code readers, color and/or black and white laser printers, scanners, high-end fax machine, and other miscellaneous desktop equipment.

XVI. GRAPHICS AND SIGNAGE

The program and budget shall include a full signage and graphics package that shall meet all ADA and all fire and life safety requirements. The County Library's preferred signage manufacturer is National Visual Systems. This signage program shall be coordinated with the interior architecture at the earliest stage possible.

Exterior signs shall readily identify the library entrance, with signage integrated into the site, parking, and building exterior. Exterior signs shall be fabricated bronze with a clear satin finish, shall be lighted, and include text: COUNTY OF LOS ANGELES PUBLIC LIBRARY in Times Roman type that is 9" high x 2" deep. A 20" x 30" bronze satin interior commemorative plaque, with clear lacquer finish, shall be required. This plaque shall include a 4" County seal, flat relief style. Library hours shall be indicated with custom vinyl lettering in matte finish, 1" high, affixed to glass door or window at the main entrance.

Suspended major directional and area identification signs shall meet accessibility requirements as noted below and shall be National Visual Systems 400 Series or approved equivalent installed by cable suspension or soffit application. Signs shall typically be 8" high and 72" long with 4" high Helvetica Regular type.

Book stack signs shall be National Visual Systems Quik Changeable System® type or approved equivalent. Signs in multiple languages may be required throughout the building. Permanent room identification signs shall be 4" high x 12" wide and meet all

accessibility requirements as noted below. Rest room signs shall meet Title 24 requirements as noted above in Section X, *Rest Rooms and Lavatories*.

Other signs and sign types that shall be required include:

- In Use/Not in Use signs for meeting, conference, and group study rooms
- Symbols of accessibility where required
- No smoking signs
- Donor recognition plaque(s)
- Signs to designate major building areas and destinations
- Workstation signs
- Evacuation signs
- Emergency exit warning signs
- Maximum occupancy signs
- Freestanding directory sign(s)
- Easels or stands to hold temporary signs/posters announcing events

Accessible Signage

Directional signs to major building areas or stations (e.g., “Customer Service Desk” or “Community Learning Center”) must be wall-mounted or ceiling-hung at least 80” high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3” in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10, must contrast with their background, and must be in a matte, eggshell, or other non-glare finish.

Permanent room identification signage (e.g., “Community Library Manager”) must be wall-mounted on the latch side of any door or entrance at 60” above finished floor and shall be 1/32” raised uppercase sans serif type characters accompanied by Grade II Braille.

XVII. FINISH TREATMENT

A high grade commercial carpet, textured loop pile or multi-level loop pile, shall be used throughout the facility except where noted: rest rooms, supply and storage rooms, Customer Service Desk, Information Desk, Staff Workroom, Shipping and Receiving, Public Entrance, Lobby, Copy Area, Staff Entrance, custodial closets, etc. These areas may be finished with carpet tile, linoleum, stone, ceramic tile, or vinyl tile. Carpet shall have enhanced backing, be glued down, and no carpet pad shall be used. Recommended weight is 32 ounces per square yard with 6 stitches per inch.

Carpet shall be manufactured from static control fiber or from 25% to 100% post consumer recycled material. Static propensity must be below human sensitivity (3.5 KV) under standard test conditions. Carpet shall be rated less than 450 on NBS smoke density test, pass a methenamine pill test, and be rated class I on the flooring radiant panel test.

Casework in public areas, including the Customer Service Desk and the Information Desk, shall be stained wood or laminate with hard surface counters.

Casework in staff areas and rest rooms may be finished with plastic laminate surfaces that have ARP Armored Protection surfaces.

All finishes must be easily maintainable and durable, including corner beads under the plaster finish to prevent damage by book trucks. Corner guards should be provided at high traffic locations in addition to the internal corner beads. Kick plates, chair rails, corner guards, and recessed kick bases on public service desks shall be utilized where appropriate.

Public areas shall be covered with a washable latex paint with a satin or eggshell finish for easy cleaning. A minimum number of paint colors shall be utilized to facilitate future maintenance. Public meeting rooms and areas intended for public art shall be equipped with a system for hanging framed art. In certain high traffic or machine areas, such as the Copy Area, the use of vinyl wall covering should be considered for ease of maintenance. Exterior finish shall include elastomeric finish, professional water sealer, and anti-graffiti coating.

Tackable surfaces shall be provided in all children's areas, staff work areas, and at the service desks. Offices and workrooms shall include whiteboards and tackable surfaces as noted in the space detail sheets. The Group Study Room will include a visual presentation center that incorporates a whiteboard, tack board, and flip chart in a lockable cabinet.

Rest room stalls should be made of solid phenolic material, such as Comtec®. Rest room floors shall be unglazed tile with a floor drain and keyed hose bib required. Rest room walls should be floor to ceiling glazed tile.

XVIII. ACOUSTICS

The primary strategy for acoustical control shall be to treat acoustical issues in the earliest planning stages, i.e., by locating areas that produce noise away from areas where a quiet environment is desirable. The building program addresses acoustics through the distribution of spaces and through the adjacency recommendations,

which group noisier areas together. In the main entrance area of the library, these clustered spaces shall include the following public areas: Customer Service Desk, Returned Materials Browsing Area, Media Viewing and Listening Area, Self-Service Reserved Book Bay, and the Children's Services Area. The Lobby, the Friends of the Library Bookstore, and the entrance to the Community Meeting Room shall be isolated from quiet reading and collection areas. Other more interactive areas, such as the Information Desk and the Community Learning Center, also should be located with sensitivity to other functions needing a quieter environment.

For general acoustical control, collection and reading areas shall be finished with carpet with enhanced backing, 2' x 2' suspended acoustical ceilings, and all interior walls shall include un-faced R-11 2' x 4' stud walls and R-19 in 2' x 6' stud walls.

Areas that require additional acoustical treatment include the Group Study Room, the Community Meeting Room, the Community Learning Center, the Community Library Manager's Office, the Children's Services Area, and the Storytelling Area. These specific acoustical requirements are noted in the respective space detail sheets. These rooms and spaces shall be as soundproof as possible so that conversations cannot be heard outside of them. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating. 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. 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., the Group Study Room, the Copy Area, and office areas.

XIX. STACKS AND SHELVING

The library's collections will be shelved on cantilever-type steel shelving units. Full height units will have six to seven shelves per side in 90" high units depending on the collection to be shelved. Installation will require bolting to the slab for double-faced units over 60" high and bolting to the wall for single-faced units. Installation will meet all California Building Code requirements and be executed by a shelving contractor holding a California specialty license. A structural engineer licensed in the State of California must provide seismic calculations and stamp shelving installation plans.

General recommendations for stack units include:

- Finished end panels and signage on both ends of all shelving units
- Canopy tops on all units 66" and lower
- Back edge on each shelf, or alternately, relocatable backstop in vertical member
- Hinged slanted display shelves in the Magazines and Newspapers Area with storage shelves where indicated

- Multimedia accessory shelving or pullout browser boxes where indicated
- Electrical channel for stack lighting
- Built-in rotary towers where indicated

Space Allocation

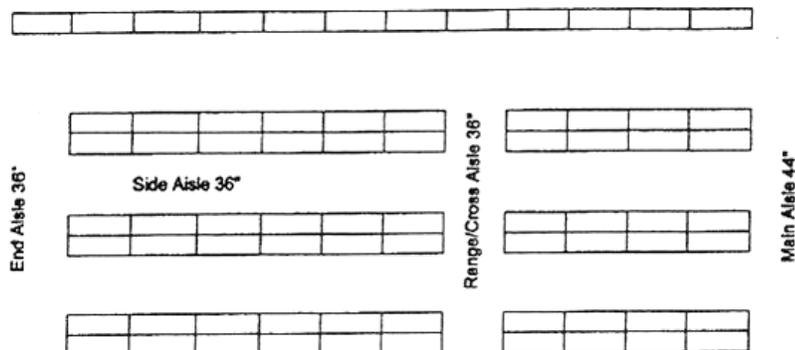
Allocation of space for most adult book collections is based on full height 90” shelving utilizing six shelves per side in the nonfiction area and seven shelves per side in the fiction area, for a total of 288 on-shelf volumes per double-faced section in the nonfiction area and 336 on-shelf volumes per double-faced section in the fiction area. The capacity for each shelving unit is calculated by multiplying the number of volumes per linear foot by the number of linear feet per shelf by the number of shelves per unit. For example, in the fiction area, this is 8 (volumes per linear foot) x 3 (linear feet per shelf) x 14 (shelves per unit) = 336.

The number of volumes per linear foot for each specific collection type and the space allocation per shelving unit can be found in Chapter 2, Section 2.2, *Shelving the Library’s Collections*. Space for collections is programmed to include space for future growth as the Acton/Agua Dulce Library collections are developed and to allow for vacant shelf space for efficient shelving and interfiling of volumes.

Stack ranges shall be no longer than seven sections. Stack areas shall have dry pipe fire sprinklers and sprinkler heads shall 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 cross aisles are required to be 36” wide. Main aisles are principal access routes which run perpendicular to side aisles and must be a minimum of 44” wide. Provide an aisle wider than 36” where more frequent browsing will occur.



Shelving height is unrestricted for most collections unless a staff member is not available to provide assistance, and then it is limited to 54" above finished floor. Current periodicals, browsing collections, and newspapers must be accessible with a maximum side reach of 54" above finished floor (48" preferred), and a front reach of no more than 48" above finished floor. Current periodical shelving units cannot be higher than 66", or three sloped display shelves high. Cross and side aisles in magazine display areas must be a minimum of 44" wide.

XX. READER SEATS

Space for users of the Acton/Agua Dulce Library is provided in sufficient variety, including tables for four (round and rectangular), lounge chairs, technology carrels, and stackable chairs in the Community Meeting Room and the Storytelling Area.

The building program includes a general recommendation for the 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 reader seats is calculated at between 20 and 30 square feet per table seat based on the size of the table, at 35 square feet for each lounge chair, and at 35 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 45 to 50 square feet per seat or station.

All user furniture shall be of the highest quality of institutional or commercial office furniture that the owner's budget allows, 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.

Seating for senior citizens and individuals with mobility disabilities shall be included. The seat height shall be just below the knee (17" above finished floor is most desirable). The seat shall slope no more than four degrees. Armrests are recommended. These recommendations shall be considered particularly in areas such as the Large Print Collection and the Magazines and Newspapers Area that are likely to attract seniors.

Seating for children must be well constructed, scaled, weighted, balanced, and designed for the age group for which intended. Tables are available in a variety of heights to serve the needs of preschoolers, 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 must allow a dimension of 9-10" between seat height and table height. Children's chairs shall be designed not to rock or tip over.

Reader Seat Accessibility

Accessible reader tables and accessible technology workstations are included in the building program. Each of these accessible locations shall 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 finished floor. No table apron or keyboard carrier can be included that obstructs access. Chairs, Kik-Step® stools, and book trucks, which would require being moved, must not be located so as to be obstructions in accessible seating locations.

The Community Meeting Room requires wheelchair access, but a specified number of accessible seating locations is not required in a meeting room with a flat floor and seating that is easily moved. In general, accessible seating shall be available in a location where a companion seat is also available and which affords an unobstructed view of any presenter, performer, or multimedia presentation.

XXI. STAFF

Public Service Desks

Staff at three conveniently located service desks will assist customers and supervise the library. The two primary desks are a Customer Service Desk that combines circulation and routine business transactions for children and adults, and an Information Desk that provides reference and technology assistance for children and adults. An instructor's desk will be provided in the Community Learning Center to assist students. The Customer Service Desk will have three public service points (two for self-service) and will monitor all areas located in proximity to the Library Entrance and Lobby. The staff at the Information Desk will monitor the Children's Services Area and the remaining areas of the library, including the Reference Services Area and the Fiction and Nonfiction Collections. Each station at the service desks shall be a minimum of six to seven feet in length to accommodate all necessary desktop equipment, a built-in CPU holder under the work surface, and under-counter drawers, shelves, or storage for supplies, telephones, and printers. The cash register must be located off of the main work surface. Equipment at the Customer Service Desk includes printers, 3M desensitizer and resensitizer units, bar

code readers, and 17" flat panel monitors with monitor shields built into the casework to hide the backs of the monitors from public view. Additional space shall be included for lost and found bins and other temporary storage requirements. Space allocated to each workstation at service desks will include 3.5' clear in front of the desk and 7' clear behind the desk. Additional space will be added to each workstation to accommodate queuing.

Each service desk shall include at least one station accessible to persons with disabilities with a work surface that is no more than 28" to 34" above finished floor for a continuous length of 36".

Staff Efficiency

To maximize staff efficiency, the Acton/Agua Dulce Library will be supervised from two public service points, with additional instructor's desk staffing for the Community Learning Center at appropriate periods. The shared, open plan Staff Workroom will be located adjacent to the Customer Service Desk to allow for quick backup by library staff during busy periods. This workroom shall be designed flexibly with workstations for the Librarian, the Library Assistant, and the Library Aides as well as for any individuals who volunteer for the library. Areas that cannot be supervised from the public service desks may be locked when not in use.

Staff efficiency shall be increased by maximizing the number of routine transactions and activities that can be made self-service or automated. The library will include self-check machines, customer pre-sort book returns, and a self-service reserved book pick-up area.

Public use equipment that is the most likely to require staff assistance, such as computers, printers, and photocopiers, will be located adjacent or close to public service desks. The acquisition of high quality printers will help to eliminate excessive and expensive staff time spent on assistance with and repair of public use printers.

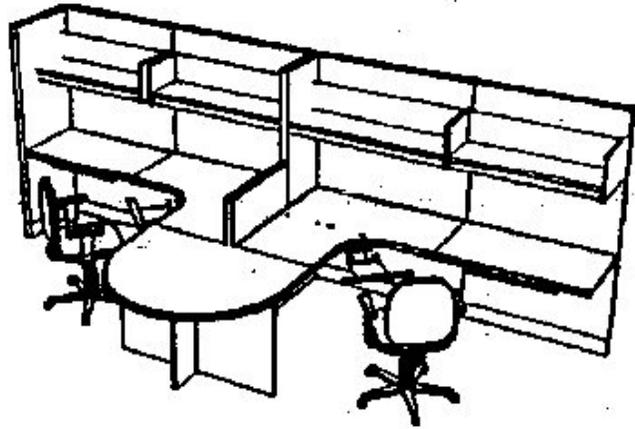
Staff Workstations

With the exception of a private office for the Community Library Manager, individual workstations are required 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 workstations. Additional space shall be added to each work area for shelving, book trucks, and visitor chairs. Locking files, storage compartments, drawers, tackable surfaces, wire management, lighting, acoustical panels, and over-counter shelving will be integrated into the workstation design. Specific workstations are illustrated below.

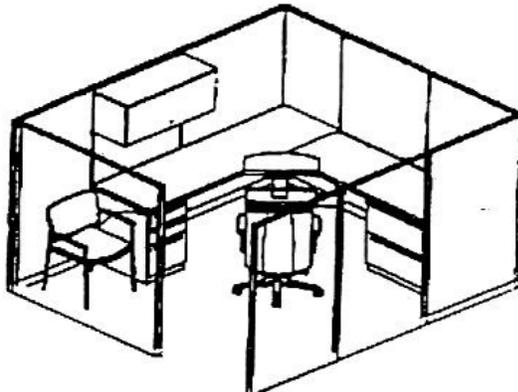
Library Assistants. Systems workstations which are 6' x 8' are specified for full-time Library Assistants. These workstations consist of 60" high fabric wrapped modular panels with two plastic laminated work surfaces and a corner unit. Each workstation shall contain two overhead shelving units, which are wall-mounted if the workstation is located on a perimeter wall, or panel-mounted if it is an interior workstation. Each workstation shall include an articulated keyboard carrier, and one pedestal unit (box/box/file). The Library Assistant workstation occupies 50 assignable square feet.



Library Aides and Library Volunteers. Part-time Library Aides and volunteers will share systems workstations that are 6' x 6' L-shaped workstations with a semi-circular end work surface. These workstations consist of fabric wrapped modular panels with plastic laminated work surfaces. Each workstation shall contain two overhead storage shelves, which are wall-mounted if the workstation is located on a perimeter wall, or panel-mounted if it is an interior workstation. Each workstation includes an articulated keyboard carrier and occupies 40 assignable square feet.



Librarian I (Children's). An 8' x 9' systems workstation is specified for the Librarian I



Staff workstations are provided in three sizes: 40 assignable square feet, 50 assignable square feet, and 75 assignable square feet.

Shelving units are either single-faced units, which are allocated 12 assignable square feet per unit, or double-faced units, which are allocated 18 assignable square feet per unit. Bookstore display shelving in the New Book Display Area and the Friends of the Library Bookstore requires a larger footprint (21 assignable square feet per single-faced unit and 32 assignable square feet per double-faced unit) due to the sloped shelves and base and a larger aisle requirement. The standard stack aisle is 36" wide with the exception of current periodicals and main aisles, which require 44", and browsing collections, which are specified with 42" aisles. The capacity of these shelving units is based on the number of volumes per linear foot of shelf multiplied by the number of linear 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 2, Section 2.2, *Shelving the Library's Collections*. The number of volumes to be housed by collection type is based on the projected built-out collection size minus a percentage of the collection estimated to be in circulation at any given time. This percentage is provided in Chapter 2, Section 2.1, *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 the group study room, at 35 square feet for each lounge chair, and at 35 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 45 to 50 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 8, *Net Sq. Ft. Summary for Furniture & Equipment and Shelving*.

Additional space allowances are created by including queuing spaces in front of the three public service desks and by the addition of cardboard boxes in storage rooms to create transitional storage space.

The total overall gross space allocation will be derived by including a 20% non-assignable space allowance. This efficient net-to-gross ratio reflects the benefits of a single-story facility with a large open plan, a high percentage of space allocated to stacks and collections, a workroom in lieu of individual offices, and few interior corridors. The non-assignable space includes lobbies, hallways, thickness of walls, telecommunications and electrical closets, and rest rooms. Utilizing this 20% allowance to reach the gross square footage requirement provides a building that is efficiently organized and meets functional and accessibility requirements, but is not overly generous for a small facility.

(Children's) who does not have a private office. This workstation consists of 60" high fabric wrapped modular panels with two plastic laminated work surfaces. The workstation contains 6 linear feet of overhead storage cabinets and 6 linear feet of shelves (not shown), which are wall-mounted if the workstation is located on a perimeter wall, or panel-mounted if it is an interior workstation. The workstation includes an articulated keyboard carrier and two pedestal units (box/box/file and file/file), and occupies 75 assignable square feet. The Librarian I (Children's) workstation includes a visitor chair.

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

The Staff Lounge will include lockers for staff use. These will be double-tiered, closed base, sloping top lockers with vented doors, three hooks, and one shelf per locker. Lockers will be secured with padlocks. A minimum of 14 lockers will be provided. A full-height stand for hanging coats will be provided.

XXII. CUSTODIAL

Public areas shall include adequate receptacles for trash and recycling. County Library standards will be applied to the following:

- Industrial shelving
- Manufacturer of paper towel and toilet paper dispensers (Bobrick)
- Requirements for maintenance support space
- Storage for janitorial supplies and equipment
- Trash collection within the building
- Removal of garbage and recyclables
- Keying schedules

XXIII. SPACE PLANNING GUIDELINES

The space planning guidelines utilized in the Acton/Agua Dulce Library are based on standard planning guidelines for public library facilities using square footage allocations that 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). To summarize these standards:

Spatial Relationships for all Library Divisions

Adult Services

Customers with informational questions will often enter the library and proceed directly to the Adult Services Division. Frequently, they consult the OPACs first, then the staff at the Information Desk, and finally the Reference Collection. The OPACs and the Information Desk should be highly visible from the entrance to the Adult Services Division.

The Nonfiction Collection must have a strong spatial relationship with the Adult Services Division for the library to function effectively. While the Teen Area should not be too close to the Adult Services Division, the Teen Area should be close enough so that young adults can begin to use reference materials. The Magazines and Newspapers Area should be close to the Information Desk so that staff can assist customers who are looking for back issues of periodicals. The Information Desk also serves customers in the Children's Services Division. However, spatial relationships, acoustical treatments, and/or walls should ensure that activity in the Children's Services Division will be sufficiently isolated from the Adult Services Division so as to avoid user disturbance from noise in the Children's Services Division.

ADJACENT:

Nonfiction Collection and Adult Study Seating

CLOSE:

Community Learning Center
Fiction Collection
Magazines and Newspapers Area
Spanish Language Collection
Teen Area

VISUAL CONNECTION:

Customer Service Desk and Staff Workroom
Entrance and Arrival Areas

AWAY:

Children's Services



Children's Services

The entrance to the Children's Services Division should be inside and close to the security system and very near the Customer Service Desk. If possible, when children and parents come out of the Children's Services Division, they should be near the Customer Service Desk. This relationship will facilitate the circulation of children's materials and reduce unnecessary traffic of children through other parts of the library. The entrance to the Children's Services division should be very close to the New Book Display and the Media Viewing and Listening Area as well. This will allow parents to browse for new books and media and still supervise their children in the Children's Services Division.

Access from the Children's Services Division to the Community Meeting Room Division should be provided for programs and activities requiring the use of the Community Meeting Room without disturbing other library users.

CLOSE:

- Community Learning Center
- Customer Service Desk and Staff Workroom
- Entrance and Arrival Areas
- Media Viewing and Listening Area
- New Book Display

AWAY:

- Adult Services
- Nonfiction Collection and Adult Study Seating
- Teen Area

Community Learning Center

The Community Learning Center will be located in a prominent space within the building, with easy access from the Entrance and Arrival Areas and to the collections that may be needed by learners.

The Community Learning Center provides K-12 students and adults with access to electronic databases, the Internet, career, homework and textbook materials, and assistance and training in locating learning resources. The Information Desk in the Adult Services Division will be located nearby for additional assistance. The Reference Collection, the Nonfiction Collection, and Special Collections, should be nearby as well.

CLOSE:

- Adult Services
- Children's Services
- Nonfiction Collection and Adult Study Seating
- Teen Area

PROXIMITY:

- Entrance and Arrival Areas
- Special Collections



Community Meeting Room

The major spatial relationship of the Community Meeting Room Division is to the Entrance and Arrival Areas Division. Since the area might be open when the rest of the library is closed, access must be provided through the main lobby to the Community Meeting Room and to the Public Rest Rooms without compromising the library's security. Public parking should be located so as to provide easy access to the Community Meeting Room.

The configuration and location of the Community Meeting Room Division must enable visual supervision of the entrance to the Community Meeting Room and easy staff access to the Community Meeting Room. Usually, the Customer Service Desk is located so as to afford this general supervisory function.

ADJACENT:

Entrance and Arrival Areas

CLOSE:

Customer Service Desk and Staff Workroom
Public parking

Customer Service Desk and Staff Workroom

Most customers using the library will utilize the Customer Service Desk. This space within the Division should be centrally located where all library customers must pass through it when entering or exiting the library building.

ADJACENT:

Entrance and Arrival Areas

CLOSE:

Special Collections
Children's Services
Community Meeting Room
Media Viewing and Listening Area
New Book Display
Support Areas

PROXIMITY:

Teen Area

VISUAL CONNECTION:

Adult Services



Entrance and Arrival Areas

The Entrance and Arrival Areas Division is essentially a pass-through space which customers will use when using the library, the Community Meeting Room, the Friends of the Library Bookstore, and the Public Rest Rooms. It should be conveniently located to allow access to all four. The Entrance and Arrival Areas Division must be able to be locked off and separated from the library so that the meeting room and ancillary services can be open when the library is closed.

ADJACENT:

Community Meeting Room
Customer Service Desk and Staff Workroom

CLOSE:

Children's Services

PROXIMITY:

Community Learning Center
Media Viewing and Listening Area
New Book Display

VISUAL CONNECTION:

Adult Services

AWAY:

Support Areas

Fiction Collection

Many library customers are exclusive fiction readers and will select their materials from the Fiction Collection and the New Book Display, then exit the library via the Customer Service Desk immediately upon making their selection of materials. Other customers will browse the Fiction Collection in addition to checking for items in the Magazines and Newspapers Area, the Media Collection, and the Nonfiction Collection.

CLOSE:

Adult Services
Magazines and Newspapers Area
Nonfiction Collection and Adult Study Seating
Spanish Language Collection

PROXIMITY:

Media Viewing and Listening Area

Magazines and Newspapers Area

The Magazines and Newspapers Area is close to the Copy Area and the Information Desk in the Adult Services Division and the Nonfiction Collection and Adult Study Seating. The space should be located so that it is relatively quiet.

CLOSE:

Adult Services
Fiction Collection
Nonfiction Collection and Adult Study Seating



Media Viewing and Listening Area

Many customers will enter the Media Viewing and Listening Area from either the New Book Display or from the main entrance of the library after passing by the Customer Service Desk. The Media Viewing and Listening Area should be close to the Teen Area since young adults are often attracted to audiovisual materials. The Media Viewing and Listening Area should be relatively close to the Children's Services Division so that parents can browse here while monitoring their children in the Children's Services Division.

CLOSE:

Children's Services
Customer Service Desk and Staff Workroom
New Book Display
Teen Area

PROXIMITY:

Entrance and Arrival Areas
Fiction Collection

New Book Display

When customers enter the library, they should be able to see the New Book Display. Many will enter this area, select a new book, and leave the library by way of the Customer Service Desk.

Other customers may enter the library and browse in the New Book Display, go on to the Fiction Collection to select additional books, or to the Media Viewing and Listening Area to select audiovisual materials, and return to the Customer Service Desk before leaving the library.

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

CLOSE:

Children's Services
Customer Service Desk and Staff Workroom
Media Viewing and Listening Area

PROXIMITY:

Entrance and Arrival Areas



Nonfiction Collection and Adult Study Seating

The major spatial relationship for the Nonfiction Collection and Adult Study Seating Division is that it be close to the Information Desk in the Adult Services Division. Library customers typically will consult one of the library's on-line public access catalogs before heading for the Nonfiction Collection and Adult Study Seating Division.

One of the more common scenarios is for a library customer patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the Nonfiction Collection to find one or more books. Customers will then sit down and look at the books and/or check out their books at the Customer Service Desk. Customers may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access this collection to answer reference questions or help customers locate materials. Users of the Community Learning Center and the Special Collections also will make frequent use of the Nonfiction Collection.

ADJACENT:

Adult Services

CLOSE:

Community Learning Center
Fiction Collection
Magazines and Newspapers Area
Spanish Language Collection

AWAY:

Children's Services

Spanish Language Collection

The Spanish Language Collection is located so that it is visible from the Information Desk in the Adult Services Division. To accommodate browsers, the Spanish Language Collection should be close to the Fiction Collection and the Nonfiction Collection. Seating is convenient to the Spanish Language Collection so that customers can use materials from this collection while in the library.

PROXIMITY:

Information Desk
On-line Public Access Computer (OPAC)
Fiction Collection and Seating
Nonfiction Collection and Adult Study Seating



Special Collections

The Special Collections Division will be used by adults, seniors, and teens for vocational, avocational, and educational purposes. Many customers will browse the collections in this division for items of interest. Others will use the Special Collections in a focused effort to complete homework assignments or to obtain information for business or personal needs.

The location of the Special Collections Division should facilitate all types of use. The materials in these collections should be readily accessible from the Nonfiction Collection and convenient to users of the Community Learning Center. To assist customers who need help in finding materials, the Information Desk should be close to the Special Collections Division.

CLOSE:

Customer Service Desk and Staff Workroom
Teen Area

PROXIMITY:

Community Learning Center

Support Areas

The Support Areas Division includes a variety of spaces, some with very different functions and relationships. Almost all spaces within this division exclude public use. Some spaces, such as the Staff Lounge, need easy access to work areas. Spaces that support logistics, such as the Main Communications Room, the Delivery Vestibule, the Custodial Workroom, the Loading Dock, the Mechanical Equipment Room, and the Staff Entrance, require adjacencies that enable the transportation of items and people to and from the building.

The majority of the spaces 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.

CLOSE:

Customer Service Desk and Staff Workroom

AWAY:

Entrance and Arrival Areas
Public Areas



Teen Area

The Teen Area should be close to the Community Learning Center as young adults will be heavy users of this resource. The Teen Area should be located close to the Media Viewing and Listening Area since teenagers will make extensive use of the audiovisual materials.

The Information Desk in the Adult Services Division should be convenient to the Teen Area so that staff can supervise the young people and encourage them to begin to make use of the reference collections and services. The Teen Area also should be in the proximity of the Customer Service Desk. The Teen Area should not be too close to the Reference Collection because the noise generated in the Teen Area may disturb customers who need quiet for study or research. The Teen Area should not be located too close to the Children's Services Division because teens are frequently trying to separate themselves from the image of being children.

CLOSE:

- Special Collections
- Adult Services
- Community Learning Center
- Media Viewing and Listening Area

PROXIMITY:

- Customer Service Desk and Staff Workroom

AWAY:

- Children's Services



Spatial Relationships

for each Library Space

Division Name

Space Name

Description/Detail Data

ADULT SERVICES

Copy Area

The Copy Area is located for easy access throughout the library. The Copy Area is close to the seating and collection areas where students and others work on assignments and projects. Customers can see the sign identifying the Copy Area from the Customer Service Desk.

CLOSE:

Children's Books, Magazines and Seating
Children's Reference Collection
Community Learning Center Collection and Seating
Magazines and Newspapers Area
Nonfiction Collection and Adult Study Seating
Reference Collection, Furniture and Equipment
Teen Collection and Seating

PROXIMITY:

Information Desk

Group Study Room

The Group Study Room is located adjacent to the Public Entrance and Lobby for use when the library is closed. The Group Study Room has a door to the Lobby and a door to the library, which can be locked from the library side. The Group Study Room is located in proximity to the Customer Service Desk to provide visual supervision.

ADJACENT:

Public Entrance and Lobby

PROXIMITY:

Children's Reference Collection
Community Learning Center Collection and Seating
Customer Service Desk
Information Desk
On-line Public Access Computer (OPAC)
Reference Collection, Furniture and Equipment



Division Name

Space Name

Description/Detail Data

Information Desk

The Information Desk is the hub of the library and should be a predominant, easily identifiable feature from all parts of the library. It must be adjacent to the adult and children's OPAC units and to the reference collections for adults and children for supervision and to assist customers. The Information Desk should be close to: the Nonfiction Collection and Adult Study Seating; the Community Learning Center; the Children's Books, Magazines and Newspaper Area; and the Preschooler/Young Children's Collection & Seating for supervision and to assist customers.

The staff at the Information Desk supervise the adult areas of the library as well as those in Children's Services, including the Family Rest Room. These spaces should be in proximity to the Information Desk.

The Customer Service Desk is within view of the Information Desk.

ADJACENT:

- Children's On-line Public Access Computer (OPAC)
- Children's Reference Collection
- On-line Public Access Computer (OPAC)
- Reference Collection, Furniture and Equipment

CLOSE:

- Children's Books, Magazines and Seating
- Community Learning Center Collection and Seating
- Fiction Collection and Seating
- Magazines and Newspapers Area
- Nonfiction Collection and Adult Study Seating
- Preschooler/Young Children's Collection & Seating

PROXIMITY:

- Copy Area
- Children's Media Collection
- Family Rest Room
- Group Study Room
- Media Collection
- New Book Display
- Spanish Language Collection
- Special Collection - Animal Husbandry/Agribusiness
- Storytelling Area
- Teen Collection and Seating

VISUAL CONNECTION:

- Customer Service Desk



Division Name

Space Name

Description/Detail Data

On-line Public Access Computer (OPAC)

The clustered On-line Public Access Computer (OPAC) units must be adjacent to the Information Desk, so that the Information Desk staff can assist customers using the OPACs and customers can easily reach reference librarians when they have questions. The OPAC units should also be close to the Nonfiction Collection and adjacencies to the Reference Collection because many customers will proceed from an OPAC to these collections after finding a citation in the catalog.

In addition to this cluster, an On-line Public Access Computer (OPAC) is located adjacent to the New Book Display near the Customer Service Desk and the Public Entrance and Lobby for convenient customer and staff access.

The computer stations are positioned so they do not block aisles. However, their screens face the aisles. ADA compliant computer stations are provided for customers using wheelchairs or electric convenience vehicles.

ADJACENT:

Information Desk
Reference Collection, Furniture and Equipment

CLOSE:

Children's Entrance (Interior)
Fiction Collection and Seating
Magazines and Newspapers Area
Nonfiction Collection and Adult Study Seating

PROXIMITY:

Group Study Room
Spanish Language Collection
Special Collection - Animal Husbandry/Agribusiness



Division Name

Space Name

Description/Detail Data

Reference Collection, Furniture and Equipment

The Reference Collection, Furniture and Equipment is adjacent to the Information Desk and the On-line Public Access Computer (OPAC) units. The Reference Collection is close to the Nonfiction Collection and Adult Study Seating. At least one photocopier is located close to the Information Desk to provide convenient customer access and increase security of reference materials. The Reference Collection is in proximity to the Community Learning Center and the Teen Area.

While the Reference Collection is an extension of the Nonfiction Collection, there should be a clear distinction between the two collections to avoid confusion to library customers.

ADJACENT:

Information Desk
On-line Public Access Computer (OPAC)

CLOSE:

Copy Area
Nonfiction Collection and Adult Study Seating

PROXIMITY:

Community Learning Center Collection and Seating
Teen Collection and Seating

AWAY:

Children's Entrance (Interior)

CHILDREN'S SERVICES

Children's Books, Magazines and Seating

The Children's Books, Magazines and Seating should be adjacent to the Children's OPAC units where they will need to use them in identifying materials. The space should be close to the Information Desk. This space should be visible from the Children's Entrance. It should be close to the Community Learning Center since students in the Community Learning Center will use materials in this area.

ADJACENT:

Children's On-line Public Access Computer (OPAC)
Children's Reference Collection

CLOSE:

Community Learning Center Collection and Seating
Copy Area
Family Rest Room
Information Desk

PROXIMITY:

Children's Entrance (Interior)
Storytelling Area



Division Name

Space Name

Description/Detail Data

Children's Entrance (Interior)

The Children's Entrance (Interior) is close to the Customer Service Desk and does not require passage through areas with adult seating. When children enter the Children's Services Area, there should be a clear path to the children's seating areas and collections. The Family Rest Room must be in proximity and easy to locate.

CLOSE:

Children's Media Collection
Customer Service Desk
Preschooler/Young Children's Collection & Seating

PROXIMITY:

Children's Books, Magazines and Seating
Children's On-line Public Access Computer (OPAC)
Children's Reference Collection
Family Rest Room
Public Entrance and Lobby
Storytelling Area

AWAY:

Nonfiction Collection and Adult Study Seating
Reference Collection, Furniture and Equipment
Teen Collection and Seating

Children's Media Collection

The Children's Media Collection should be close to the Children's Entrance (Interior) and immediately visible upon entering the Children's Services Area.

CLOSE:

Children's Entrance (Interior)
Family Rest Room

PROXIMITY:

Children's On-line Public Access Computer (OPAC)
Information Desk
Preschooler/Young Children's Collection & Seating

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

The Children's OPACs should be located as centrally as possible in the Children's Services Area, while being adjacent to the Information Desk so children using them are visible to staff and can be easily assisted.

ADJACENT:

Children's Books, Magazines and Seating
Children's Reference Collection
Information Desk

CLOSE

Preschooler/Young Children's Collection & Seating

PROXIMITY:

Children's Media Collection
Family Rest Room



Division Name

Space Name

Description/Detail Data

Children's Reference Collection

The Children's Reference Collection must be adjacent to the Information Desk for quick staff access. It should also be adjacent to the Children's OPACs and the Children's circulating collections.

ADJACENT:

Children's Books, Magazines & Seating
Children's On-line Public Access Computer (OPAC)
Information Desk

CLOSE:

Community Learning Center Collection and Seating
Copy Area
Family Rest Room

PROXIMITY:

Children's Entrance (Interior)
Group Study Room

Children's Services Storage/Supply Closet

The Children's Services Storage/Supply Closet is adjacent to the Storytelling Area so that puppets, equipment, and other items can be easily transported to and from the Storytelling Area.

ADJACENT:

Storytelling Area

Family Rest Room

The Family Rest Room should be convenient from the Children's Entrance (Interior), but not close enough to the Public Entrance and Lobby to encourage use of this rest room by adults. The Family Rest Room is exclusively for children and for parents accompanying children. It should be easily accessible from the Storytelling Area, Preschooler/Young Children's Collection and Seating, and the Children's Books, Magazines and Seating. The entrance to the Family Rest Room should be within clear view of the Customer Service Desk and/or the Information Desk.

CLOSE:

Children's Entrance (Interior)
All other spaces in the Children's Services Area

PROXIMITY:

Customer Service Desk
Information Desk



Division Name

Space Name

Description/Detail Data

Preschooler/Young Children's Collection & Seating

Preschooler/Young Children's Collection & Seating is close to the Children's Entrance (Interior) and to the Information Desk, where staff can supervise the area and assist young children. The Family Rest Room is also close to the Preschooler/Young Children's Collection & Seating for convenient access. This area is visible from the Customer Service Desk.

ADJACENT:

Storytelling Area

CLOSE:

Children's Entrance (Interior)
Children's On-line Public Access Computer (OPAC)
Family Rest Room
Information Desk

PROXIMITY:

Children's Media Collection
Customer Service Desk

AWAY:

Fiction Collection and Seating
Magazines and Newspapers Area
Nonfiction Collection and Adult Study Seating

Storytelling Area

The Storytelling Area should be within sight of the Information Desk and the Children's Entrance (Interior). The Storytelling Area should be adjacent to the Preschooler/Young Children's Collection & Seating and close to the Family Rest Room. The Storytelling Area should be in proximity to the Information Desk so that staff can assist customers and supervise the space. To reduce the possibility of noise disturbing customers who are studying or enjoying a quiet setting, the Storytelling Area should be away from adult seating areas.

ADJACENT:

Preschooler/Young Children's Collection & Seating
Children's Services Storage/Supply Closet

CLOSE:

Family Rest Room

PROXIMITY:

Children's Books, Magazines and Seating
Children's Entrance (Interior)
Customer Service Desk
Information Desk
Public Entrance and Lobby

AWAY:

Fiction Collection and Seating
Magazines and Newspapers Area
Nonfiction Collection and Adult Study Seating
Teen Collection and Seating

COMMUNITY LEARNING CENTER



Division Name

Space Name

Description/Detail Data

Community Learning Center Collection and Seating

The Community Learning Center Collection and Seating will provide teens and adults with access to electronic databases, the Internet, career, homework and textbook materials, and assistance and training in locating learning resources. In addition to the instructor's desk in the Community Learning Center Collection and Seating space, the Information Desk will be located nearby for additional assistance. The reference collection will be in proximity.

CLOSE:

Children's Books, Magazines and Seating
Children's Reference Collection
Copy Area
Information Desk
Teen Collection and Seating

PROXIMITY:

Group Study Room
Nonfiction Collection and Adult Study Seating
Reference Collection, Furniture and Equipment
Special Collection - Animal Husbandry/Agribusiness

COMMUNITY MEETING ROOM

Community Meeting Room

The Community Meeting Room should be adjacent to the Public Entrance and Lobby of the building and readily accessible to the Public Rest Rooms. The Kitchen should be adjacent to the rear entrance of the Community Meeting Room so that refreshments can be brought in without disturbing a meeting or program. A pass-through window may be included so that light refreshments can be served without having to set up separate tables. The Patio should be adjacent.

ADJACENT:

Kitchen
Patio
Public Entrance and Lobby
Storage for Community Meeting Room

CLOSE:

Friends of the Library Bookstore
Public Rest Rooms

Kitchen

The Kitchen is located adjacent to the Community Meeting Room. The Kitchen must have easy access from the Public Entrance and Lobby for the transport of food and supplies to the Kitchen.

ADJACENT:

Community Meeting Room

CLOSE:

Public Entrance and Lobby



Division Name

Space Name

Description/Detail Data

Storage for Community Meeting Room

Storage for the Community Meeting Room is located adjacent to the Community Meeting Room. A door joins the two spaces.

ADJACENT:

Community Meeting Room

CUSTOMER SERVICE DESK AND STAFF WORK

Community Library Manager's Office

The location of the Community Library Manager's Office must support supervision of the Staff Workroom and the Customer Service Desk, requiring sight lines to both areas. The office should be easily accessible from the Customer Service Desk if problems arise with customers. Ideally, customers should be able to access the office without going behind the Customer Service Desk or into any of the back-of-house spaces.

ADJACENT:

Customer Service Desk
Staff Workroom

PROXIMITY:

Public Entrance and Lobby



Division Name

Space Name

Description/Detail Data

Customer Service Desk

The Customer Service Desk is located immediately inside the Public Entrance and Lobby to the library. The service counter is clearly visible to customers entering and exiting the library through the Lobby. Conveniently placed self-sort material drops permit customers to return their materials before passing the Customer Service Desk.

The Customer Service Desk is near to and has visual contact with the New Book Display space. The Information Desk is within view of the Customer Service Desk. Workstations allow staff to face the customers and to see the library's interior. The desk is designed so staff cannot be approached from behind by the public. The workstations are designed to accommodate both the check-in and check-out functions. The check-in station is positioned so that customers can move easily to the counter through the security gates. Two self-checkout machines are located on the Customer Service Desk, positioned so that they are a convenient alternative to the staffed workstation here.

The Customer Service 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 Customer Service Desk should have good sight lines and easy access to the inventory control gates and the entrance to the Public Rest Rooms.

For convenient access to staff, supplies, and support areas, the Customer Service Desk should be adjacent to the Staff Workroom and the Community Library Manager's Office, and in proximity to the Customer Service Desk Storage/Supply Closet, the Staff Lounge, and the Staff Rest Rooms.

To assist customers who need staff assistance in locating items, the Customer Service Desk should be close to the Media Collection, the New Book Display, the Returned Materials Browsing Area, and the Self-Service Reserved Book Bay.

For supervisory purposes, the Customer Service Desk should be close to the Children's Entrance (Interior) and in proximity to the Group Study Room, the Preschooler/Young Children's Collection & Seating, the Storytelling Area, the Teen Collection and Seating, and the Public Rest Rooms.

ADJACENT:

- Community Library Manager's Office
- Public Entrance and Lobby
- Staff Workroom

CLOSE:

- Children's Entrance (Interior)
- Media Collection
- New Book Display
- Returned Materials Browsing Area
- Self-Service Reserved Book Bay

PROXIMITY:

- Customer Service Desk Storage/Supply Closet
- Family Rest Room
- Group Study Room
- Preschooler/Young Children's Collection & Seating



Division Name

Space Name

Description/Detail Data

Public Rest Rooms
Staff Lounge
Staff Rest Rooms
Storytelling Area
Teen Collection and Seating

VISUAL CONNECTION:

Information Desk

Customer Service Desk Storage/Supply Closet

The Customer Service Desk Storage/Supply Closet should be within easy access by staff working in the Staff Workroom and convenient from the Customer Service Desk. This space should have easy access from the Loading Dock so supplies can be transported without being moved through the Staff Workroom.

CLOSE:

Staff Workroom

PROXIMITY:

Customer Service Desk
Loading Dock

Returned Materials Browsing Area

The Returned Materials Browsing Area is located close to, but outside, the Customer Service Desk work area. Its location enables efficient staff access to, and movement of, returned materials from the materials return units within the Customer Service Desk for sorting, browsing by customers, and subsequent shelving if not borrowed by customers. The Self-Service Reserved Book Bay is also located close to this space.

The Returned Materials Browsing Area is in proximity to the Public Entrance and Lobby for easy access by customers, and by staff when transporting returned materials from the exterior book return units. Other spaces designed for customer browsing, such as the New Book Display and the Media Collection, are in proximity to the Returned Materials Browsing Area.

CLOSE:

Customer Service Desk
Self-Service Reserved Book Bay

PROXIMITY:

Media Collection
New Book Display
Public Entrance and Lobby
Staff Workroom



Division Name

Space Name

Description/Detail Data

Self-Service Reserved Book Bay

The Self-Service Reserved Book Bay is located to provide easy customer access to the materials that have been previously reserved or obtained from another library and are awaiting pickup by a customer. The location is easily visible from the Public Entrance and Lobby and from the Customer Service Desk.

Other spaces designed for customer browsing, such as the New Book Display and the Media Collection, are in proximity to the Self-Service Reserved Book Bay. The Returned Materials Browsing Area is located close to this space.

CLOSE:

Customer Service Desk
Returned Materials Browsing Area

PROXIMITY:

Media Collection
New Book Display
Public Entrance and Lobby
Staff Workroom



Division Name

Space Name

Description/Detail Data

Staff Workroom

The Staff Workroom should be as close as possible to the Customer Service Desk and Loading Dock for staff efficiency. It should be readily accessible from the Staff Entrance. Where feasible, provide a view into the parking lot so staff can have visual supervision of this area. Provide a doorbell and peephole at the Staff Entrance to the Workroom for before and after-hours access; the doorbell to sound both in the Staff Workroom and at the Customer Service Desk.

The Community Library Manager's Office and the Customer Service Desk should be immediately adjacent to the Staff Workroom. Staff will move frequently between each space, but particularly between the Customer Service Desk and the Staff Workroom. For this reason, not only should there be easy access between these spaces, there should also be a sight line between the Staff Workroom and the Customer Service Desk so that staff can fill-in if a line begins to form at the desk.

For convenient access to supplies and support areas, the Staff Workroom should be adjacent to the Deliver Vestibule and close to the Customer Service Desk Storage/Supply Closet, the Staff Lounge, and the Staff Rest Rooms.

ADJACENT:

- Customer Service Desk
- Community Library Manager's Office
- Delivery Vestibule

CLOSE:

- Customer Service Desk Storage/Supply Closet
- Loading Dock
- Staff Entrance
- Staff Lounge
- Staff Rest Rooms

PROXIMITY:

- Main Communications Room
- Returned Materials Browsing Area
- Self-Service Reserved Book Bay

ENTRANCE AND ARRIVAL AREAS

Friends of the Library Bookstore

The Friends of the Library Bookstore must be adjacent to the Public Entrance and Lobby and highly visible as people enter and exit the library. Close proximity to the parking area will help volunteers moving book trucks and boxes as they replenish the bookstore stock. A location near the Community Meeting Room could increase traffic past the Friends of the Library Bookstore.

ADJACENT:

- Public Entrance and Lobby

CLOSE:

- Community Meeting Room



Division Name

Space Name

Description/Detail Data

Public Entrance and Lobby

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. The Community Meeting Room, the Group Study Room, the Friends of the Library Bookstore, and the Public Rest Rooms should be accessible from the Lobby. Areas such as the Children's Entrance (Interior), the New Book Display, and the Media Collection should be located in proximity to the entrance. The Customer Service Desk must be located adjacent to the Public Entrance and Lobby.

ADJACENT:

- Community Meeting Room
- Customer Service Desk
- Friends of the Library Bookstore
- Group Study Room
- Public Rest Rooms

CLOSE:

- Kitchen

PROXIMITY:

- Children's Entrance (Interior)
- Community Library Manager's Office
- Media Collection
- New Book Display
- Returned Materials Browsing Area
- Self-Service Reserved Book Bay
- Storytelling Area

AWAY:

- Loading Dock and other Support Areas

Public Rest Rooms

The Public Rest Rooms must be just off the Lobby and close to the Community Meeting Room. The entrance to the rest rooms should be easy to find and convenient to the Community Meeting Room. The entrance to the Public Rest Rooms should be visible from the Customer Service Desk if possible.

ADJACENT:

- Public Entrance and Lobby

CLOSE:

- Community Meeting Room

PROXIMITY:

- Customer Service Desk

FICTION COLLECTION



Division Name

Space Name

Description/Detail Data

Fiction Collection and Seating

The Fiction Collection and Seating Area is close to the Information Desk. This location will permit staff at the Information Desk to assist customers looking for materials. The Fiction Collection and Seating Area should be easily accessible from the New Book Display.

The paperbacks and genre books should be highly visible and accessible, since these are high-use collections.

Large print books, which are located in the Fiction Collection and Seating Area, 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:

Information Desk
Magazines and Newspapers Area
On-line Public Access Computer (OPAC)

PROXIMITY:

Media Collection
New Book Display
Nonfiction Collection and Adult Study Seating
Spanish Language Collection

AWAY:

Preschooler/Young Children's Collection & Seating
Storytelling Area

MAGAZINES AND NEWSPAPERS AREA

Magazines and Newspapers Area

Current magazines and newspapers are on display shelves adjacent to lounge chairs and near some study tables. The Magazines and Newspapers Area is close to the Information Desk, the Copy Area, and the Adult Fiction and Nonfiction Collections. Computer workstations providing access to electronic files of magazines and newspapers should be located near the Magazines and Newspapers Area.

CLOSE:

Copy Area
Fiction Collection
Information Desk
Nonfiction Collection and Adult Study Seating
On-line Public Access Computer (OPAC)

PROXIMITY:

New Book Display

AWAY:

Preschooler/Young Children's Collection & Seating
Storytelling Area

MEDIA VIEWING AND LISTENING AREA



Division Name

Space Name

Description/Detail Data

Media Collection

The Media Collection is visible and easily accessible from the Public Entrance and Lobby and the Customer Service Desk. Wide aisles allow customers to browse shelves and displays to find items of interest. The Media Collection is near the New Book Display and the Teen Collection and Seating.

The Media Collection should be visible from the spaces in the Children's Services Division since many customers will browse for audiovisual materials while their children attend a program in the Storytelling Area.

CLOSE:

Customer Service Desk
New Book Display
Teen Collection and Seating

PROXIMITY:

Fiction Collection and Seating
Information Desk
Public Entrance and Lobby
Returned Materials Browsing Area
Self-Service Reserved Book Bay

VISUAL CONNECTION:

Children's Services Division

NEW BOOK DISPLAY

New Book Display

New additions to the library's book collection are attractively displayed as the first, or one of the first, collections encountered after arriving customers pass through the Public Entrance and Lobby. Immediately beyond the Customer Service Desk is usually an excellent location for New Book Display shelving. The shelves, within easy reach of all adult customers, have ample room for "cover-out" display of items.

The New Book Display should be highly visible, and just off the main traffic path in the library. It should be visible from the Children's Services Division and close to the Media Collection since many customers will browse for new books and audiovisual materials during the same visit to the library, or while their children attend a program in the Storytelling Area.

CLOSE:

Customer Service Desk
Media Collection

PROXIMITY:

Fiction Collection and Seating
Magazines and Newspapers Area
Returned Materials Browsing Area
Self-Service Reserved Book Bay
Public Entrance and Lobby

VISUAL CONNECTION:

Children's Services Division



Division Name

Space Name

Description/Detail Data

NONFICTION COLLECTION AND ADULT STU

Nonfiction Collection and Adult Study Seating

The Nonfiction Collection and Adult Study Seating is situated so that customers can see its sign or perimeter from the Information Desk. The location should be close to the Information Desk to enable staff to use the Nonfiction Collection to supplement the Reference Collection resources and to assist customers looking for materials.

The area should be in the proximity of the Copy Area, the Reference Collection, the Community Learning Center Collection and Seating, and the Fiction Collection. It should be located away from potential noise in the Children's Services Division.

CLOSE:

- Copy Area
- Information Desk
- Magazines and Newspapers Area
- On-line Public Access Computer (OPAC)
- Reference Collection, Furniture and Equipment

PROXIMITY:

- Community Learning Center Collection and Seating
- Fiction Collection and Seating
- Spanish Language Collection
- Special Collection - Animal Husbandry/Agribusiness

AWAY:

- Children's Services Division

SPANISH LANGUAGE COLLECTION

Spanish Language Collection

The Spanish Language Collection is close to the Nonfiction Collection and Adult Study Seating, the Fiction Collection, and the Information Desk.

PROXIMITY:

- Information Desk
- On-line Public Access Computer (OPAC)
- Fiction Collection and Seating
- Nonfiction Collection and Adult Study Seating

SPECIAL COLLECTIONS

Special Collection - Animal Husbandry/Agribusiness

For convenient use and staff assistance, the Special Collection - Animal Husbandry/Agribusiness is in proximity to the Community Learning Center Collection and Seating, the Information Desk, the Nonfiction Collection and Adult Study Seating, and the On-line Public Access Computer (OPAC).

PROXIMITY:

- Community Learning Center Collection and Seating
- Information Desk
- Non-fiction Collection and Adult Study Seating
- On-line Public Access Computer (OPAC)

SUPPORT AREAS



Division Name

Space Name

Description/Detail Data

Custodial Workroom

The Custodial Workroom is near the Loading Dock and in proximity to the Staff Lounge and the Staff Rest Rooms.

CLOSE:

Loading Dock

PROXIMITY:

Staff Lounge

Staff Rest Rooms

Delivery Vestibule

The Delivery Vestibule should be located on an exterior wall. Its exterior door will have easy access from the Loading Dock. The interior door of the Delivery Vestibule will be lockable from the inside of the library. This space will be used by couriers delivering materials to the library during open and closed hours. It also will be used by staff for the preparation of materials and items being shipped to and from the library. For efficiency, the Delivery Vestibule should be adjacent to the Staff Workroom. The Delivery Vestibule should incorporate the Staff Entrance into its design.

ADJACENT:

Loading Dock

Staff Entrance

Staff Workroom

Loading Dock

For convenient access, the Loading Dock is adjacent to the Delivery Vestibule and close to the Custodial Workroom and the Staff Workroom. The Loading Dock is in proximity to the Customer Service Desk Storage/Supply Closet.

ADJACENT:

Delivery Vestibule

CLOSE:

Custodial Workroom

Staff Workroom

PROXIMITY:

Customer Service Desk Storage/Supply Closet

AWAY:

Public Entrance and Lobby

Public Service Areas

Main Communications Room

Ideally, the Main Communications Room should be located mid-way on a long exterior wall, providing a compromise between the ease of ingress for telecommunications service and minimization of cable runs within the building.

The Main Communications Room should be located away from and/or highly shielded from electrical lines.

PROXIMITY:

Staff Workroom

Mechanical Equipment Room

This room has no adjacency requirements.



Division Name

Space Name

Description/Detail Data

Staff Entrance

The Staff Entrance, which is through the Delivery Vestibule, must be close to the Staff Lounge, the Staff Workroom, the Staff Rest Rooms, and staff parking. The positioning of the Staff Entrance relative to exterior spaces such as staff parking and pedestrian access is critical.

ADJACENT:

Delivery Vestibule

CLOSE:

Staff Lounge
Staff Parking
Staff Rest Rooms
Staff Workroom

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 Workroom for cleaning purposes. The Staff Lounge should be close to the Staff Workroom so staff can have easy access between the two spaces.

ADJACENT:

Staff Rest Rooms

CLOSE:

Staff Workroom
Staff Entrance

PROXIMITY:

Custodial Workroom
Customer Service Desk

Staff Rest Rooms

The Staff Rest Rooms should be adjacent to the Staff Lounge, but should not open into the Staff Lounge. The Staff Rest Rooms should not be accessible to the public. They should be close to the Staff Entrance and the Staff Workroom, and in proximity to the Customer Service Desk and the Custodial Workroom.

ADJACENT:

Staff Lounge

CLOSE:

Staff Entrance
Staff Workroom

PROXIMITY:

Custodial Workroom
Customer Service Desk

TEEN AREA



Division Name

Space Name

Description/Detail Data

Teen Collection and Seating

The Teen Collection and Seating has visual contact with both customer service points, the Customer Service Desk and the Information Desk. It is also visible to customers entering the library from the Public Entrance and Lobby.

The Teen Collection and Seating is close to the Community Learning Center Collection and Seating and the Media Collection. Teens will be some of the heaviest users of the audiovisual materials and will be going back and forth between these areas. This space should also be near the Customer Service Desk or Information Desk so that staff may supervise the young adults, but the space should not be near the Children's Entrance (Interior) or the Storytelling Area.

CLOSE:

Community Learning Center Collection and Seating
Copy Area
Information Desk
Media Collection

PROXIMITY:

Customer Service Desk
Reference Collection, Furniture and Equipment

AWAY:

Children's Entrance (Interior)
Storytelling Area



Library Division Sq. Ft. Summary

LIBRARY DIVISION	DIVISION Sq. Ft.	Percent of Total
ADULT SERVICES	947	11%
CHILDREN'S SERVICES	1,391	16%
COMMUNITY LEARNING CENTER	867	10%
COMMUNITY MEETING ROOM	1,239	14%
CUSTOMER SERVICE DESK AND STAFF WORKRO	1,257	14%
ENTRANCE AND ARRIVAL AREAS	126	1%
FICTION COLLECTION	228	3%
MAGAZINES AND NEWSPAPERS AREA	265	3%
MEDIA VIEWING AND LISTENING AREA	198	2%
NEW BOOK DISPLAY	131	2%
NONFICTION COLLECTION AND ADULT STUDY SE	1,176	14%
SPANISH LANGUAGE COLLECTION	36	0%
SPECIAL COLLECTIONS	24	0%
SUPPORT AREAS	527	6%
TEEN AREA	298	3%
Net Assignable Square Footage:	8,710	100%
Non-Assignable Square Footage (@ 20% of Gross):	2,211	
Gross Square Footage:	10,921	



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

LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
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ADULT SERVICES

947

COPY AREA				90
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Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	4	0	0	
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	4	0	0	
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h (COLAPL)	1	50	50	
Preparation Counter 6'w x 30"d - against wall	1	40	40	
Recycling Bin - In Counter	1	0	0	

GROUP STUDY ROOM				160
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Chair, Conference Room At conference table - 26"w x 28"d	6	0	0	
Clock Wall-mounted	1	0	0	
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0	
Table, Conference 72"w x 36"d x 29"h (4 to 6 Person)	1	160	160	
TV/VCR/DVD Player Wall mounted combination unit - 15"w x 15"d x 16"h w/screen = 19"-20"	1	0	0	

INFORMATION DESK				154
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Bar Code Reader, Hand-Held	1	0	0	
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0	
Computer Keyboard Tray	1	0	0	
Computer Swivel Base	1	0	0	
Computer, Staff Desktop CPU, mouse and keyboard w/17" flat screen monitor (COLAPL)	1	0	0	
File Cabinet, Lateral (Two Drawer) 36"w x 18"d x 28"h	1	20	20	
Printer, Laser (B&W)	1	0	0	
Queuing Space (Per Person)	1	6	6	
Telephone Handset	1	0	0	
Workstation, Reference Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80	



LIBRARY DIVISION**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
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INFORMATION DESK**154****36" Aisle SF 45"H Steel Shelving W/ 3 Shelves**

3'W x 12"D unit w/end panels & canopy top
200 Ready Reference

4	12	48
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ON-LINE PUBLIC ACCESS COMPUTER (OPAC)**155****Chair, Technology Workstation Task**

Low back mid-quality with casters 25"w x 25"d

2	0	0
---	---	---

Computer, OPAC Desktop

CPU, mouse and keyboard w/15" flat screen monitor (COLAPL)

3	0	0
---	---	---

Print Release Station

Includes PC Workstation with print manager, 15" LCD touch-screen monitor, and high quality laser printer

1	0	0
---	---	---

Technology Carrel

42"w x 30"d stand up print release station

1	30	30
---	----	----

Technology Carrel

42"w x 30"d (1 Person) stand-up w/ power & data management

1	35	35
---	----	----

Technology Carrel

51"w x 30"d (1 Person) sit-down w/ power & data management

1	45	45
---	----	----

Technology Carrel, Adjustable (Electrical) Height

51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management

1	45	45
---	----	----

REFERENCE COLLECTION, FURNITURE AND EQUIPMENT**388****Atlas Case**

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

1	25	25
---	----	----

Book Truck

36"w x 24"d

1	10	10
---	----	----

Chair, Reader's

21"w x 21"d

4	0	0
---	---	---

Chair, Technology Workstation Task

Low back mid-quality with casters 25"w x 25"d

2	0	0
---	---	---

Computer, Public Desktop

CPU, mouse and keyboard, w/15" flat screen monitor (COLAPL)

3	0	0
---	---	---

Dictionary Table Top Stand

22"w x 14"d x 6"h wood

1	0	0
---	---	---

Globe, Desktop

14" diameter x 17"h

1	0	0
---	---	---

Lamp, Table

1	0	0
---	---	---

Print Release Station

Includes PC Workstation with print manager, 15" LCD touch-screen monitor, and high quality laser printer

1	0	0
---	---	---

Stool, Kick-Step

1	0	0
---	---	---

Table, Reader's

60"w x 36"d x 29"h (4 Person)

1	80	80
---	----	----

Technology Carrel

51"w x 30"d (1 Person) sit-down w/ power & data management

2	45	90
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Technology Carrel

42"w x 30"d stand up print release station

1	30	30
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LIBRARY DIVISION**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT
QTYUNIT
Sq. Ft.EXTENDED
Sq. Ft.**SPACE
Sq. Ft.****DIVISION
Sq. Ft.****REFERENCE COLLECTION, FURNITURE AND EQUIPMENT****388****Technology Carrel, Adjustable (Electrical) Height**

51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management

1

45

45

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

3'W x 24"D unit w/end panels & canopy top

1,000 Reference

6

18

108

CHILDREN'S SERVICES**1,391****CHILDREN'S BOOKS, MAGAZINES AND SEATING****664****Chair, Juvenile**

16"w x 16"d x 16-18"h

8

0

0

Chair, Technology Workstation Task

Low back mid-quality with casters 25"w x 25"d

2

0

0

Computer, Public Desktop

CPU, mouse and keyboard, w/15" flat screen monitor (COLAPL)

2

0

0

Print Release Station

Includes PC Workstation with print manager, 15" LCD touch-screen monitor, and high quality laser printer

1

0

0

Table, Juvenile

60"w x 36"d x 27"h (4 Person)

2

80

160

Technology Carrel

42"w x 30"d stand up print release station

1

30

30

Technology Carrel

51"w x 30"d (1 Person) sit-down w/ power & data management

2

45

90

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

3'W x 24"D unit w/end panels & canopy top

4,550 Juvenile Non-Fiction

12

18

216

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

3'W x 24"D unit w/end panels & canopy top

2,025 Juvenile Fiction

6

18

108

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

3'W x 12"D unit w/ flip up sloping shelf & shelf underneath

5 Children's Current Magazines

1

12

12

CD-ROM SF 66" Shelving Unit W/ 4 Sliding Browser Boxes

3'W x 12"D unit - 96 CD-ROM's / box

28 Juvenile International Languages

1

12

12

Paperback Rotor Tower DF 66" Shelving Unit

4 Rotor towers w/ 6 tiers per tower in a DF shelving unit

600 Children's Paperbacks

2

18

36

CHILDREN'S ENTRANCE (INTERIOR)**N/A****Bulletin Board**

1

0

0

Rack, Literature Display Handout

Wall-mounted

1

0

0

CHILDREN'S MEDIA COLLECTION**60**

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
CHILDREN'S MEDIA COLLECTION				60	
Audio Compact Disc (CD) SF 45" Shelving Unit 3'Wx12"D unit W/3 Sliding Browser Boxes - 96 audio CD's/box 65 Audio Compact Disc (CD)	1	12	12		
CD-ROM SF 45" Shelving Unit W/ 3 Sliding Browser Boxes 3'Wx12"D unit W/3 Sliding Browser Boxes - 96 CD-ROM's/box 49 CD-ROM	1	12	12		
DVD SF 45" Shelving Unit W/ 3 Sliding Browser Boxes 3'W x12"D unit - 96 DVD/box 385 DVD	2	12	24		
Media Kit (Audio Cassette W/ Book) SF 45" Shelving 3'Wx12"D unit W/2 Rods - 20 media kits/rod 100 Media Kit (Audio Cassette W/ Book)	1	12	12		
CHILDREN'S ON-LINE PUBLIC ACCESS COMPUTER (OPAC)				120	
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	2	0	0		
Computer, Public Desktop CPU, mouse and keyboard, w/15" flat screen monitor (COLAPL)	2	0	0		
Print Release Station Includes PC Workstation with print manager, 15" LCD touch-screen monitor, and high quality laser printer	1	0	0		
Technology Carrel 42"w x 30"d stand up print release station	1	30	30		
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	2	45	90		
CHILDREN'S REFERENCE COLLECTION				36	
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top 275 Children's Reference	2	18	36		
CHILDREN'S SERVICES STORAGE/SUPPLY CLOSET				30	
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	3	10	30		
FAMILY REST ROOM				N/A	
Commode Rest room	1	0	0		
Diaper Changing Counter 36"w x 18"d	1	0	0		
Mirror, With Shelf Above counter	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		



LIBRARY DIVISION**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
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PRECHOOLER/YOUNG CHILDREN'S COLLECTION & SEATING**300**

Chair, Child's 14"w x 13"d x 10-16"h	4	0	0
Chair, Lounge 36"w x 36"d	2	35	70
Table, Children's 60"w x 36"d x 21-26"h (4 Person)	1	80	80
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 80 Children's Spanish Language	1	18	18
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top 560 Children's Easy Readers	4	12	48
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top 1,120 Children's Picture Books	7	12	84

STORYTELLING AREA**181**

CD/Cassette Tape Player 17"w x 10"d x 7"h	1	0	0
Chair, Child's Stacking 14"w x 14"d	25	5	125
Chair, Rocking 20"w x 31"d	1	20	20
Clock Wall-mounted	1	0	0
DVD Player 17"w x 13"d x 5"h	1	0	0
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	1	0	0
Game Rug	1	0	0
Queuing Space (Per Person)	6	6	36
Sign, Announcement Free standing	1	0	0
Sound Absorption Material 25'w x 2"d x 5'h	1	0	0
Video Cassette Player/Recorder 16"w x 11"d x 4"h	1	0	0
Video, Flat Panel Plasma Display 42" for Video display	1	0	0

COMMUNITY LEARNING CENTER**867****COMMUNITY LEARNING CENTER COLLECTION AND SEATING****867**

Chair, Reader's 21"w x 21"d	8	0	0
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LIBRARY DIVISION**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
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COMMUNITY LEARNING CENTER COLLECTION AND SEATING**867**

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	16	0	0
Computer, Public Desktop CPU, mouse and keyboard, w/15" flat screen monitor (COLAPL)	8	0	0
Computer, Staff Desktop CPU, mouse and keyboard, w/17" flat plasma monitor (COLAPL)	1	0	0
Desk, Instructor's 60"w x 36"d	1	65	65
Lamp, Table	2	0	0
Print Release Station Includes PC Workstation with print manager, 15" LCD touch-screen monitor, and high quality laser printer	2	0	0
Printer, Laser (Color)	2	0	0
Table, Reader's 60"w x 36"d x 29"h (4 Person)	2	80	160
Technology Carrel 42"w x 30"d stand up print release station	2	30	60
Technology Carrel 71"w x 30"d (2 Person) sit-down w/ power & data management	8	60	480
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 325 Homework Collection	2	18	36
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 225 Textbook Collection (Reserve)	1	18	18
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top 335 Careers	4	12	48

COMMUNITY MEETING ROOM**1,239****COMMUNITY MEETING ROOM****975**

ADA Assistive Listening System Accessories Hand-held or worn items for built-in system	2	0	0
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
Chair, Meeting Room - Stacking 25"w x 21"d	75	12	900
Clock Wall-mounted	1	0	0
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	1	60	60
Microphone, Lavalier Wireless	1	0	0



LIBRARY DIVISION

LIBRARY SPACE NAME	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
Furniture and Equipment					
COMMUNITY MEETING ROOM					975
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 30"d x 29"h - folding	12	0	0		
White Board (Egan Board) 4' x 10' - erasable marker board	1	0	0		
KITCHEN					119
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	8	0	0		
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	4	0	0		
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	1	0	0		
Queuing Space (Per Person)	5	6	30		
Refrigerator Full-sized - 32"w x 36"d x 68"h w/ freezer	1	20	20		
Sink With Garbage Disposal 36"w x 24"d - In counter.	1	0	0		
Sink, Utensil Washing 108"w x 24"d Free standing N.S.F. approved all metal three-compartment metal sink w/two integral metal drainboards, and 8" minimum metal backsplash if against wall.	1	54	54		
Stove Top & Oven, Electric 30"w x 26"d x 30"h - in counter	1	15	15		
STORAGE FOR COMMUNITY MEETING ROOM					145
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	3	15	45		
Video Conferencing System Mobile monitor, & camera w/ controls	1	25	25		
CUSTOMER SERVICE DESK AND STAFF WORKROOM					1,257
COMMUNITY LIBRARY MANAGER'S OFFICE					118
Chair, Library Director's High back high quality	1	0	0		
Chair, Visitor's	2	15	30		
Computer, Staff Desktop CPU, mouse and keyboard w/17" flat screen monitor (COLAPL)	1	0	0		
Desk, Department Head L-shaped with side return for computer & printer, 2 pedestals & pencil drawer.	1	50	50		
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20		
Lamp, Desk	1	0	0		



LIBRARY DIVISION**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT
QTYUNIT
Sq. Ft.EXTENDED
Sq. Ft.**SPACE
Sq. Ft.****DIVISION
Sq. Ft.****COMMUNITY LIBRARY MANAGER'S OFFICE****118**

Printer, Laser (B&W)

1

0

0

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

CUSTOMER SERVICE DESK**365**

AV Bin, Depressible

2

0

0

In public service desk

Bar Code Reader, Fixed Mount

1

0

0

Book Bin, Depressible

2

0

0

In Circulation Desk

Cash Register

1

0

0

Chair, Task

1

0

0

Low back mid-quality with casters 25"w x 25"d

Clock

1

0

0

Wall-mounted

Computer, Staff Desktop

1

0

0

CPU, mouse and keyboard w/17" flat screen monitor (COLAPL)

Printer, Laser (B&W)

1

0

0

Printer, Receipt

2

0

0

Queuing Space (Per Person)

6

6

36

Security System Desensitizer/Resensitizer

1

0

0

Counter unit w/audible signal 20"w x 18"d x 7.5"h AC

Security System Gates, Inventory Control

1

75

75

Three gates (two corridors) 83"w x 26"d x 70"h

Self Check-Out Machine

2

0

0

25"w x 29"d x 27"h - counter top unit

Shelving, SF 66"h Steel W/ 5 Shelves

2

12

24

3'w x 12"d unit

Stool, Kick-Step

1

0

0

Telephone Handset

1

0

0

Workstation, Circulation Book Return Desk

2

40

80

3'w x 30"d w/ 7' behind desk & 3.5' in front

Workstation, Circulation Check-Out Desk

1

50

50

4'w x 30"d w/ 7' behind desk & 3.5' in front

Workstation, Circulation Patron Registration Desk

2

50

100

4'w x 30"d w/ 7' behind desk & 3.5' in front

CUSTOMER SERVICE DESK STORAGE/SUPPLY CLOSET**102**

Shelving, Industrial

2

15

30

SF 36"w x 24"d x 84"h steel w/ 6 shelves

Storage Cabinet

2

18

36

36"w x 18"d x 78"h



LIBRARY DIVISION**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT
QTYUNIT
Sq. Ft.EXTENDED
Sq. Ft.**SPACE
Sq. Ft.****DIVISION
Sq. Ft.****CUSTOMER SERVICE DESK STORAGE/SUPPLY CLOSET****102**

Supply Cabinet

36"w x 30"d

2

18

36

RETURNED MATERIALS BROWSING AREA**36**

Shelving, SF 90"h Steel W/ 7 Shelves

3'w x 12"d unit

3

12

36

SELF-SERVICE RESERVED BOOK BAY**24**

Shelving, SF 90"h Steel W/ 7 Shelves

3'w x 12"d unit

2

12

24

STAFF WORKROOM**612**

Bar Code Reader, Hand-Held

6

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, Task

Low back mid-quality with casters 25"w x 25"d

10

0

0

Chair, Visitor's

1

0

0

Clock

Wall-mounted

1

0

0

Computer, Staff Desktop

CPU, mouse and keyboard w/17" flat screen monitor (COLAPL)

6

0

0

FAX Machine, Desktop

30"w x 17"d x 21"h w/expanded memory and speed dial

1

0

0

File Cabinet, Lateral (Four Drawer)

36"w x 18"d x 52"h

2

20

40

First Aid Kit

10"w x 3"d x 10"h - Wall-mounted

1

0

0

In & Out Board

Staff location

1

0

0

Key Cabinet

12"w x 5"d x 16"h

1

0

0

Printer, Laser (B&W)

1

0

0

Printer, Laser (Color)

1

0

0

Recycling Bin

1

15

15

Safe, Wall

17"w x 16"d x 13"h

1

0

0

Scanner, Flat

1

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 Desensitizer/Resensitizer

Counter unit w/audible signal 20"w x 18"d x 7.5"h AC

1

0

0

Security System Media Resensitizer

Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h

1

0

0



LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
STAFF WORKROOM				612	
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	7	12	84		
Sink, In Counter, With Garbage Disposal 36"w x 24"d - In counter.	1	18	18		
Table, Work 96"w x 48"d x 29"h (4 Person)	1	170	170		
Telephone Handset	6	0	0		
Typewriter, Electric 22"w x 18"d x 8"h	1	0	0		
White Board 3' x 6' – erasable marker board	1	0	0		
Workstation, Librarian I (Children's) 8' x 9' modular panels, 60"h, U-shaped, 30"d work surface w/keyboard carrier, 2 overhead storage bins, 2 pedestal units, 2 panel mounted shelves, and a visitor chair.	1	75	75		
Workstation, Library Aide 6' x 6' modular panels, L-shaped, 30'd work surface w/keyboard carrier, 2 overhead shelves, and semi-circular conference/work table end unit.	4	40	160		
Workstation, Library Assistant I 6' x 8'h modular panels, L-shaped work surface 30'd w/keyboard carrier, 2 overhead shelves, box/box/file pedestal unit and 2-tierwork surface.	1	50	50		

ENTRANCE AND ARRIVAL AREAS

126

FRIENDS OF THE LIBRARY BOOKSTORE				126	
Chair, Task Low back mid-quality with casters 25"w x 25"d	2	0	0		
Queuing Space (Per Person)	2	6	12		
Rack, Information 30"w x 18"d x 25"h - countertop	1	0	0		
Shelving, SF 58"h Bookstore Display 36" aisles - 3'w x 20"d w/5 angled shelves, wood	4	21	84		
Stool, Kick-Step	1	0	0		
Telephone Handset	1	0	0		
Workstation, Friends' Work Counter 4'w x 30"d - against wall	1	30	30		
PUBLIC ENTRANCE AND LOBBY				N/A	
Bench, Lobby (2 Person) 52"w x 22"d x 18"h	1	0	0		
Bulletin Board	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 Wall-mounted w/ changeable letters – 36" x 24"	1	0	0		
Drinking Fountain 18"w x 19"d x 24"h - Built-in	2	0	0		



LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
PUBLIC ENTRANCE AND LOBBY				N/A	
Rack, Literature Display Handout Wall-mounted	1	0	0		
PUBLIC REST ROOMS				N/A	
Commode Rest room	6	0	0		
Diaper Changing Counter 36"w x 18"d	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	6	0	0		
Urinal	2	0	0		

FICTION COLLECTION**228**

FICTION COLLECTION AND SEATING	228				
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 1,750 Fiction	6	18	108		
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top 563 Large Print	5	12	60		
Paperback Rotor Tower SF 66" Shelving Unit 2 Rotor towers w/ 6 tiers per tower in a SF shelving unit 1,300 Paperbacks	5	12	60		

MAGAZINES AND NEWSPAPERS AREA**265**

MAGAZINES AND NEWSPAPERS AREA	265				
Chair, Lounge 36"w x 36"d	3	35	105		
Chair, Reader's 21"w x 21"d	4	0	0		
Lamp, Table	1	0	0		
Table, Drum 16"diameter x 15" - 24"h	2	10	20		
Table, Reader's 60"w x 36"d x 29"h (4 Person)	1	80	80		



LIBRARY DIVISION**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
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MAGAZINES AND NEWSPAPERS AREA**265****36" Aisle SF 66"H Magazine Display Shelving W/ 3 Shelves**

3'W x 12"D unit w/ flip up sloping shelf & shelf underneath

35 Current Magazines

4 12 48

36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelves

3'W x 12"D unit w/ fixed sloping shelf

3 Current Newspapers

1 12 12

MEDIA VIEWING AND LISTENING AREA**198****MEDIA COLLECTION****198****ADA Reading Machine**

17"w x 22"d x 9"h

1 0 0

Chair, Technology Workstation Task

Low back mid-quality with casters 25"w x 25"d

2 0 0

Computer, Public Desktop

CPU, mouse and keyboard, w/15" flat screen monitor (COLAPL)

1 0 0

Technology Carrel, Adjustable (Electrical) Height

51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management

2 45 90

Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes

3'W x 12"D unit - 96 audio CD's / box

520 Audio Book CD (CD ROM)

2 12 24

Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes

3'W x 12"D unit - 96 audio CD's / box

795 Audio Compact Disc (CD)

3 12 36

CD-ROM SF 66" Shelving Unit W/ 4 Sliding Browser Boxes

3'W x 12"D unit - 96 CD-ROM's / box

125 CD-ROM

1 12 12

DVD 66" SF Shelving Unit W/ 4 Sliding Browser Boxes

3'W x 12"D unit - 96 DVD's/box

750 DVD

3 12 36

NEW BOOK DISPLAY**131****NEW BOOK DISPLAY****131****Computer, Public Desktop**

CPU, mouse and keyboard, w/15" flat screen monitor (COLAPL)

1 0 0

Technology Carrel

42"w x 30"d (1 Person) stand-up w/ power & data management

1 35 35

48" Aisle DF 58"H Bookstore Display Shelving

3'W x 36"D w/10 angled shelves

360 New Books

2 32 64

48" Aisle DF 58"H Bookstore Display Shelving

3'W x 36"D w/10 angled shelves

30 New Books (Face Out)

1 32 32



LIBRARY DIVISION**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT
QTYUNIT
Sq. Ft.EXTENDED
Sq. Ft.**SPACE
Sq. Ft.****DIVISION
Sq. Ft.****NONFICTION COLLECTION AND ADULT STUDY SEATING****1,176****NONFICTION COLLECTION AND ADULT STUDY SEATING** **1,176**

Book Truck 36"w x 24"d	1	10	10
Chair, Lounge 36"w x 36"d	2	35	70
Chair, Reader's 21"w x 21"d	8	0	0
Lamp, Table	2	0	0
Stool, Kick-Step	2	0	0
Table, Reader's 60"w x 36"d x 29"h (4 Person)	2	80	160
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels 14,775 Non-Fiction	52	18	936

SPANISH LANGUAGE COLLECTION**36****SPANISH LANGUAGE COLLECTION** **36**

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels 375 Spanish Language	3	12	36
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SPECIAL COLLECTIONS**24****SPECIAL COLLECTION - ANIMAL HUSBANDRY/AGRIBUSINESS** **24**

36" Aisle SF 90"H Steel Shelving W/ 6 Shelves 3'W x 12"D unit w/end panels 245 Special Books	2	12	24
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SUPPORT AREAS**527****CUSTODIAL WORKROOM** **56**

Bulletin Board	1	0	0
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	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	2	15	30
Sink, Mop	1	6	6
Storage Cabinet, Hazardous Materials 43"w x 18"d x 44"h - heavy duty 18 gauge welded steel (NFPA/OSHA)	1	20	20

DELIVERY VESTIBULE **82**

Book Truck 36"w x 24"d	1	10	10
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LIBRARY DIVISION**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
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DELIVERY VESTIBULE**82****Cabinets, Above Counter (Lockable)**

1 linear foot x 24"d

6 0 0

Cabinets, Below Counter (Lockable)

1 linear foot x 24" d

6 0 0

Hand Truck

23"w x 18"d x 51"h

1 0 0

Mailbox

18"w x 7"d x 18"h - secure for outgoing mail

1 0 0

Recycling Bin

1 15 15

Shelving, Industrial

SF 36"w x 24"d x 84"h steel w/ 6 shelves

1 15 15

Stool

1 0 0

Stool, Step

1 2 2

Storage Cabinet

36"w x 18"d x 78"h

2 18 36

Waste Basket

13"w x 15"d x 15"h

1 4 4

LOADING DOCK**N/A****MAIN COMMUNICATIONS ROOM****116****Bulletin Board**

1 0 0

Chair, Technology Workstation Task

Low back mid-quality with casters 25"w x 25"d

1 0 0

Console, Computer System

Video monitor & keyboard w/ direct connection to server or minicomputer

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

Hand-held, wall-hung unit

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

1 0 0

Server, Desktop / Rack Mount

8"w x 20"d x 24"h

2 0 0

Telecommunications Backboard

8'w x 8'h wall-mounted fire-rated plywood

2 28 56

Telephone Handset

1 0 0

MECHANICAL EQUIPMENT ROOM**N/A****STAFF ENTRANCE****N/A****STAFF LOUNGE****273****Bulletin Board**

2 0 0



LIBRARY DIVISION**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.	SPACE Sq. Ft.	DIVISION Sq. Ft.
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STAFF LOUNGE**273**

Cabinets, Above Counter 1 linear foot x 24"d	10	0	0
Cabinets, Below Counter 1 linear foot x 24"d	4	0	0
Chair, Café	4	0	0
Chair, Staff Lounge 36"w x 36"d	2	35	70
Clock Wall-mounted	1	0	0
Coat & Hat Rack	1	20	20
Cutting Board, Kitchen 22"w x 18"d x 1"h	1	0	0
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	1	0	0
Garbage Bin, Interior	1	15	15
Locker Unit 12"w x 12"d x 74"h (Two 36"h lockers)	7	5	35
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	1	0	0
Paper Cup Dispenser 3" diameter x 18"h - Wall-mounted	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Rack, Literature Display Handout 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, In Counter, With Garbage Disposal 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
Table, Café Staff (4) - 36" diameter	1	65	65
Telephone Handset	1	0	0
TV/VCR/DVD Player Wall mounted combination unit - 15"w x 15"d x 16"h w/screen = 19"-20"	1	0	0

STAFF REST ROOMS**N/A**

Commode Rest room	2	0	0
Mirror Full length	2	0	0



LIBRARY DIVISION**LIBRARY SPACE NAME**

Furniture and Equipment

UNIT
QTYUNIT
Sq. Ft.EXTENDED
Sq. Ft.**SPACE
Sq. Ft.****DIVISION
Sq. Ft.****STAFF REST ROOMS****N/A**

Mirror, With Shelf

2

0

0

Above counter

Paper Towel Dispenser

2

0

0

Wall-mounted

Sink And Counter

2

0

0

Rest room

Soap Dispenser

2

0

0

5"w x 4"d x 10"h - Wall-mounted

Urinal

1

0

0

TEEN AREA**298****TEEN COLLECTION AND SEATING****298**

Chair, Lounge

2

35

70

36"w x 36"d

Chair, Reader's

4

0

0

21"w x 21"d

Lamp, Table

2

0

0

Table, Drum

1

10

10

16"diameter x 15" - 24"h

Table, Reader's

1

80

80

60"w x 36"d x 29"h (4 Person)

36" Aisle DF 66"H Steel Shelving W/ 8 Shelves

1

18

18

3'W x 24"D unit w/end panels & canopy top

180 Media Kit (Audio Cassette W/ Book)

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

2

12

24

3'W x 12"D unit w/ flip up sloping shelf & shelf underneath

10 Young Adult Current Magazines

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

2

12

24

3'W x 12"D unit w/end panels & canopy top

201 Young Adult Non-Fiction

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

2

12

24

3'W x 12"D unit w/end panels & canopy top

335 Young Adult Fiction

CD-ROM SF 66" Shelving Unit W/ 4 Sliding Browser Boxes

1

12

12

3'W x 12"D unit - 96 CD-ROM's / box

150 Young Adult Audio Compact Disc (CD)

Paperback Rotor Tower SF 66" Shelving Unit

3

12

36

2 Rotor towers w/ 6 tiers per tower in a SF shelving unit

625 Young Adult Paperbacks



LIBRARY DIVISION

LIBRARY SPACE NAME

Furniture and Equipment

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

SPACE DIVISION
Sq. Ft. Sq. Ft.

Net Assignable Square Footage: 8,710

Non-Assignable Square Footage (@ 20% of Gross): 2,211

Gross Square Footage: 10,921



FUNCTIONAL ACTIVITY

The primary function of the Adult 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 high-speed On-line Public Access Computers (OPACs) and technology workstations with Internet access. The reference staff will assist the public with their information searching in electronic and print formats.

SPATIAL RELATIONSHIPS

Customers with informational questions will often enter the library and proceed directly to the Adult Services Division. Frequently, they consult the OPACs first, then the staff at the Information Desk, and finally the Reference Collection. The OPACs and the Information Desk should be highly visible from the entrance to the Adult Services Division.

The Nonfiction Collection must have a strong spatial relationship with the Adult Services Division for the library to function effectively. While the Teen Area should not be too close to the Adult Services Division, the Teen Area should be close enough so that young adults can begin to use reference materials. The Magazines and Newspapers Area should be close to the Information Desk so that staff can assist customers who are looking for back issues of periodicals. The Information Desk also serves customers in the Children's Services Division. However, spatial relationships, acoustical treatments, and/or walls should ensure that activity in the Children's Services Division will be sufficiently isolated from the Adult Services Division so as to avoid user disturbance from noise in the Children's Services Division.

ADJACENT:

Nonfiction Collection and Adult Study Seating

CLOSE:

Community Learning Center
Fiction Collection
Magazines and Newspapers Area
Spanish Language Collection
Teen Area

VISUAL CONNECTION:

Customer Service Desk and Staff Workroom
Entrance and Arrival Areas

AWAY:

Children's Services

DIVISION SPACE SUMMARY	Sq. Ft.
Copy Area	90
Group Study Room	160
Information Desk	154
On-line Public Access Computer (OPAC)	155
Reference Collection, Furniture and Equipment	388



TOTAL:	947
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Functional Activity

The Copy Area is located near the Information Desk and is visible from the Customer Service Desk. However, its placement should not disturb customers using quiet study areas.

Relationships

The Copy Area is located for easy access throughout the library. The Copy Area is close to the seating and collection areas where students and others work on assignments and projects. Customers can see the sign identifying the Copy Area from the Customer Service Desk.

CLOSE:

Children's Books, Magazines and Seating
 Children's Reference Collection
 Community Learning Center Collection and Seating
 Magazines and Newspapers Area
 Nonfiction Collection and Adult Study Seating
 Reference Collection, Furniture and Equipment
 Teen Collection and Seating

PROXIMITY:

Information Desk

Flexibility

This area may need to be expanded in the future or used for a different function. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable in this space and east, west, and south facing windows must be avoided. Exterior windows may require roller shades or other light control devices. No operable windows in public areas will be allowed.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Vinyl wall covering
 Hanging track
 Vinyl cove base

FLOOR:

Vinyl or unglazed tile floor

Access

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

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

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

Acoustics

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

HVAC

Temperature should be maintained between 68° to 72° F during heating and 72° to 78° F during cooling for energy efficiency with a relative humidity of 40% to 60% for human comfort 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 Copy Area.

Illumination

Provide 30 to 40 foot-candles measured horizontally at work surface.

Telecommunications

Provide two data and two telephone jacks to be located in the field. Provide one duplex power receptacle adjacent to telephone and data jacks.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby and Customer Service Desk. This directional sign (such as "Copy 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.

A Permanent room identification sign (such as "Copy Area") 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.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	4	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	4	0	0
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h (COLAPL)	1	50	50
Preparation Counter 6'w x 30"d - against wall	1	40	40
Recycling Bin - In Counter	1	0	0



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, A video conferencing room, or a workroom for library patrons to work on collaborative projects.

The Group Study Room should be located in a public area where it is highly visible to staff at a nearby service desk or in a workroom. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER SEATS: 6

Relationships

The Group Study Room is located adjacent to the Public Entrance and Lobby for use when the library is closed. The Group Study Room has a door to the Lobby and a door to the library, which can be locked from the library side. The Group Study Room is located in proximity to the Customer Service Desk to provide visual supervision.

ADJACENT:

Public Entrance and Lobby

PROXIMITY:

Children's Reference Collection
Community Learning Center Collection and Seating
Customer Service Desk
Information Desk
On-line Public Access Computer (OPAC)
Reference Collection, Furniture and Equipment

Flexibility

This area will not be expanded although additional study rooms might be added. It is possible that the room may not serve its original purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Exterior windows may require roller shades or other light control device. A glazed wall between the general public area and the Group Study Room is desirable for purposes of supervision.

Finishes

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

CEILING:

Acoustical tile on a framed, drywall ceiling.

WALLS:

Paint (washable Latex with satin or eggshell finish)
Vinyl wall covering
Hanging track
Vinyl cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet

Access

The Group Study Room must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable



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

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

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

A separate temperature control is required. The 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. The enclosed room requires an individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the room.

Illumination

Provide a minimum light level of 50 foot-candles at the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) at the table surface. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support a laptop computer.

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.

Audio - Visual

The Group Study Room will be equipped with wall-mounted audiovisual equipment. A power receptacle should be located in a position suitable for the wall mounted equipment 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 a digital projector.

Security

The Group Study Room must be readily supervised by staff at the Customer Service Desk and/or Information 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, by mechanical lock and key, electronic keypad, or magnetic card reader. An intrusion alarm zoned for this space and an arming station are required for after-hours use.

Signage

Required signage includes a permanent room identification sign (such as "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.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Conference Room At conference table - 26"w x 28"d	6	0	0
Clock Wall-mounted	1	0	0
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0
Table, Conference 72"w x 36"d x 29"h (4 to 6 Person)	1	160	160
TV/VCR/DVD Player Wall mounted combination unit - 15"w x 15"d x 16"h w/screen = 19"-20"	1	0	0



Functional Activity

The Information Desk serves adults and children. The Information Desk is visually prominent and easily approached from the Lobby. Its location affords visual access to equipment, study areas, and materials for service and supervision by staff in the Adult Services Area. The Information Desk also has visual contact with the Customer Service Desk and the Children's Services Area.

The Information Desk is in clear view of and near the computer workstations for adult customers, allowing convenient supervision and assistance from staff. Acoustical features in the ceiling and the desk itself reduce noise from ringing telephones and customer/staff conversations. Drawers, shelves and files under the counters hold frequently needed supplies and ready reference information.

Telephones, public desktop computers, on-line public access computers, networked printer for customer copies, a fax machine, and a photocopy machine are all conveniently located near staff. The service stations and adjacent shelving/equipment are positioned so that the staff face the customers and cannot be approached from behind.

The desktop computer screen is on an articulated arm or swivel, so that the staff can swing it around to show to the public as they are working with it.

There should be a visually self-explanatory queuing system in front of the desk that will encourage patrons to queue during busy periods.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 1

Relationships

The Information Desk is the hub of the library and should be a predominant, easily identifiable feature from all parts of the library. It must be adjacent to the adult and children's OPAC units and to the reference collections for adults and children for supervision and to assist customers. The Information Desk should be close to: the Nonfiction Collection and Adult Study Seating; the Community Learning Center; the Children's Books, Magazines and Newspaper Area; and the Preschooler/Young Children's Collection & Seating for supervision and to assist customers.

The staff at the Information Desk supervise the adult areas of the library as well as those in Children's Services, including the Family Rest Room. These spaces should be in proximity to the Information Desk.

The Customer Service Desk is within view of the Information Desk.

ADJACENT:

Children's On-line Public Access Computer (OPAC)
Children's Reference Collection
On-line Public Access Computer (OPAC)
Reference Collection, Furniture and Equipment

CLOSE:

Children's Books, Magazines and Seating
Community Learning Center Collection and Seating
Fiction Collection and Seating
Magazines and Newspapers Area
Nonfiction Collection and Adult Study Seating
Preschooler/Young Children's Collection & Seating

PROXIMITY:

Copy Area
Children's Media Collection



Family Rest Room
Group Study Room
Media Collection
New Book Display
Spanish Language Collection
Special Collection - Animal Husbandry/Agribusiness
Storytelling Area
Teen Collection and Seating

VISUAL CONNECTION:

Customer Service Desk

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, south, 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. No operable windows are permitted.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)
Vinyl wall covering
Corner guards for columns and walls
Hanging track
Vinyl cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); vinyl or unglazed tile floor in front of and behind the desk.

Access

The Information Desk will be accessible by means of a 36" minimum aisle. It will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance on the patron side of the reference counter.

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

Acoustics

This area requires a moderate to high level of acoustical isolation to keep conversations between patrons and staff from spreading throughout the Reference Collection and to other parts of the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

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 Information 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 two voice and two data jacks. Outlets can be wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

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

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

Security

The Information Desk is the central surveillance point for the Reference, Nonfiction and Periodicals Collections as well as potentially for the Fiction Collections. As much of these areas as possible should be visible to the staff at this desk.

Signage

Required signage includes a well-lighted area identification sign which can be seen from the Lobby, Customer Service Desk, and OPAC Area. This directional sign ("Information 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 Customer Service Desk."

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3"W x 12"D unit w/end panels & canopy top 200 Ready Reference	4	12	48
<u>Description of Furniture & Equipment Units</u>			
Bar Code Reader, Hand-Held	1	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Computer Keyboard Tray	1	0	0
Computer Swivel Base	1	0	0
Computer, Staff Desktop CPU, mouse and keyboard w/17" flat screen monitor (COLAPL)	1	0	0
File Cabinet, Lateral (Two Drawer) 36"w x 18"d x 28"h	1	20	20



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Printer, Laser (B&W)	1	0	0
Queuing Space (Per Person)	1	6	6
Telephone Handset	1	0	0
Workstation, Reference Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80



Functional Activity

Patrons will enter the On-line Public Access Computer (OPAC) Area from many points in 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, one of the stations should be stand-up only. Carrels or counters must be large enough to accommodate printers and personal belongings and must have adequate task lighting.

In addition to the cluster, an On-line Public Access Computer (OPAC) unit is located adjacent to the New Book Display, which is near the Public Entrance and Lobby.

At least one set of computers, with catalog access, is visible from the Lobby and the Customer Service Desk. Computers are also located adjacent to the Information Desk.

The computer stations are positioned so they do not block aisles. However, their screens face the aisles. ADA compliant computer stations are conveniently located for customers using wheelchairs or electric convenience vehicles.

Occupancy

TECHNOLOGY WORKSTATIONS: 4

Relationships

The clustered On-line Public Access Computer (OPAC) units must be adjacent to the Information Desk, so that the Information Desk staff can assist customers using the OPACs and customers can easily reach reference librarians when they have questions. The OPAC units should also be close to the Nonfiction Collection and adjacencies to the Reference Collection because many customers will proceed from an OPAC to these collections after finding a citation in the catalog.

In addition to this cluster, an On-line Public Access Computer (OPAC) is located adjacent to the New Book Display near the Customer Service Desk and the Public Entrance and Lobby for convenient customer and staff access.

The computer stations are positioned so they do not block aisles. However, their screens face the aisles. ADA compliant computer stations are provided for customers using wheelchairs or electric convenience vehicles.

ADJACENT:

Information Desk
Reference Collection, Furniture and Equipment

CLOSE:

Children's Entrance (Interior)
Fiction Collection and Seating
Magazines and Newspapers Area
Nonfiction Collection and Adult Study Seating

PROXIMITY:

Group Study Room
Spanish Language Collection
Special Collection - Animal Husbandry/Agribusiness

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. 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

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)

Vinyl wall covering

Corner guards for columns and walls

Hanging track;

Vinyl cove base

FLOOR:

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

Access

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

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

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

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

Acoustics

This will be a relatively noisy area since many people will be walking by and others will be talking with one another and the librarians while using the OPACs. Standard acoustical dampening strategies must be utilized 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 50 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 OPACs should be networked with the public use printers at/near the Information Desk.

Security

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

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.

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

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	2	0	0
Computer, OPAC Desktop CPU, mouse and keyboard w/15" flat screen monitor (COLAPL)	3	0	0
Print Release Station Includes PC Workstation with print manager, 15" LCD touch-screen monitor, and high quality laser printer	1	0	0
Technology Carrel 42"w x 30"d stand up print release station	1	30	30
Technology Carrel 42"w x 30"d (1 Person) stand-up w/ power & data management	1	35	35
Technology Carrel 51"w x 30"d (1 Person) sit-down w/ power & data management	1	45	45
Technology Carrel, Adjustable (Electrical) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	1	45	45



Functional Activity

The function of this space is to house the library's reference books and provide seating for patrons who wish to use these collections or the library's Internet workstations. Reference books include dictionaries, directories, encyclopedias, almanacs, government documents and other research oriented material. 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: 4
TECHNOLOGY WORKSTATIONS: 3

Relationships

The Reference Collection, Furniture and Equipment is adjacent to the Information Desk and the On-line Public Access Computer (OPAC) units. The Reference Collection is close to the Nonfiction Collection and Adult Study Seating. At least one photocopier is located close to the Information Desk to provide convenient customer access and increase security of reference materials. The Reference Collection is in proximity to the Community Learning Center and the Teen Area.

While the Reference Collection is an extension of the Nonfiction Collection, there should be a clear distinction between the two collections to avoid confusion to library customers.

ADJACENT:

Information Desk
On-line Public Access Computer (OPAC)

CLOSE:

Copy Area
Nonfiction Collection and Adult Study Seating

PROXIMITY:

Community Learning Center Collection and Seating
Teen Collection and Seating

AWAY:

Children's Entrance (Interior)

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, south, and west facing windows are to be avoided and no direct light on the spaces to be allowed. Exterior windows may require roller shades or other light control devices. No operable windows in public areas are allowed.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)
Vinyl wall covering
Corner guards for columns and walls
Hanging track



Vinyl 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, Furniture and Equipment Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

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

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

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

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

Signage will meet 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.

HVAC

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

Illumination

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

Provide a minimum of 50 foot-candles of light at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens.



Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

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

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

Security

The Reference Collection will be supervised by staff at the Information Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera. If inventory control gates are included, they may be located here at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Information Desk.

Signage

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

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

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

Furniture & Equipment and Shelving Units

<u>Description of Shelving Units</u>	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3"W x 24"D unit w/end panels & canopy top 1000 Reference	6	18	108
<u>Description of Furniture & Equipment Units</u>			
Atlas Case	1	25	25



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
31"w x 25"d x 43"h w/ 5 shelves			
Book Truck	1	10	10
36"w x 24"d			
Chair, Reader's	4	0	0
21"w x 21"d			
Chair, Technology Workstation Task	2	0	0
Low back mid-quality with casters 25"w x 25"d			
Computer, Public Desktop	3	0	0
CPU, mouse and keyboard, w/15" flat screen monitor (COLAPL)			
Dictionary Table Top Stand	1	0	0
22"w x 14"d x 6"h wood			
Globe, Desktop	1	0	0
14" diameter x 17"h			
Lamp, Table	1	0	0
Print Release Station	1	0	0
Includes PC Workstation with print manager, 15" LCD touch-screen monitor, and high quality laser printer			
Stool, Kick-Step	1	0	0
Table, Reader's	1	80	80
60"w x 36"d x 29"h (4 Person)			
Technology Carrel	1	30	30
42"w x 30"d stand up print release station			
Technology Carrel	2	45	90
51"w x 30"d (1 Person) sit-down w/ power & data management			
Technology Carrel, Adjustable (Electrical) Height	1	45	45
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management			



FUNCTIONAL ACTIVITY

The Children's Services Division includes: the Children's Books, Magazines and Seating; the Children's Media Collection; the Children's On-line Public Access Computer (OPAC); the Children's Reference Collection; the Children's Services Storage/Supply Closet; the Family Rest Room; the Preschooler/Young Children's Collection & Seating; and the Storytelling Area.

The Division includes study seating, collections targeted to children, and seating for parents and caregivers. Low shelving enables staff to see and supervise the entire Children's Services Division. Furniture and fixtures are appropriately sized for their intended users.

The Family Rest Room is a child-friendly/companion rest room that is easily accessible and equipped with child-sized fixtures and a changing table.

The primary function of the Children's Services Division 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 audiovisual materials, presents story hours and programs, and prepares craft activities.

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

SPATIAL RELATIONSHIPS

The entrance to the Children's Services Division should be inside and close to the security system and very near the Customer Service Desk. If possible, when children and parents come out of the Children's Services Division, they should be near the Customer Service Desk. This relationship will facilitate the circulation of children's materials and reduce unnecessary traffic of children through other parts of the library. The entrance to the Children's Services division should be very close to the New Book Display and the Media Viewing and Listening Area as well. This will allow parents to browse for new books and media and still supervise their children in the Children's Services Division.

Access from the Children's Services Division to the Community Meeting Room Division should be provided for programs and activities requiring the use of the Community Meeting Room without disturbing other library users.

CLOSE:

Community Learning Center
Customer Service Desk and Staff Workroom
Entrance and Arrival Areas
Media Viewing and Listening Area
New Book Display

AWAY:

Adult Services
Nonfiction Collection and Adult Study Seating
Teen Area



DIVISION SPACE SUMMARY		Sq. Ft.
Children's Books, Magazines and Seating		664
Children's Entrance (Interior)		N/A
Children's Media Collection		60
Children's On-line Public Access Computer (OPAC)		120
Children's Reference Collection		36
Children's Services Storage/Supply Closet		30
Family Rest Room		N/A
Preschooler/Young Children's Collection & Seating		300
Storytelling Area		181
	TOTAL:	1,391



Functional Activity

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

Occupancy

CHILDREN'S READER SEATS: 8
 CHILDREN'S LOUNGE SEATS: 0
 CHILDREN'S TECHNOLOGY WORKSTATIONS: 2

Relationships

The Children's Books, Magazines and Seating should be adjacent to the Children's OPAC units where they will need to use them in identifying materials. The space should be close to the Information Desk. This space should be visible from the Children's Entrance. It should be close to the Community Learning Center since students in the Community Learning Center will use materials in this area.

ADJACENT:

Children's On-line Public Access Computer (OPAC)
 Children's Reference Collection

CLOSE:

Community Learning Center Collection and Seating
 Copy Area
 Family Rest Room
 Information Desk

PROXIMITY:

Children's Entrance (Interior)
 Storytelling 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, south, and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. No operable windows in public areas are permitted. Computer screens and workstations should be placed at right angles to any windows in the Children's Services Area that may cause glare.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)
 Vinyl wall covering
 Corner guards for columns and walls
 Hanging track
 Vinyl cove base

FLOOR:

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

Access

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

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

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

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

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

Signage will meet 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° to 72° F during heating and 72° to 78° F during cooling for energy efficiency with a relative humidity of 40% to 60% for collection preservation and human comfort and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in OPAC Area.

Illumination

Provide 30 foot-candles vertically at 30" above the floor in the book stacks. Lighting must be evenly distributed in the book stack area from one end of a range to the other and from the top to the bottom of the book stack. 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 50 foot-candles of light at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications



Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. Provide two data drops at each of the technology workstations. 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. Location of outlets shall be coordinated with the furniture associated with them.

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

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

Security

This area will be supervised by staff at Information Desk and monitored by the staff at the Customer Service Desk. Children using the OPACs must be visible from the desk so that they can be assisted if necessary.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby, the Children's Entrance, the Children's OPAC Area, the Customer Service Desk and the Children's Reference Area. This directional sign ("Children's Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Children's Collections") must be wall-mounted on the latch side of any door or entrance at 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 "Biography," "Non-Fiction," and "Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Furniture & Equipment and Shelving Units

<u>Description of Shelving Units</u>	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 4550 Juvenile Non-Fiction	12	18	216
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 2025 Juvenile Fiction	6	18	108
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 5 Children's Current Magazines	1	12	12
CD-ROM SF 66" Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 CD-ROM's / box	1	12	12



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
28 Juvenile International Languages			
Paperback Rotor Tower DF 66" Shelving Unit	2	18	36
4 Rotor towers w/ 6 tiers per tower in a DF shelving unit			
600 Children's Paperbacks			
Description of Furniture & Equipment Units			
Chair, Juvenile	8	0	0
16"w x 16"d x 16-18"h			
Chair, Technology Workstation Task	2	0	0
Low back mid-quality with casters 25"w x 25"d			
Computer, Public Desktop	2	0	0
CPU, mouse and keyboard, w/15" flat screen monitor (COLAPL)			
Print Release Station	1	0	0
Includes PC Workstation with print manager, 15" LCD touch-screen monitor, and high quality laser printer			
Table, Juvenile	2	80	160
60"w x 36"d x 27"h (4 Person)			
Technology Carrel	1	30	30
42"w x 30"d stand up print release station			
Technology Carrel	2	45	90
51"w x 30"d (1 Person) sit-down w/ power & data management			



Functional Activity

The entrance to the Children's Services Area 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. This is not an exterior entrance but is immediately visible and accessible upon passing through the security gates into the library.

Relationships

The Children's Entrance (Interior) is close to the Customer Service Desk and does not require passage through areas with adult seating. When children enter the Children's Services Area, there should be a clear path to the children's seating areas and collections. The Family Rest Room must be in proximity and easy to locate.

CLOSE:

Children's Media Collection
Customer Service Desk
Preschooler/Young Children's Collection & Seating

PROXIMITY:

Children's Books, Magazines and Seating
Children's On-line Public Access Computer (OPAC)
Children's Reference Collection
Family Rest Room
Public Entrance and Lobby
Storytelling Area

AWAY:

Nonfiction Collection and Adult Study Seating
Reference Collection, Furniture and Equipment
Teen Collection and Seating

Flexibility

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

Fenestration

Natural light in this area is highly desirable.

Finishes

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

CEILING:

Acoustical tile

WALLS:

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

FLOOR:

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

Access

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



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

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.

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 Services") 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 Services Open at Noon"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Bulletin Board	1	0	0
Rack, Literature Display Handout Wall-mounted	1	0	0



Functional Activity

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

Occupancy

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

Relationships

The Children's Media Collection should be close to the Children's Entrance (Interior) and immediately visible upon entering the Children's Services Area.

CLOSE:

Children's Entrance (Interior)
Family Rest Room

PROXIMITY:

Children's On-line Public Access Computer (OPAC)
Information Desk
Preschooler/Young Children's Collection & Seating

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, south, and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. No operable windows in public areas are allowed.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)
Vinyl wall covering
Corner guards for columns and walls
Hanging track
Vinyl cove base

FLOOR:

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

Access

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

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



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 Services Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° to 72° F during heating and 72° to 78° F during cooling for energy efficiency with a relative humidity of 40% to 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in browsing areas.

Illumination

Provide 30 foot-candles vertically at 30" above the floor in 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. 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.

Security

This area will be supervised by the staff at the Information Desk and monitored by the staff at the Customer Service Desk. Sight lines from at least one of these desks 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 OPAC Area, Customer Service Desk, and the Signage requirements include directional signs for major collection categories, such as "Videos," "Cassettes," and "Media Kits." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

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

Furniture & Equipment and Shelving Units

Description of Shelving Units	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Audio Compact Disc (CD) SF 45" Shelving Unit 3'Wx12"D unit W/3 Sliding Browser Boxes - 96 audio CD's/box 65 Audio Compact Disc (CD)	1	12	12
CD-ROM SF 45" Shelving Unit W/ 3 Sliding Browser Boxes 3'Wx12"D unit W/3 Sliding Browser Boxes - 96 CD-ROM's/box 49 CD-ROM	1	12	12
DVD SF 45" Shelving Unit W/ 3 Sliding Browser Boxes	2	12	24



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
3"W x12"D unit - 96 DVD/box 385 DVD			
Media Kit (Audio Cassette W/ Book) SF 45" Shelving	1	12	12
3"Wx12"D unit W/2 Rods - 20 media kits/rod 100 Media Kit (Audio Cassette W/ Book)			



Functional Activity

The Children's On-line Public Access Computer (OPAC) will provide children and their parents with access to the library's collections through the on-line catalog. They will be able to access the on-line catalog, databases, other electronic information sources, and the Internet from these stations. Carrels or counters must be large enough to accommodate backpacks, jackets, and other personal belongings.

Occupancy

CHILDREN'S TECHNOLOGY WORKSTATIONS: 2

Relationships

The Children's OPACs should be located as centrally as possible in the Children's Services Area, while being adjacent to the Information Desk so children using them are visible to staff and can be easily assisted.

ADJACENT:

Children's Books, Magazines and Seating
Children's Reference Collection
Information Desk

CLOSE

Preschooler/Young Children's Collection & Seating

PROXIMITY:

Children's Media Collection
Family Rest Room

Flexibility

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

Fenestration

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

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)
Vinyl wall covering
Corner guards for columns and walls
Hanging track;
Vinyl cove base

FLOOR:

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

Access

The Children's OPAC Area will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable



intervals not exceeding 200'.

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

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 floored, 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 Services Area and others will be talking with one another while using the OPACs. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Temperature should be maintained between 68° to 72° F during heating and 72° to 78° F during cooling for energy efficiency with a relative humidity of 40% to 60% for collection preservation and human comfort and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in OPAC Area.

Illumination

Provide 30 to 40 foot-candles of ambient lighting, with a combination of ambient and task lighting of 50 foot-candles measured horizontally at work surfaces. While it is important to provide sufficient light for making notes, the lighting must not create glare on the 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 OPAC and printer locations (if any) with additional outlets provided for future growth.

Security

This area will be supervised by staff at Information Desk and monitored by the staff at the Customer Service Desk. Children using the OPACs must be visible from the desk so that they can be assisted if necessary.

Signage

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

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



donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	2	0	0
Computer, Public Desktop CPU, mouse and keyboard, w/15" flat screen monitor (COLAPL)	2	0	0
Print Release Station Includes PC Workstation with print manager, 15" LCD touch-screen monitor, and high quality laser printer	1	0	0
Technology Carrel 42"w x 30"d stand up print release station	1	30	30
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	2	45	90



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.

Occupancy

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

Relationships

The Children's Reference Collection must be adjacent to the Information Desk for quick staff access. It should also be adjacent to the Children's OPACs and the Children's circulating collections.

ADJACENT:

Children's Books, Magazines & Seating
Children's On-line Public Access Computer (OPAC)
Information Desk

CLOSE:

Community Learning Center Collection and Seating
Copy Area
Family Rest Room

PROXIMITY:

Children's Entrance (Interior)
Group Study Room

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, south, and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. No operable windows in public areas are allowed.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)
Vinyl wall covering
Corner guards for columns and walls
Hanging track
Vinyl cove base

FLOOR:

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

Access

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



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

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 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° to 72° F during heating and 72° to 78° F during cooling for energy efficiency with a relative humidity of 40% to 60% for collection preservation and human comfort and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in OPAC Area.

Illumination

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

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the Information Desk, the Children's Entrance, the Children's Collection and Seating Area, the Preschooler and Young Children's Seating, the Children's OPAC Area, and the Information Desk. This directional sign ("Children's Reference 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 ("Children's Reference 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 include directional signs for major collection categories, such as "Encyclopedias" or "Indexes." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

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

Furniture & Equipment and Shelving Units

<u>Description of Shelving Units</u>	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	2	18	36



Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
3'W x 24"D unit w/end panels & canopy top			
275 Children's Reference			



Functional Activity

The Children's Services Storage/Supply Closet provides space for storing frequently used program supplies, paper, and other items. In addition, this storage area requires shelves for program-related books and containers for puppets and other program support items. The storage area requires a lockable door to reduce visual clutter in the work area.

Relationships

The Children's Services Storage/Supply Closet is adjacent to the Storytelling Area so that puppets, equipment, and other items can be easily transported to and from the Storytelling Area.

ADJACENT:

Storytelling Area

Fenestration

There are no windows.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)

Vinyl wall covering

Corner guards for columns and walls

Hanging track;

Vinyl or carpet cove base

FLOOR:

Vinyl floor tile

Access

The Children's Services Storage/Supply Closet 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

Temperature should be maintained between 68° to 72° F during heating and 72° to 78° F during cooling for energy efficiency with a relative humidity of 40% to 60%.

Illumination

Bright lights for safety and to make stored items easily visible. Lighting control for the room shall be accessible from the door.

Security

The Children's Services Storage/Supply Closet must have a lever type, keyed lock, which can be opened from within the Closet without a key.

Signage

Permanent room identification sign (such as " Storage/Supply Closet") must be wall-mounted on the latch side of the door at 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	3	10	30



Functional Activity

A child-friendly/companion rest room shall be located in the Children's Services Area. Its entrance should be visible from the Customer Service Desk and at least one other customer service point. The rest room should be large enough for a parent or caregiver to accompany a child. The space should be equipped with a changing table. It will be sized to meet the local building code and ADA requirements. The interior of the Family Rest Room should be scaled appropriately, and be bright and colorful.

Relationships

The Family Rest Room should be convenient from the Children's Entrance (Interior), but not close enough to the Public Entrance and Lobby to encourage use of this rest room by adults. The Family Rest Room is exclusively for children and for parents accompanying children. It should be easily accessible from the Storytelling Area, Preschooler/Young Children's Collection and Seating, and the Children's Books, Magazines and Seating. The entrance to the Family Rest Room should be within clear view of the Customer Service Desk and/or the Information Desk.

CLOSE:

Children's Entrance (Interior)
All other spaces in the Children's Services Area

PROXIMITY:

Customer Service Desk
Information Desk

Flexibility

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

Fenestration

No windows required.

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 to ceiling

FLOOR:

Unglazed ceramic tile with dark grout; Floor drain

FIXTURES:

Sinks: Self-activated
Commodes: Self-activated, wall hung, sized for children

Access

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

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44"



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

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 all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Toilets shall be adjusted to minimize noise from flushing.

HVAC

Separate temperature control is required. Temperature to be controlled between 68° to 72° F during heating and 72° to 78° F during cooling for energy efficiency. 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. Provide a light above the mirror.

Security

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

Signage

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

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Children", "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.

Furniture & Equipment and Shelving Units

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



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Commode Rest room	1	0	0
Diaper Changing Counter 36"w x 18"d	1	0	0
Mirror, With Shelf Above counter	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



Functional Activity

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

Occupancy

LOUNGE SEATS: 2 (adult)
 CHILDREN'S READER SEATS: 4
 CHILDRENS' FLOOR SEATS: 0
 CHILDREN'S LOUNGE SEATS: 0
 CHILDREN'S TECHNOLOGY WORKSTATIONS: 0

Relationships

Preschooler/Young Children's Collection & Seating is close to the Children's Entrance (Interior) and to the Information Desk, where staff can supervise the area and assist young children. The Family Rest Room is also close to the Preschooler/Young Children's Collection & Seating for convenient access. This area is visible from the Customer Service Desk.

ADJACENT:

Storytelling Area

CLOSE:

Children's Entrance (Interior)
 Children's On-line Public Access Computer (OPAC)
 Family Rest Room
 Information Desk

PROXIMITY:

Children's Media Collection
 Customer Service Desk

AWAY:

Fiction Collection and Seating
 Magazines and Newspapers Area
 Nonfiction Collection and Adult Study Seating

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 some natural light is desirable in this space, east, south, and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. No operable windows in public areas are allowed.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)
 Vinyl wall covering



Corner guards for columns and walls

Hanging track;

Vinyl cove base

FLOOR:

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

Access

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

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

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

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

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

Acoustics

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° to 72° F during heating and 72° to 78° F during cooling for energy efficiency with a relative humidity of 40% to 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 areas.

Illumination

Provide 30 foot-candles vertically at 30" above the floor in the book stacks. Lighting must be evenly distributed in the book stack area from one end of a range to the other and from the top to the bottom of the book stack. 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 50 foot-candles of light at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

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



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

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

Security

This area will be supervised by the staff at the Information Desk and monitored by the staff at the Customer Service Desk. Sight lines from the Information Desk to Preschooler and Young Children's Collection & Seating should not be obstructed.

Signage

Required signage includes a major area directional and identification sign that can be seen from the Children's Entrance, the Children's OPAC Area, the Information Desk, and the Customer Service Desk. This directional sign ("Preschooler and Young Children's Collection & Seating") 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 ("Preschooler and Young Children's Collection & Seating") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

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

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

Furniture & Equipment and Shelving Units

<u>Description of Shelving Units</u>	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 80 Children's Spanish Language	1	18	18
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top 1120 Children's Picture Books	7	12	84
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top 560 Children's Easy Readers	4	12	48
<u>Description of Furniture & Equipment Units</u>			
Chair, Child's 14"w x 13"d x 10-16"h	4	0	0
Chair, Lounge	2	35	70



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36"w x 36"d Table, Children's 60"w x 36"d x 21-26"h (4 Person)	1	80	80



Functional Activity

This area will provide space for many different kinds of activities and programs including story hour presentations, puppet shows, and audio-visual programs as well as shelving for picture books and easy readers. During programs, children will sit on stacking chairs while library staff make a presentation in-person or use audiovisual equipment. Staff will work closely with children during activities and presentations. Space is provided for parents and caregivers to be in the Storytelling Area during programs.

Otherwise, the space is available for use by children and caregivers for access to picture books and easy readers.

Arts and crafts activities, and programs for large audiences, take place in the Community Meeting Room.

Occupancy

CHILDREN'S MEETING ROOM SEATS: 25

QUEUING ROOM: 6 (standing room for parents)

STAFF: 1 (rocking chair for programs)

Relationships

The Storytelling Area should be within sight of the Information Desk and the Children's Entrance (Interior). The Storytelling Area should be adjacent to the Preschooler/Young Children's Collection & Seating and close to the Family Rest Room. The Storytelling Area should be in proximity to the Information Desk so that staff can assist customers and supervise the space. To reduce the possibility of noise disturbing customers who are studying or enjoying a quiet setting, the Storytelling Area should be away from adult seating areas.

ADJACENT:

Preschooler/Young Children's Collection & Seating
Children's Services Storage/Supply Closet

CLOSE:

Family Rest Room

PROXIMITY:

Children's Books, Magazines and Seating
Children's Entrance (Interior)
Customer Service Desk
Information Desk
Public Entrance and Lobby

AWAY:

Fiction Collection and Seating
Magazines and Newspapers Area
Nonfiction Collection and Adult Study Seating
Teen Collection and Seating

Flexibility

This area may need to be used for different service functions in the future or for collection growth. To that end, flexibility should be a goal.

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. High windows are preferable to reduce distractions from whatever is occurring outside the room.

Finishes

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



enough for children and parents to sit on it.

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)

Vinyl wall covering

Corner guards for columns and walls

Hanging track

Vinyl cove base

FLOOR:

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

Acoustics

Moderate to high acoustical isolation is required in the Storytelling Area. The 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 should be maintained between 68° to 72° F during heating and 72° to 78° F during cooling for energy efficiency with a relative humidity of 40% to 60% for collection preservation and human comfort 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

Light levels of 50 foot-candles at the presenter's station, and at least 30 to 40 foot candles maintained throughout the room. 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 to the Storytelling Area and at any presenter 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 located at the counter, 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 Storytelling Area.

Optionally, the Storytelling Area 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 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.

Provide a CATV drop and duplex outlet.

Security

This area will be monitored by staff at the Customer Service Desk.



Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance and the Customer Service Desk. This directional sign ("Storytelling 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 ("Storytelling Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

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

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
CD/Cassette Tape Player 17"w x 10"d x 7"h	1	0	0
Chair, Child's Stacking 14"w x 14"d	25	5	125
Chair, Rocking 20"w x 31"d	1	20	20
Clock Wall-mounted	1	0	0
DVD Player 17"w x 13"d x 5"h	1	0	0
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	1	0	0
Game Rug	1	0	0
Queuing Space (Per Person)	6	6	36
Sign, Announcement Free standing	1	0	0
Sound Absorption Material 25"w x 2"d x 5"h	1	0	0
Video Cassette Player/Recorder 16"w x 11"d x 4"h	1	0	0
Video, Flat Panel Plasma Display 42" for Video display	1	0	0



FUNCTIONAL ACTIVITY

The Community Learning Center will provide students and adults with access to electronic databases, the Internet, career materials, and coaching in locating learning resources. It will be located in a prominent space within the building, with easy access from the Library Entrance and to collections that may be needed by learners.

SPATIAL RELATIONSHIPS

The Community Learning Center will be located in a prominent space within the building, with easy access from the Entrance and Arrival Areas and to the collections that may be needed by learners.

The Community Learning Center provides K-12 students and adults with access to electronic databases, the Internet, career, homework and textbook materials, and assistance and training in locating learning resources. The Information Desk in the Adult Services Division will be located nearby for additional assistance. The Reference Collection, the Nonfiction Collection, and Special Collections, should be nearby as well.

CLOSE:

- Adult Services
- Children's Services
- Nonfiction Collection and Adult Study Seating
- Teen Area

PROXIMITY:

- Entrance and Arrival Areas
- Special Collections

DIVISION SPACE SUMMARY		Sq. Ft.
Community Learning Center Collection and Seating		867
TOTAL:		867



Functional Activity

The Community Learning Center will provide students and adults with access to electronic data bases, the Internet, career materials, and coaching in locating learning resources. It will be located in a prominent space within the building, with easy access from the Library Entrance and to collections that may be needed by learners.

Occupancy

READER SEATS: 8
 LOUNGE SEATS: 0
 TECHNOLOGY WORKSTATIONS: 16
 STAFF: 1

Relationships

The Community Learning Center Collection and Seating will provide teens and adults with access to electronic databases, the Internet, career, homework and textbook materials, and assistance and training in locating learning resources. In addition to the instructor's desk in the Community Learning Center Collection and Seating space, the Information Desk will be located nearby for additional assistance. The reference collection will be in proximity.

CLOSE:

Children's Books, Magazines and Seating
 Children's Reference Collection
 Copy Area
 Information Desk
 Teen Collection and Seating

PROXIMITY:

Group Study Room
 Nonfiction Collection and Adult Study Seating
 Reference Collection, Furniture and Equipment
 Special Collection - Animal Husbandry/Agribusiness

Flexibility

This space is likely to grow in the future, requiring additional technology workstations. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

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

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)
 Vinyl wall covering
 Corner guards for columns and walls
 Hanging track
 Vinyl cove base

FLOOR:

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

Acoustics

This space will be noisy because of its heavy use. Surfaces should be absorptive and



include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep noise generated in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for undisturbed browsing.

HVAC

Temperature should be maintained between 68° to 72° F during heating and 72° to 78° F during cooling for energy efficiency with a relative humidity of 40% to 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in browsing areas.

Illumination

Provide 50 foot-candles measured horizontally at work surface. While it is important to provide sufficient light for taking notes and referring to print materials, the lighting must not create glare on the 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 two data drops (jacks) for every audiovisual enabled carrel. Outlets can be wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

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

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

Signage

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

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, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Career Materials Circulate for One Week"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

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



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	1	18	18
3'W x 24"D unit w/end panels & canopy top			
225 Textbook Collection (Reserve)			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	2	18	36
3'W x 24"D unit w/end panels & canopy top			
325 Homework Collection			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	4	12	48
3'W x 12"D unit w/end panels & canopy top			
335 Careers			
Description of Furniture & Equipment Units			
Chair, Reader's	8	0	0
21"w x 21"d			
Chair, Task	1	0	0
Low back mid-quality with casters 25"w x 25"d			
Chair, Technology Workstation Task	16	0	0
Low back mid-quality with casters 25"w x 25"d			
Computer, Public Desktop	8	0	0
CPU, mouse and keyboard, w/15" flat screen monitor (COLAPL)			
Computer, Staff Desktop	1	0	0
CPU, mouse and keyboard, w/17" flat plasma monitor (COLAPL)			
Desk, Instructor's	1	65	65
60"w x 36"d			
Lamp, Table	2	0	0
Print Release Station	2	0	0
Includes PC Workstation with print manager, 15" LCD touch-screen monitor, and high quality laser printer			
Printer, Laser (Color)	2	0	0
Table, Reader's	2	80	160
60"w x 36"d x 29"h (4 Person)			
Technology Carrel	2	30	60
42"w x 30"d stand up print release station			
Technology Carrel	8	60	480
71"w x 30"d (2 Person) sit-down w/ power & data management			



FUNCTIONAL ACTIVITY

The function of this division is to provide performance, conference and meeting room space that can be used for library programs and by community groups during and after library hours. The Community Meeting Room will be a large open space with seating, a presenter's location, amplified sound, and projection capability. It should be easily reconfigured for training, tutoring, large children's programs, or performances.

SPATIAL RELATIONSHIPS

The major spatial relationship of the Community Meeting Room Division is to the Entrance and Arrival Areas Division. Since the area might be open when the rest of the library is closed, access must be provided through the main lobby to the Community Meeting Room and to the Public Rest Rooms without compromising the library's security. Public parking should be located so as to provide easy access to the Community Meeting Room.

The configuration and location of the Community Meeting Room Division must enable visual supervision of the entrance to the Community Meeting Room and easy staff access to the Community Meeting Room. Usually, the Customer Service Desk is located so as to afford this general supervisory function.

ADJACENT:

Entrance and Arrival Areas

CLOSE:

Customer Service Desk and Staff Workroom
Public parking

DIVISION SPACE SUMMARY		Sq. Ft.
Community Meeting Room		975
Kitchen		119
Storage for Community Meeting Room		145
	TOTAL:	1,239



Functional Activity

The Community Meeting Room is to be used for a variety of events, including programs sponsored and co-sponsored by the library, community meetings and events. Events by community groups could include educational, cultural or civic meetings, sometimes after hours. Wall space shall be available and equipped for display of public art.

The space should be open and the shape conducive for a variety of layouts supporting a wide range of activities.

Occupancy

MEETING ROOM SEATS: 75

Relationships

The Community Meeting Room should be adjacent to the Public Entrance and Lobby of the building and readily accessible to the Public Rest Rooms. The Kitchen should be adjacent to the rear entrance of the Community Meeting Room so that refreshments can be brought in without disturbing a meeting or program. A pass-through window may be included so that light refreshments can be served without having to set up separate tables. The Patio should be adjacent.

ADJACENT:

- Kitchen
- Patio
- Public Entrance and Lobby
- Storage for Community Meeting Room

CLOSE:

- Friends of the Library Bookstore
- 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 blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

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

Provide attractive, durable, and easily-cleanable flooring materials in this room. Provide vinyl flooring with acoustical damping qualities in areas where food will be set out.

CEILING:

- Acoustical tile

WALLS:

- Paint (washable Latex with satin or eggshell finish)
- Vinyl wall covering
- Acoustical wall panels
- Corner guards for columns and walls
- Hanging track
- Vinyl cove base

FLOOR:

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



ceramic tile if acoustical needs considered

Access

The Community Meeting Room must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 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 the required 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.

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

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

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

HVAC

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

Provide a separate HVAC zone with the by-pass located within the Community Meeting Room. The by-pass switch should also operate the exhaust fans in the Public Rest Rooms.

Separate temperature control is required. 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 Community Meeting Room.

Illumination

The Community Meeting Room requires an intelligent lighting control and lights with dimming capability.

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.

Provide a separate lighting zone with its own over-ride switch. This zone should include the Lobby, the Public Rest Rooms, and the Community Meeting Room. This switch will allow energy conservation by reducing the total number of lights that are turned on should the Multipurpose Meeting Room be used after hours.

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 any perimeter counter or 15" above the finished floor at a table location to support a phone and supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Community Meeting Room.

Provide quad video conferencing outlet (four voice) co-located with associated power at the video conferencing location. A portable videoconferencing unit shall be available for use in the Community Meeting Room.

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 data/video/ DVD material in the Community Meeting Room may be accomplished using projection of computer images (e.g., PowerPoint).

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.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the Community Meeting Room. If speakers are installed in the room, appropriate sound amplification will be required. Images will be displayed onto a motorized projection screen. For displaying 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 Community Meeting Room Division.

Accommodations must be made for placement of cameras to be used to videotape events, make presentations, and originate a signal for distance learning activities. 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 Community Meeting Room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

The Community Meeting Room and associated areas such as the Public Rest Rooms require a separate intrusion alarm zone and arming station.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby and Customer Service Desk. This directional sign (such as "Community Meeting 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 (such as "Community Meeting 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.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
ADA Assistive Listening System Accessories Hand-held or worn items for built-in system	2	0	0
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
Chair, Meeting Room - Stacking 25"w x 21"d	75	12	900
Clock Wall-mounted	1	0	0
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	1	60	60
Microphone, Lavalier Wireless	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 30"d x 29"h - folding	12	0	0
White Board (Egan Board) 4' x 10' - erasable marker board	1	0	0



Functional Activity

As part of the meeting room complex, the Kitchen will serve as a warm-up kitchen and pantry for light refreshments served at community group meetings, receptions, and training sessions.

Relationships

The Kitchen is located adjacent to the Community Meeting Room. The Kitchen must have easy access from the Public Entrance and Lobby for the transport of food and supplies to the Kitchen.

ADJACENT:

Community Meeting Room

CLOSE:

Public Entrance and Lobby

Flexibility

It is not anticipated that this room will change function or need to be expanded.

Fenestration

No exterior windows are required.

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.

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

CEILING:

Acoustical tile or plaster

WALLS:

Paint (washable Latex with satin or eggshell finish)

Vinyl wall covering

Corner guards for columns and walls

Vinyl cove base

FLOOR:

Vinyl or unglazed tile floor

Access

The Kitchen 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. 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.



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

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 Community Meeting Room.

HVAC

Ventilation must keep cooking odors from spreading through the library.

Illumination

Provide 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 Kitchen should be lockable and access controlled by staff. Cabinets should be lockable as well.

The Kitchen, and other areas associated with the Community Meeting Room, such as the Public Rest Rooms, require a separate intrusion alarm zone and arming station.

Signage

Required signage includes a permanent room identification sign ("Kitchen") 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.

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	8	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	4	0	0
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	1	0	0
Queuing Space (Per Person)	5	6	30
Refrigerator Full-sized - 32"w x 36"d x 68"h w/ freezer	1	20	20
Sink With Garbage Disposal 36"w x 24"d - In counter.	1	0	0
Sink, Utensil Washing 108"w x 24"d Free standing N.S.F. approved all metal three-compartment metal sink w/two integral metal drainboards, and 8" minimum metal backsplash if against wall.	1	54	54
Stove Top & Oven, Electric 30"w x 26"d x 30"h - in counter	1	15	15



Functional Activity

This room will be used to store tables and chairs, and house audiovisual equipment that will be used in the Community Meeting Room. Some audiovisual equipment, such as the sound system may be permanently located in this room and be operated from here. Audiovisual equipment shall be rack mounted and shall be physically separated from other stored equipment but shall not be installed in a cabinet.

Relationships

Storage for the Community Meeting Room is located adjacent to the Community Meeting Room. A door joins the two spaces.

ADJACENT:

Community Meeting Room

Flexibility

It is not anticipated that this room will change function or need to be expanded.

Fenestration

No windows required.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with semi-gloss finish)

Corner guards for columns and walls

Vinyl cove base

FLOOR:

Vinyl tile floor

Access

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

HVAC

If AV equipment is housed and operated here, heat must not be allowed to build up.

Illumination

Minimal lighting required (30 to 40 foot-candles); enough to move tables and chairs, and operate AV equipment. Consider occupancy sensors for energy savings.

Telecommunications

If AV distribution equipment is located in this room, the signal must be distributed throughout the Community Meeting Room and other specified locations in the library. One standard quad communications outlet (two voice and two data) co-located with associated power mounted at 15" above the finished floor. Appropriate connections should be conveniently located to support video and source equipment installed in this room.

Security

This is a staff only area which requires a mechanical lock and key 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 identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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	3	15	45
Video Conferencing System Mobile monitor, & camera w/ controls	1	25	25



FUNCTIONAL ACTIVITY

The primary functions of the Customer Service Desk and Staff Workroom Division are to efficiently handle the circulation of the library's collections and provide work space for the staff. This includes the following tasks:

1. Library patrons checking-out library materials at the Customer Service 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.

SPATIAL RELATIONSHIPS

Most customers using the library will utilize the Customer Service Desk. This space within the Division should be centrally located where all library customers must pass through it when entering or exiting the library building.

ADJACENT:

Entrance and Arrival Areas

CLOSE:

Special Collections
 Children's Services
 Community Meeting Room
 Media Viewing and Listening Area
 New Book Display
 Support Areas

PROXIMITY:

Teen Area

VISUAL CONNECTION:

Adult Services

DIVISION SPACE SUMMARY	Sq. Ft.
Community Library Manager's Office	118
Customer Service Desk	365
Customer Service Desk Storage/Supply Closet	102
Returned Materials Browsing Area	36
Self-Service Reserved Book Bay	24
Staff Workroom	612
TOTAL:	1,257



Functional Activity

This is the office for the Community Library Manager, the branch supervisor, who plans activities and administers the library's plan of service. This office will provide a private space where staff reviews can be conducted and where the public can come to discuss confidential issues regarding their circulation records.

A door or window between the Staff Workroom and this office will facilitate supervision. A window opening onto the Customer Service Desk and the public service area beyond will provide visual monitoring of these spaces. Provide window treatment for occasions requiring privacy, such as personnel counseling.

Occupancy

STAFF OFFICE WORKSTATIONS: 1
VISITOR SEAT: 2

Relationships

The location of the Community Library Manager's Office must support supervision of the Staff Workroom and the Customer Service Desk, requiring sight lines to both areas. The office should be easily accessible from the Customer Service Desk if problems arise with customers. Ideally, customers should be able to access the office without going behind the Customer Service Desk or into any of the back-of-house spaces.

ADJACENT:

Customer Service Desk
Staff Workroom

PROXIMITY:

Public Entrance and Lobby

Flexibility

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

Fenestration

Interior windows, which allow supervision of the Staff Workroom and the Customer Service Desk, are recommended. Interior windows require shades 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. Operable windows are not permitted.

Finishes

The Community Library Manager will utilize this office daily, and the public occasionally. This position supervises all of the library's employees who 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 (washable Latex satin or eggshell finish)
Vinyl wall covering
Hanging track
Vinyl cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet

Access

The Community Library Manager's Office will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then



turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

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

Acoustics

This office requires a high level of acoustical isolation for staff supervision, private conversations, or potential confrontations with irate patrons. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Temperature should be maintained between 68° to 72° F during heating and 72° to 78° F during cooling for energy efficiency with a relative humidity of 40% to 60% for human comfort 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 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.

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

Security

Staff office which requires a mechanical lock and key to control access.

Signage

Permanent room identification sign (such as "Community Library Manager's Office") must be 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.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Chair, Library Director's	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
High back high quality			
Chair, Visitor's	2	15	30
Computer, Staff Desktop	1	0	0
CPU, mouse and keyboard w/17" flat screen monitor (COLAPL)			
Desk, Department Head	1	50	50
L-shaped with side return for computer & printer, 2 pedestals & pencil drawer.			
File Cabinet, Lateral (Four Drawer)	1	20	20
36"w x 18"d x 52"h			
Lamp, Desk	1	0	0
Printer, Laser (B&W)	1	0	0
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			



Functional Activity

The Customer Service Desk is the first public service point that patrons will see when entering the library. It must present a well-organized, business-like appearance and provide an efficient work area for checking-out library materials. Library patrons bring their materials to the desk and place them on the service counter for staff to process. Once the checkout function is completed, staff return the materials to the patron. The Customer Service Desk must be of sufficient depth and length to accommodate all of the necessary circulation equipment and any cash registers, telephones, printers, or security equipment on the desktop. The area under the desk should provide sufficient knee space for each staff workstation while allowing additional under-counter space for storage, book bins, and shelving for equipment that is not located on the desktop.

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

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

The check-in, check-out, and customer registration stations should be spacious enough for comfortable use. The registration station should comply with ADA regulations and should be easy for children to use. The staffed check-in station allows staff to greet customers who are returning materials. The staffed check-out station, facing the library's interior, is positioned for natural queuing after customers select their materials. The height of at least one station accommodates customers in wheelchairs and smaller children.

To reduce standing during periods of light demand, staff are seated at stools that rest on a floor pad. Room is available for book trucks temporarily storing materials that are returned directly to staff rather than through the return units. Counter-height wall-mounted shelves are located on the wall behind the service desk. Shelves for sorting returned materials and reserved materials awaiting customer pickup are located in the public area near the Customer Service Desk and Work Area.

Security monitors and alarm notification devices for the building, including doors for staff entry and receiving deliveries, are also located in this area.

Two interior material return units are located in the Customer Service Desk. Multiple slots allow self-sorting by customers. All return slots are able to handle large items such as coffee table books and double videos.

Self-checkout Area: Two self-checkout stations are located within view and access of staff at the Customer Service Desk. The self-checkout stations are positioned so that they are a convenient alternative to the staffed station.

Occupancy

TECHNOLOGY WORKSTATIONS: 0

PUBLIC SERVICE DESK WORKSTATIONS: 4

Relationships

The Customer Service Desk is located immediately inside the Public Entrance and Lobby to the library. The service counter is clearly visible to customers entering and exiting the library through the Lobby. Conveniently placed self-sort material drops permit customers to return their materials before passing the Customer Service Desk.



The Customer Service Desk is near to and has visual contact with the New Book Display space. The Information Desk is within view of the Customer Service Desk. Workstations allow staff to face the customers and to see the library's interior. The desk is designed so staff cannot be approached from behind by the public. The workstations are designed to accommodate both the check-in and check-out functions. The check-in station is positioned so that customers can move easily to the counter through the security gates. Two self-checkout machines are located on the Customer Service Desk, positioned so that they are a convenient alternative to the staffed workstation here.

The Customer Service 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 Customer Service Desk should have good sight lines and easy access to the inventory control gates and the entrance to the Public Rest Rooms.

For convenient access to staff, supplies, and support areas, the Customer Service Desk should be adjacent to the Staff Workroom and the Community Library Manager's Office, and in proximity to the Customer Service Desk Storage/Supply Closet, the Staff Lounge, and the Staff Rest Rooms.

To assist customers who need staff assistance in locating items, the Customer Service Desk should be close to the Media Collection, the New Book Display, the Returned Materials Browsing Area, and the Self-Service Reserved Book Bay.

For supervisory purposes, the Customer Service Desk should be close to the Children's Entrance (Interior) and in proximity to the Group Study Room, the Preschooler/Young Children's Collection & Seating, the Storytelling Area, the Teen Collection and Seating, and the Public Rest Rooms.

ADJACENT:

- Community Library Manager's Office
- Public Entrance and Lobby
- Staff Workroom

CLOSE:

- Children's Entrance (Interior)
- Media Collection
- New Book Display
- Returned Materials Browsing Area
- Self-Service Reserved Book Bay

PROXIMITY:

- Customer Service Desk Storage/Supply Closet
- Family Rest Room
- Group Study Room
- Preschooler/Young Children's Collection & Seating
- Public Rest Rooms
- Staff Lounge
- Staff Rest Rooms
- Storytelling Area
- Teen Collection and Seating

VISUAL CONNECTION:

- Information Desk

Flexibility

The Customer Service 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, west, and



south 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 hard surface. Any wall or casework surface should be highly resistant to marking and easily cleaned. All work counters should be attractive, of a stone or similar hard wearing material 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:

Stone or unfinished quarry tile; Anti-fatigue mats at staff workstations

Access

The Customer Service 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. If a self-checkout system is provided, at least one must be accessible with a counter no higher than 28" to 34" high and a knee clearance of at least 19" of clear space. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

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

HVAC

Separate temperature control is required. 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 quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

The printer at the Customer Service Desk should be networked with the Staff Desktop Computers at the Desk.

Security

The staff at the Customer Service 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, the Children's Services Division spaces, and the entrances to the Public Rest Rooms.

If the library has a video surveillance system, the security monitors may be located at the Customer Service 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 Customer Service Desk. Security releases for rest room doors should be located at the Customer Service Desk. The fire alarm annunciator is located at the Customer Service 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 ("Customer Service") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

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

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

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
AV Bin, Depressible In public service desk	2	0	0
Bar Code Reader, Fixed Mount	1	0	0
Book Bin, Depressible In Circulation Desk	2	0	0
Cash Register	1	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Clock Wall-mounted	1	0	0
Computer, Staff Desktop CPU, mouse and keyboard w/17" flat screen monitor (COLAPL)	1	0	0
Printer, Laser (B&W)	1	0	0
Printer, Receipt	2	0	0
Queuing Space (Per Person)	6	6	36
Security System Desensitizer/Resensitizer Counter unit w/audible signal 20"w x 18"d x 7.5"h AC	1	0	0
Security System Gates, Inventory Control Three gates (two corridors) 83"w x 26"d x 70"h	1	75	75
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	2	0	0
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	2	12	24
Stool, Kick-Step	1	0	0
Telephone Handset	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Workstation, Circulation Book Return Desk 3'w x 30"d w/ 7' behind desk & 3.5' in front	2	40	80
Workstation, Circulation Check-Out Desk 4'w x 30"d w/ 7' behind desk & 3.5' in front	1	50	50
Workstation, Circulation Patron Registration Desk 4'w x 30"d w/ 7' behind desk & 3.5' in front	2	50	100



Functional Activity

A space with shelves for storing paper and other long-term but frequently used supplies is adjacent to or within the Staff Workroom. The storage area, which has a door, is located for convenient access from the Customer Service Desk as well as from the Staff Workroom.

Relationships

The Customer Service Desk Storage/Supply Closet should be within easy access by staff working in the Staff Workroom and convenient from the Customer Service Desk. This space should have easy access from the Loading Dock so supplies can be transported without being moved through the Staff Workroom.

CLOSE:

Staff Workroom

PROXIMITY:

Customer Service Desk
Loading Dock

Flexibility

This area may need to be expanded in the future or used for a different function. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

There are no windows in the Customer Service Desk Storage/Supply Closet.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with semi-gloss finish)
Vinyl wall covering
Corner guards for columns and walls
Hanging track
Vinyl cove base

FLOOR:

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

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

Temperature should be maintained between 68° to 72° F during heating and 72° to 78° F during cooling for energy efficiency with a relative humidity of 40% to 60%.

Illumination

Bright lights for safety and to make stored items easily visible.

Security

The Customer Service Desk Storage/Supply Closet must have a keyed lock, which can be opened from within the Closet without a key.



Signage

Permanent room identification sign (such as " Storage/Supply Closet") must be 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.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	2	15	30
Storage Cabinet 36"w x 18"d x 78"h	2	18	36
Supply Cabinet 36"w x 30"d	2	18	36



Functional Activity

The Returned Materials Browsing Area is the space where returned materials are sorted on shelves for perusal by customers. Materials not borrowed by customers will be reshelved using book trucks. Materials are transported to the Returned Materials Browsing Area on book trucks from the Customer Service Desk.

Relationships

The Returned Materials Browsing Area is located close to, but outside, the Customer Service Desk work area. Its location enables efficient staff access to, and movement of, returned materials from the materials return units within the Customer Service Desk for sorting, browsing by customers, and subsequent shelving if not borrowed by customers. The Self-Service Reserved Book Bay is also located close to this space.

The Returned Materials Browsing Area is in proximity to the Public Entrance and Lobby for easy access by customers, and by staff when transporting returned materials from the exterior book return units. Other spaces designed for customer browsing, such as the New Book Display and the Media Collection, are in proximity to the Returned Materials Browsing Area.

CLOSE:

Customer Service Desk
Self-Service Reserved Book Bay

PROXIMITY:

Media Collection
New Book Display
Public Entrance and Lobby
Staff Workroom

Flexibility

This area may need to be expanded in the future or used for a different function. 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, west, and south facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. No operable windows in public areas are allowed.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)
Vinyl wall covering
Corner guards for columns and walls
Hanging track
Vinyl cove base

FLOOR:

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

Access

The Returned Materials Browsing Area must be accessible by means of a 48" minimum aisle. In addition, space for a book truck is required. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in



length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

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

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

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

Acoustics

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

HVAC

Temperature should be maintained between 68° to 72° F during heating and 72° to 78° F during cooling for energy efficiency with a relative humidity of 40% to 60% for collection preservation and human comfort 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. Ductwork should be baffled to prevent unacceptable noise levels in the Returned Materials Browsing Area.

Illumination

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

Security

The Returned Materials Browsing Area will be supervised by the staff at the Customer Service Desk, who also will transport materials to this area from the Customer Service Desk. Sight lines from the Customer Service Desk to the Returned Materials Browsing Area should not be obstructed.

Signage

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

Signage requirements include directional signs for major collection categories, such as "Videos," "Cassettes," "CDs," "DVDs," and "Audiobooks". A changeable insert sign system



is required for stack end panels. Shelf face sign carriers may be required.

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

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	3	12	36



Functional Activity

Shelves facing the public service area are provided for self-service customer access to items placed on hold and awaiting pickup. In sight of, but apart from main traffic areas, the location is near the Customer Service Desk.

Relationships

The Self-Service Reserved Book Bay is located to provide easy customer access to the materials that have been previously reserved or obtained from another library and are awaiting pickup by a customer. The location is easily visible from the Public Entrance and Lobby and from the Customer Service Desk.

Other spaces designed for customer browsing, such as the New Book Display and the Media Collection, are in proximity to the Self-Service Reserved Book Bay. The Returned Materials Browsing Area is located close to this space.

CLOSE:

Customer Service Desk
Returned Materials Browsing Area

PROXIMITY:

Media Collection
New Book Display
Public Entrance and Lobby
Staff Workroom

Flexibility

This area may need to be expanded in the future or used for a different function. 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, west, and south facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. No operable windows in public areas are allowed.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)
Vinyl wall covering
Corner guards for columns and walls
Hanging track
Vinyl cove base

FLOOR:

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

Access

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

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run



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

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

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

Acoustics

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

HVAC

Temperature should be maintained between 68° to 72° F during heating and 72° to 78° F during cooling for energy efficiency with a relative humidity of 40% to 60% for collection preservation and human comfort 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. Ductwork should be baffled to prevent unacceptable noise levels in the Self-Service Reserved Book Bay.

Illumination

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

Security

The Self-Service Reserved Book Bay will be supervised by the staff at the Customer Service Desk, who also will transport materials to this area from the Customer Service Desk. Sight lines from the Customer Service Desk to the Self-Service Reserved Book Bay should not be obstructed.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC Area, and Customer Service Desk. This directional sign ("Self-Service Reserved Book Bay") 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 ("Self-Service Reserved Book Bay") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

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

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms,



restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Videos Circulate for One Week"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	2	12	24



Functional Activity

This is a non-public work area for staff to perform general and clerical duties. The Staff Workroom provides space for back-of-house staff activities. The library staff will check-in library materials that have been deposited in the Book Drop and then will sort them on book trucks before returning them to the stacks. There will also be a mending workstation where staff will be able to mend and clean library books and materials after they have been returned. Since this is the only workroom in the library, staff workstations to support children's activities, reference work and any other kind of staff support activity are located here.

Occupancy

STAFF WORKROOM WORKSTATIONS: 6
VISITOR SEATS: 1

Relationships

The Staff Workroom should be as close as possible to the Customer Service Desk and Loading Dock for staff efficiency. It should be readily accessible from the Staff Entrance. Where feasible, provide a view into the parking lot so staff can have visual supervision of this area. Provide a doorbell and peephole at the Staff Entrance to the Workroom for before and after-hours access; the doorbell to sound both in the Staff Workroom and at the Customer Service Desk.

The Community Library Manager's Office and the Customer Service Desk should be immediately adjacent to the Staff Workroom. Staff will move frequently between each space, but particularly between the Customer Service Desk and the Staff Workroom. For this reason, not only should there be easy access between these spaces, there should also be a sight line between the Staff Workroom and the Customer Service Desk so that staff can fill-in if a line begins to form at the desk.

For convenient access to supplies and support areas, the Staff Workroom should be adjacent to the Deliver Vestibule and close to the Customer Service Desk Storage/Supply Closet, the Staff Lounge, and the Staff Rest Rooms.

ADJACENT:

Customer Service Desk
Community Library Manager's Office
Delivery Vestibule

CLOSE:

Customer Service Desk Storage/Supply Closet
Loading Dock
Staff Entrance
Staff Lounge
Staff Rest Rooms

PROXIMITY:

Main Communications Room
Returned Materials Browsing Area
Self-Service Reserved Book Bay

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, for example, laying carpet or whatever floor covering is being used, under any service desk, built-in cabinetry or casework.

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 device if needed. Operable windows are not permitted.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)

Vinyl wall covering

Corner guards for columns and walls

Hanging track

Vinyl cove base

FLOOR:

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

Access

The Staff Workroom must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

If a sink is provided, the sink faucets must be the lever type. 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 the use of a sink is essential to an employee's job, then an accessible 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.

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 Customer Service Desk and 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

Temperature should be maintained between 68° to 72° F during heating and 72° to 78° F during cooling for energy efficiency with a relative humidity of 40% to 60% for collection preservation and human comfort 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



Staff Workroom.

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 fixture 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.

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. If the Staff 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 Customer Service 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 (such as "Staff Workroom") 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.

FURNITURE & EQUIPMENT AND SHELVING UNITS

Description of Furniture & Equipment Units	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Bar Code Reader, Hand-Held	6	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, Task Low back mid-quality with casters 25"w x 25"d	10	0	0
Chair, Visitor's	1	0	0
Clock Wall-mounted	1	0	0
Computer, Staff Desktop CPU, mouse and keyboard w/17" flat screen monitor (COLAPL)	6	0	0
FAX Machine, Desktop 30"w x 17"d x 21"h w/expanded memory and speed dial	1	0	0
File Cabinet, Lateral (Four Drawer)	2	20	40



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36"w x 18"d x 52"h			
First Aid Kit	1	0	0
10"w x 3"d x 10"h - Wall-mounted			
In & Out Board	1	0	0
Staff location			
Key Cabinet	1	0	0
12"w x 5"d x 16"h			
Printer, Laser (B&W)	1	0	0
Printer, Laser (Color)	1	0	0
Recycling Bin	1	15	15
Safe, Wall	1	0	0
17"w x 16"d x 13"h			
Scanner, Flat	1	0	0
Security System Book Resensitizer	4	0	0
Hand-held non-electric unit 5.5"w x 3"d x 3.5"h			
Security System Desensitizer/Resensitizer	1	0	0
Counter unit w/audible signal 20"w x 18"d x 7.5"h AC			
Security System Media Resensitizer	1	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	7	12	84
3'w x 12"d unit			
Sink, In Counter, With Garbage Disposal	1	18	18
36"w x 24"d - In counter.			
Table, Work	1	170	170
96"w x 48"d x 29"h (4 Person)			
Telephone Handset	6	0	0
Typewriter, Electric	1	0	0
22"w x 18"d x 8"h			
White Board	1	0	0
3' x 6' - erasable marker board			
Workstation, Librarian I (Children's)	1	75	75
8' x 9' modular panels, 60"h, U-shaped, 30"d work surface w/keyboard carrier, 2 overhead storage bins, 2 pedestal units, 2 panel mounted shelves, and a visitor chair.			
Workstation, Library Aide	4	40	160
6' x 6' modular panels, L-shaped, 30"d work surface w/keyboard carrier, 2 overhead shelves, and semi-circular conference/work table end unit.			
Workstation, Library Assistant I	1	50	50
6' x 8'h modular panels, L-shaped work surface 30'd w/keyboard carrier, 2 overhead shelves, box/box/file pedestal unit and 2-tierwork surface.			



FUNCTIONAL ACTIVITY

The primary function of the Entrance and Arrival Areas Division is to provide a formal entrance and lobby for the library building and access to ancillary services such as the Community Meeting Room and the main Public Rest Rooms for the facility. The Lobby will provide space for library patrons to enter and exit the library, and to orient themselves to the building and its services. The Lobby also can provide space for receptions outside of the Community Meeting Room.

SPATIAL RELATIONSHIPS

The Entrance and Arrival Areas Division is essentially a pass-through space which customers will use when using the library, the Community Meeting Room, the Friends of the Library Bookstore, and the Public Rest Rooms. It should be conveniently located to allow access to all four. The Entrance and Arrival Areas Division must be able to be locked off and separated from the library so that the meeting room and ancillary services can be open when the library is closed.

ADJACENT:

Community Meeting Room
Customer Service Desk and Staff Workroom

CLOSE:

Children's Services

PROXIMITY:

Community Learning Center
Media Viewing and Listening Area
New Book Display

VISUAL CONNECTION:

Adult Services

AWAY:

Support Areas

DIVISION SPACE SUMMARY		Sq. Ft.
Friends of the Library Bookstore		126
Public Entrance and Lobby		N/A
Public Rest Rooms		N/A
	TOTAL:	126



Functional Activity

The Friends of the Library Bookstore will be operated by volunteers from the Friends of the Library. Library customers and visitors to the Community Meeting Room will be able to stop in and browse through the store and make purchases. The revenues from the store will support library services and activities. Books and materials in the store will be marketed with display shelving that should be attractive with an emphasis on browsing and eye-catching appeal.

Occupancy

CUSTOMERS: 2
STAFF WORKROOM WORKSTATIONS: 2 (volunteers)

Relationships

The Friends of the Library Bookstore must be adjacent to the Public Entrance and Lobby and highly visible as people enter and exit the library. Close proximity to the parking area will help volunteers moving book trucks and boxes as they replenish the bookstore stock. A location near the Community Meeting Room could increase traffic past the Friends of the Library Bookstore.

ADJACENT:
Public Entrance and Lobby

CLOSE:
Community Meeting Room

Flexibility

This space is unlikely to require expansion. However, it should be designed for other possible uses, such as an office, a meeting room, training room, or study/tutoring room, if the needs of the Friends of the Library change in the future.

Fenestration

Windows are not required but an exterior display window, for the promotion of merchandise, with access through the Friends' Bookstore would be an asset.

Finishes

Since this area is located at 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 repellent, durable and low maintenance since this will be a relatively high traffic area. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:
Acoustical tile

WALLS:
Paint (washable Latex with satin or eggshell finish)
Vinyl wall covering
Corner guards for columns and walls
Hanging track
Vinyl cove base

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

Access

The Friends of the Library Bookstore must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. 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.



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 and the Community Meeting Room. The Friends of the Library Bookstore 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 and the Community Meeting Room so that customers and event participants will be 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.

Illumination

Specialized accent lighting of 40 to 50 foot candles at the bookstore entrance, counter tops, and all product display units including shelving.

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.

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 a side reach access, with a minimum of 30" wide x 48" deep clear floor space.

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. For this purpose, the Friends of the Library Bookstore, the Public Rest Rooms, and the Public Entrance and Lobby require a separate intrusion alarm zone and arming station.

Layout must balance control of merchandise with display in order to attract customers while diminishing theft. The volunteer workers in the store will supervise this space.

Signage

Required signage includes a major area directional and identification sign which can be seen from the lobby. This directional sign ("Friends of the Library Bookstore") 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 of the Library Bookstore") 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.
<u>Description of Furniture & Equipment Units</u>			
Chair, Task	2	0	0
Low back mid-quality with casters 25"w x 25"d			



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Queuing Space (Per Person)	2	6	12
Rack, Information 30"w x 18"d x 25"h - countertop	1	0	0
Shelving, SF 58"h Bookstore Display 36" aisles - 3'w x 20"d w/5 angled shelves, wood	4	21	84
Stool, Kick-Step	1	0	0
Telephone Handset	1	0	0
Workstation, Friends' Work Counter 4'w x 30"d - against wall	1	30	30



Functional Activity

The Public Entrance and Lobby Division provides for entry to and egress from the building and serves as an "arrival space" for customers, allowing them time to move psychologically into the library experience and begin orienting themselves to the building and its services.

The Public Entrance opens into the Lobby, which serves as an arrival area for users. The Lobby includes the following:

- Floor plan and building directory
- Paper management system for handouts, flyers, free newspapers, and bulletins
- Locked and lighted display and exhibit space
- Drinking fountain (dual height accessible)
- Donor wall and donor plaque(s)

The Lobby is an inviting space with warm colors, radiant lighting and a high ceiling. The self-opening double set of doors, which have large amounts of glass, are easily operated by children and persons with disabilities. The area is uncluttered. Racks or other units for the distribution or collection of items such as flyers and donated books are neat and do not block circulation. Wall-mounted display units are installed for library use in advertising meetings, programs, and resources. A bench, situated for visibility to and from the drop off/pick up area, is available for brief use by customers. For example, seated at the benches, customers who are waiting for rides can see if their drivers have arrived.

The Lobby also is an orientation space for customers that gives them time, space, and information about the library's layout. The Lobby's shape, area, sight lines, overall ambiance, and space adjacencies signal expected behavior and service philosophy, while also communicating the building's layout and service points through appropriate signage. The Lobby permits a comfortable traffic flow for customers entering and exiting the building.

The Lobby also provides access to the Community Meeting Room, the Friends of the Library Bookstore, and the Public Rest Rooms. This configuration allows these areas to be contained in a secure zone inside the library's interior--but away from the collections, computers, and offices, permitting their use during nonpublic service hours. The doors to the library can be locked to safeguard the facility's interior during Community Meeting Room use or activity in the Friends of the Library Bookstore when the library is closed.

Occupancy

BENCH SEATING: 2

Relationships

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. The Community Meeting Room, the Group Study Room, the Friends of the Library Bookstore, and the Public Rest Rooms should be accessible from the Lobby. Areas such as the Children's Entrance (Interior), the New Book Display, and the Media Collection should be located in proximity to the entrance. The Customer Service Desk must be located adjacent to the Public Entrance and Lobby.

ADJACENT:

- Community Meeting Room
- Customer Service Desk
- Friends of the Library Bookstore
- Group Study Room
- Public Rest Rooms

CLOSE:

- Kitchen

PROXIMITY:

- Children's Entrance (Interior)



Community Library Manager's Office
Media Collection
New Book Display
Returned Materials Browsing Area
Self-Service Reserved Book Bay
Storytelling Area

AWAY:

Loading Dock and other Support Areas

Flexibility

This space will probably not need to be expanded in the future, but it should be reasonably flexible since it may 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 on side windows to provide for a view to the outside and a view into the library from the outside. Skylights or clerestories for additional natural light are recommended.

Finishes

Since this is the main entrance of the library and the first space that the public will see, it must be visually interesting, visually organized, and businesslike. The floor finishes must be stain resistant, dirt repellent, durable, non-slip, and low maintenance. The floor material should be slip-resistant but relatively smooth since a highly textured floor, such as slate, will make mobility aids, such as walkers, and book and mail delivery carts, extremely difficult and noisy to push across the floor. Wall finishes should be mark resistant, highly durable and easy to clean.

CEILING:

Plaster or acoustical tile

WALLS:

Highly durable and flame retardant; Paint (washable Latex with satin or eggshell finish)

Vinyl wall covering

Corner guards for columns and walls

Hanging track

Vinyl cove base

FLOOR:

Vinyl or unglazed tile floor, including around any water fountains

Walk-off mats

Grating system

Access

The Public Entrance and Lobby will be accessible by means of a 36" minimum aisle and at least one 36" wide door, which has a minimum clearance of 32". Revolving doors cannot be the only entrance to the facility. If turnstiles are used, then a readily apparent accessible door must be provided adjacent to the turnstile. Doors in a series (to provide a weather lock) require a clear separation of no less than 48". Exterior doors can require no more than 8 ½ pounds of pressure to operate. Automatic or power-assist option doors are recommended for the primary entrance.

Doormats must be securely attached and have a pile of no more than ½". Exposed edges of doormats must be fastened to the floor surface.

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

Pay telephones must comply with forward (maximum of 48" above finished floor) and side reach (maximum of 54" above finished floor) requirements and at least one (and at least one-



half of the total number) must be an accessible telephone. If four or more phones are available for public use, either inside or outside of the facility, and at least one is inside the facility, then at least one must provide text display capability. If telephone books are made available to the public, then they must also comply with forward and side reach requirements. If telephones are located in sound enclosures then they must have a minimum 30" clearance at the entrance.

Signage will meet requirements as outlined in the Signage Space Detail and include identification of the location of accessible entrances with universal symbols and accessible public telephones with universal symbols.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library. This space should act like a sound vestibule between the main entrance and the library proper.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Air or weather lock, and/or double set of doors, may be required to maintain temperature and keep drafts from staff located near the Public Entrance.

Illumination

General lighting at 15 to 20 foot-candles, with specialized accent lighting at 50 foot candles at the entrance and in the lobby at any directories or display walls. Light should be provided within in-wall glass display cases.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at information kiosks with additional outlets for future growth; and one single voice outlet (one voice) for each pay telephone location.

Security

The Public Entrance and 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 Community Meeting Rooms complex when the library is closed. Much of the lobby should be visible to the staff at the Customer Service Desk. 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 Customer Service Desk.

Signage

Required signage includes changeable information signs including hours of operation and restriction signs (e.g., "No Smoking"). It should include a pictogram flag sign, perpendicular to the wall, for any elevators or rest rooms adjacent to the Lobby. Other signage will include fire and life safety lighted emergency exit signs, emergency evacuation maps, floor directories and weekly calendar of events board(s). The lobby may also include signs acknowledging public officials and donor recognition plaques.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
Bench, Lobby (2 Person) 52"w x 22"d x 18"h	1	0	0
Bulletin Board	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	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Wall-mounted w/ changeable letters – 36" x 24"			
Drinking Fountain	2	0	0
18"w x 19"d x 24"h - Built-in			
Rack, Literature Display Handout	1	0	0
Wall-mounted			



Functional Activity

The Public Rest Rooms will be located just off the lobby for library customers and people attending programs in the Community Meeting Room or visiting the Friends of the Library Bookstore.

Relationships

The Public Rest Rooms must be just off the Lobby and close to the Community Meeting Room. The entrance to the rest rooms should be easy to find and convenient to the Community Meeting Room. The entrance to the Public Rest Rooms should be visible from the Customer Service Desk if possible.

ADJACENT:

Public Entrance and Lobby

CLOSE:

Community Meeting Room

PROXIMITY:

Customer Service 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 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 to ceiling.

FLOOR:

Unglazed ceramic tile with dark grout; Floor drains

STALLS:

Wall mounted solid phenolic

FIXTURES:

Sinks: Self-activated

Commodes: Self-activated, wall hung

Access

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

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



In a multiple accommodation toilet room, at least one accessible compartment will be provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

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

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

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

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Toilets shall be adjusted to minimize noise from flushing.

HVAC

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

Illumination

Bright lights to give the rest rooms the appearance of being clean and safe. Motion detectors or occupancy sensors should be considered for energy savings.

Security

The staff at the Customer Service Desk will supervise the Public Rest Rooms and should be able to see the entrance to the rest rooms. If the entrances to the Public Rest Rooms cannot be supervised from the Customer Service Desk, then a CCTV system may be provided. 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.

The Public Rest Rooms typically have electronic locks controlled by staff at the Customer Service Desk.

The Public Rest Rooms, and other areas associated with the Community Meeting Room, such as the Kitchen, require a separate intrusion alarm zone and arming station.

Signage

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

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("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.

Directional signage shall be visible from the Lobby.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Commode	6	0	0
Rest room			
Diaper Changing Counter	2	0	0
36" w x 18" d			
Mirror, With Shelf	2	0	0
Above counter			
Paper Towel Dispenser	4	0	0
Wall-mounted			
Sink And Counter	6	0	0
Rest room			
Soap Dispenser	6	0	0
5" w x 4" d x 10" h - Wall-mounted			
Stall	6	0	0
Rest room			
Urinal	2	0	0



FUNCTIONAL ACTIVITY

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

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

SPATIAL RELATIONSHIPS

Many library customers are exclusive fiction readers and will select their materials from the Fiction Collection and the New Book Display, then exit the library via the Customer Service Desk immediately upon making their selection of materials. Other customers will browse the Fiction Collection in addition to checking for items in the Magazines and Newspapers Area, the Media Collection, and the Nonfiction Collection.

CLOSE:

Adult Services
 Magazines and Newspapers Area
 Nonfiction Collection and Adult Study Seating
 Spanish Language Collection

PROXIMITY:

Media Viewing and Listening Area

DIVISION SPACE SUMMARY		Sq. Ft.
Fiction Collection and Seating		228
	TOTAL:	228



Functional Activity

Patrons will enter this space to browse and/or look for specific authors. They 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.

To improve accessibility to the items, the top and bottom shelves generally should be left vacant. The Fiction Collection includes genre sub-collections such as Mysteries, Science Fiction, and Westerns.

This space might also house the paperback collection and the Large Print Book Collection. To provide maximum accessibility and visibility, the large print books are shelved on an outside aisle or on single-faced shelving.

Occupancy

READER SEATS: 0
LOUNGE SEATS: 0
TECHNOLOGY WORKSTATIONS: 0

Relationships

The Fiction Collection and Seating Area is close to the Information Desk. This location will permit staff at the Information Desk to assist customers looking for materials. The Fiction Collection and Seating Area should be easily accessible from the New Book Display.

The paperbacks and genre books should be highly visible and accessible, since these are high-use collections.

Large print books, which are located in the Fiction Collection and Seating Area, 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:

Information Desk
Magazines and Newspapers Area
On-line Public Access Computer (OPAC)

PROXIMITY:

Media Collection
New Book Display
Nonfiction Collection and Adult Study Seating
Spanish Language Collection

AWAY:

Preschooler/Young Children's Collection & Seating
Storytelling 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 highly desirable in this space, east, west, and south facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. No operable windows in public areas are allowed.

Finishes

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



resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)

Vinyl wall covering

Corner guards for columns and walls

Hanging track

Vinyl 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 be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

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

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

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

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the Customer Service Desk, the New Book Display and the Media Collection. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Book stacks 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° to 72° F during heating and 72° to 78° F during cooling for energy efficiency with a relative humidity of 40% to 60% for collection preservation and human comfort 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 Fiction Collection and Seating.

Illumination

Provide 30 foot-candles vertically at 30" above the floor in the book stacks. Lighting must be evenly distributed in the book stack area from one end of a range to the other and from the top to the bottom of the book stack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections.



Spot lights are not acceptable.

Security

The Fiction Collection and Seating Area will be supervised by the staff at the Information Desk. The book stack should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desks. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

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

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

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

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 1750 Fiction	6	18	108
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top 563 Large Print	5	12	60
Paperback Rotor Tower SF 66" Shelving Unit 2 Rotor towers w/ 6 tiers per tower in a SF shelving unit 1300 Paperbacks	5	12	60



FUNCTIONAL ACTIVITY

The primary function of this division is to provide public access to periodicals (magazines, newspapers and other publications of a serial nature). The library's current magazines and newspapers will typically be housed on hinged slanted display shelving with back issues stored on a flat shelf underneath.

SPATIAL RELATIONSHIPS

The Magazines and Newspapers Area is close to the Copy Area and the Information Desk in the Adult Services Division and the Nonfiction Collection and Adult Study Seating. The space should be located so that it is relatively quiet.

CLOSE:

Adult Services
Fiction Collection
Nonfiction Collection and Adult Study Seating

DIVISION SPACE SUMMARY		Sq. Ft.
Magazines and Newspapers Area		265
	TOTAL:	265



Functional Activity

Library customers will browse and read current magazines and newspapers in this space which is sometimes referred to as the library's "living room." The area contains leisure seating (i.e., chairs with arms) as well as study tables and chairs. The space should be comfortable and inviting for relatively long stays. Current magazines and newspapers will be displayed face out on sloped shelves.

A limited collection of back issues of magazines (two years) and newspapers is located behind the tilt-up display shelves housing current issues. Computer workstations providing access to electronic files of magazines and newspapers should be located adjacent to the Magazines and Newspapers Area.

Occupancy

READER SEATS: 4
LOUNGE SEATS: 3
TECHNOLOGY WORKSTATIONS: 0

Relationships

Current magazines and newspapers are on display shelves adjacent to lounge chairs and near some study tables. The Magazines and Newspapers Area is close to the Information Desk, the Copy Area, and the Adult Fiction and Nonfiction Collections. Computer workstations providing access to electronic files of magazines and newspapers should be located near the Magazines and Newspapers Area.

CLOSE:

Copy Area
Fiction Collection
Information Desk
Nonfiction Collection and Adult Study Seating
On-line Public Access Computer (OPAC)

PROXIMITY:

New Book Display

AWAY:

Preschooler/Young Children's Collection & Seating
Storytelling Area

Flexibility

This area may need to be expanded, reduced or converted to PC usage. There is a higher probability of change in this area than in many others, so flexibility is an absolute requirement.

Fenestration

Although natural light is highly desirable in this space, east, west, and south facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. No operable windows are permitted.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)
Vinyl wall covering
Corner guards for columns and walls
Hanging track
Vinyl cove base



FLOOR:

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

Access

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

Current periodicals must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Shelving units should be no higher than 66" inches, or three sloped display shelves, high. Range and side aisles in magazine display areas must be a minimum of 44" wide.

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

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

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

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

Acoustics

This area will be moderately noisy. The Magazines and Newspapers Area is frequently used by both adult customers looking for quiet space to read and young adults and students in search of school report materials. Both patrons and librarians will be grateful for any reduction in noise provided by acoustical finishes and design. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed browsing.

HVAC

Temperature should be maintained between 68° to 72° F during heating and 72° to 78° F during cooling for energy efficiency with a relative humidity of 40% to 60% for collection preservation and human comfort 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 Magazines and Newspapers Area.

Illumination

Provide 30 foot candles vertically at 30" above the floor on the periodical shelving and 50 foot-candles at the reading surface. Lighting must be evenly distributed from one end of a range to the other and from the top to the bottom of the shelving unit. Provide non-glare and shadowless light for an even distribution of light on magazine covers.

Provide a minimum of 30 to 40 foot candles of ambient light supplemented with floor lamp or table lamp task lighting for a softer lighting quality. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available



or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per seat for network enabled tables or carrels. Provide network connectivity to at least two-thirds of the tables and carrels in this area for laptop use. The outlets can be wall-mounted at 15" above the finished floor or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every two data drops provided.

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

Security

The Magazines and Newspapers Area will be supervised by staff at the Information Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby and Circulation Desk. This directional sign ("Magazines and Newspapers" or "Magazine Reading 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 ("Magazines and Newspapers") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

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

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "Magazines Do Not Circulate"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 66"H Magazine Display Shelving W/ 3 Shelvs 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 35 Current Magazines	4	12	48
36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelv 3'W x 12"D unit w/ fixed sloping shelf 3 Current Newspapers	1	12	12
Description of Furniture & Equipment Units			
Chair, Lounge 36"W x 36"D	3	35	105



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Reader's 21"w x 21"d	4	0	0
Lamp, Table	1	0	0
Table, Drum 16" diameter x 15" - 24"h	2	10	20
Table, Reader's 60"w x 36"d x 29"h (4 Person)	1	80	80



FUNCTIONAL ACTIVITY

The primary function of the Media Viewing and Listening Area is to provide library patrons with access to a variety of audiovisual collections such as audiobooks, audiocassettes, videocassettes, audio CDs, audio book CDS, CD-ROMs, DVDs and other emerging audiovisual formats.

Adult and young adult library patrons will enter the Area and browse attractively displayed media shelving units. They will often select some form of media and be guided by the staff to technology workstations where that media can be viewed or listened to on the appropriate equipment. Audiovisual materials for children are located in the Children's Services Area.

SPATIAL RELATIONSHIPS

Many customers will enter the Media Viewing and Listening Area from either the New Book Display or from the main entrance of the library after passing by the Customer Service Desk. The Media Viewing and Listening Area should be close to the Teen Area since young adults are often attracted to audiovisual materials. The Media Viewing and Listening Area should be relatively close to the Children's Services Division so that parents can browse here while monitoring their children in the Children's Services Division.

CLOSE:

Children's Services
 Customer Service Desk and Staff Workroom
 New Book Display
 Teen Area

PROXIMITY:

Entrance and Arrival Areas
 Fiction Collection

DIVISION SPACE SUMMARY		Sq. Ft.
Media Collection		198
	TOTAL:	198



Functional Activity

Adult and young adult library patrons will come into this area in search of audiovisual materials to preview in the library or to checkout for home use.

A portion of the audiovisual materials will be displayed face-out and marketed. Library patrons will be able to preview selected media at nearby technology workstations in the Media Collection Area. An ADA reading machine on an accessible technology workstation will also be provided.

Occupancy

READER SEATS: 0

TECHNOLOGY WORKSTATIONS: 2

Relationships

The Media Collection is visible and easily accessible from the Public Entrance and Lobby and the Customer Service Desk. Wide aisles allow customers to browse shelves and displays to find items of interest. The Media Collection is near the New Book Display and the Teen Collection and Seating.

The Media Collection should be visible from the spaces in the Children's Services Division since many customers will browse for audiovisual materials while their children attend a program in the Storytelling Area.

CLOSE:

Customer Service Desk
New Book Display
Teen Collection and Seating

PROXIMITY:

Fiction Collection and Seating
Information Desk
Public Entrance and Lobby
Returned Materials Browsing Area
Self-Service Reserved Book Bay

VISUAL CONNECTION:

Children's Services Division

Flexibility

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

Fenestration

Natural light is not desirable in this space and east, west, and south facing windows must be avoided. Exterior windows may require roller shades or other light control devices. No operable windows in public areas are permitted.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)
Vinyl wall covering
Corner guards for columns and walls
Hanging track



Vinyl cove base
FLOOR:
Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted).

Access

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

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

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

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

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

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

Acoustics

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

HVAC

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

Illumination

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

Telecommunications



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

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

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

Security

This area will be monitored by the staff at the Customer Service Desk.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC Area, and Customer Service Desk. This directional sign ("Media 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 ("Media 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 include directional signs for major collection categories, such as "Videos," "Cassettes," "CDs," "DVDs," and "Audiobooks". A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

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

Furniture & Equipment and Shelving Units

<u>Description of Shelving Units</u>	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 audio CD's / box 795 Audio Compact Disc (CD)	3	12	36
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 audio CD's / box 520 Audio Book CD (CD ROM)	2	12	24
CD-ROM SF 66" Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 CD-ROM's / box 125 CD-ROM	1	12	12
DVD 66" SF Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 DVD's/box 750 DVD	3	12	36



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
ADA Reading Machine 17"w x 22"d x 9"h	1	0	0
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	2	0	0
Computer, Public Desktop CPU, mouse and keyboard, w/15" flat screen monitor (COLAPL)	1	0	0
Technology Carrel, Adjustable (Electrical) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	2	45	90



FUNCTIONAL ACTIVITY

The primary function of the displays of the New Book Display, topical displays, and other portions of the popular library are to encourage browsing and easy selection of materials.

The New Book Display Area will provide an attractive display of recent library acquisitions in a comfortable setting.

SPATIAL RELATIONSHIPS

When customers enter the library, they should be able to see the New Book Display. Many will enter this area, select a new book, and leave the library by way of the Customer Service Desk.

Other customers may enter the library and browse in the New Book Display, go on to the Fiction Collection to select additional books, or to the Media Viewing and Listening Area to select audiovisual materials, and return to the Customer Service Desk before leaving the library.

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

CLOSE:

Children's Services
Customer Service Desk and Staff Workroom
Media Viewing and Listening Area

PROXIMITY:

Entrance and Arrival Areas

DIVISION SPACE SUMMARY		Sq. Ft.
New Book Display		131
	TOTAL:	131



Functional Activity

This area houses new library books, some of which will be displayed face-out to increase their visibility and appeal to patrons. Finding a book on a subject that interests them may also prompt them to check the library's catalog for other books on the subject, therefore it is important to have an OPAC unit located near this space for reference. Overall, this area should have the appearance and feel of a retail space and the shelving which houses the books should be attractive display units.

Occupancy

READER SEATS: 0
LOUNGE SEATS: 0
TECHNOLOGY WORKSTATIONS: 1

Relationships

New additions to the library's book collection are attractively displayed as the first, or one of the first, collections encountered after arriving customers pass through the Public Entrance and Lobby. Immediately beyond the Customer Service Desk is usually an excellent location for New Book Display shelving. The shelves, within easy reach of all adult customers, have ample room for "cover-out" display of items.

The New Book Display should be highly visible, and just off the main traffic path in the library. It should be visible from the Children's Services Division and close to the Media Collection since many customers will browse for new books and audiovisual materials during the same visit to the library, or while their children attend a program in the Storytelling Area.

CLOSE:

Customer Service Desk
Media Collection

PROXIMITY:

Fiction Collection and Seating
Magazines and Newspapers Area
Returned Materials Browsing Area
Self-Service Reserved Book Bay
Public Entrance and Lobby

VISUAL CONNECTION:

Children's Services Division

Flexibility

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

Fenestration

Although natural light is highly desirable in this space, east, west, and south facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. No operable windows in public areas are permitted.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)
Vinyl wall covering
Corner guards for columns and walls
Hanging track



Vinyl cove base
FLOOR:
Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted).

Access

The New Book Display Area will be accessible by means of a 36" aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

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

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

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

Acoustics

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

HVAC

Temperature should be maintained between 68° to 72° F during heating and 72° to 78° F during cooling for energy efficiency with a relative humidity of 40 to 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in browsing areas.

Illumination

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

Telecommunications

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

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 Customer Service Desk. Sight lines from the Customer Service Desk to the New Book Display Area should not be obstructed.

Signage

Required signage includes major area directional and identification sign which can be seen from the Public Entrance, OPAC Area, and Customer Service Desk. This directional sign ("New Books" or "Browsing Area") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-



height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage (“New Books” or “Browsing Area”) must be wall-mounted on the latch side of any door or entrance at 60” above the finished floor and shall be 1/32” raised uppercase sans serif type characters accompanied by Grade II Braille.

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

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
48" Aisle DF 58"H Bookstore Display Shelving 3"W x 36"D w/10 angled shelves 30 New Books (Face Out)	1	32	32
48" Aisle DF 58"H Bookstore Display Shelving 3"W x 36"D w/10 angled shelves 360 New Books	2	32	64
<u>Description of Furniture & Equipment Units</u>			
Computer, Public Desktop CPU, mouse and keyboard, w/15" flat screen monitor (COLAPL)	1	0	0
Technology Carrel 42"w x 30"d (1 Person) stand-up w/ power & data management	1	35	35



NONFICTION COLLECTION AND ADULT 1,176 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Nonfiction Collection and Adult Study Seating Division is to house the library's Nonfiction 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 Nonfiction 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 Nonfiction Collection and Adult Study Seating Division is that it be close to the Information Desk in the Adult Services Division. Library customers typically will consult one of the library's on-line public access catalogs before heading for the Nonfiction Collection and Adult Study Seating Division.

One of the more common scenarios is for a library customer patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the Nonfiction Collection to find one or more books. Customers will then sit down and look at the books and/or check out their books at the Customer Service Desk. Customers may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access this collection to answer reference questions or help customers locate materials. Users of the Community Learning Center and the Special Collections also will make frequent use of the Nonfiction Collection.

ADJACENT:

Adult Services

CLOSE:

Community Learning Center
Fiction Collection
Magazines and Newspapers Area
Spanish Language Collection

AWAY:

Children's Services

DIVISION SPACE SUMMARY		Sq. Ft.
Nonfiction Collection and Adult Study Seating		1,176
TOTAL:		1,176



Functional Activity

This space houses the Nonfiction Collection. After locating books in the non-fiction book stacks, library patrons may sit down at tables, carrels or in lounge chairs to study the books. To permit a high degree of concentration, it is best if the seating areas are quiet and removed, although they must be easily accessible to the Nonfiction Collection.

While in the non-fiction book stacks, patrons may wish to consult the library's catalog several times without having to walk back to the OPAC cluster near the Adult Services Desk so it is important to have strategically located OPACs in the Nonfiction Collection and Adult Study 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: 8
 LOUNGE SEATS: 2
 TECHNOLOGY WORKSTATIONS: 0

Relationships

The Nonfiction Collection and Adult Study Seating is situated so that customers can see its sign or perimeter from the Information Desk. The location should be close to the Information Desk to enable staff to use the Nonfiction Collection to supplement the Reference Collection resources and to assist customers looking for materials.

The area should be in the proximity of the Copy Area, the Reference Collection, the Community Learning Center Collection and Seating, and the Fiction Collection. It should be located away from potential noise in the Children's Services Division.

CLOSE:

- Copy Area
- Information Desk
- Magazines and Newspapers Area
- On-line Public Access Computer (OPAC)
- Reference Collection, Furniture and Equipment

PROXIMITY:

- Community Learning Center Collection and Seating
- Fiction Collection and Seating
- Spanish Language Collection
- Special Collection - Animal Husbandry/Agribusiness

AWAY:

- Children's Services Division

Flexibility

This area will need to be reduced in the future as the nonfiction collection shrinks after seven to ten years. To that end, flexibility should be a goal, and a potential reduction plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east, west, and south facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. No operable windows in public areas are permitted.

Finishes

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

CEILING:

- Acoustical tile

WALLS:



Paint (washable Latex with satin or eggshell finish)
Vinyl wall covering
Corner guards for columns and walls
Hanging track
Vinyl cove base

FLOOR:

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

Access

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

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

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

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

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

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

Acoustics

While this area will be relatively busy with customers 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. Book stacks should be located as a buffer to the reader seating in this area so that customers 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 book stacks. Lighting must be evenly distributed in the book stack area from one end of a range to the other and from the



top to the bottom of the book stack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

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

Telecommunications

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

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

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

Security

The Nonfiction Collection and Adult Study Seating Area will be supervised by staff at the Information Desk. The book stack 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 Customer Service Desk, the OPAC Area, and the Information Desk. These directional signs ("Nonfiction 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 ("Nonfiction Collection") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

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

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only – Alarm will Sound"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

UNIT UNIT EXTENDED



	QTY	Sq. Ft.	Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3"W x 24"D unit w/end panels 14775 Non-Fiction	52	18	936
<u>Description of Furniture & Equipment Units</u>			
Book Truck 36"w x 24"d	1	10	10
Chair, Lounge 36"w x 36"d	2	35	70
Chair, Reader's 21"w x 21"d	8	0	0
Lamp, Table	2	0	0
Stool, Kick-Step	2	0	0
Table, Reader's 60"w x 36"d x 29"h (4 Person)	2	80	160



FUNCTIONAL ACTIVITY

The Spanish Language Collection Area provides a collection of materials in several formats.

SPATIAL RELATIONSHIPS

The Spanish Language Collection is located so that it is visible from the Information Desk in the Adult Services Division. To accommodate browsers, the Spanish Language Collection should be close to the Fiction Collection and the Nonfiction Collection. Seating is convenient to the Spanish Language Collection so that customers can use materials from this collection while in the library.

PROXIMITY:

Information Desk
On-line Public Access Computer (OPAC)
Fiction Collection and Seating
Nonfiction Collection and Adult Study Seating

DIVISION SPACE SUMMARY		Sq. Ft.
Spanish Language Collection		36
	TOTAL:	36



Functional Activity

The Spanish Language Collection Area provides a collection of materials in several formats.

Occupancy

READERS' SEATS: 0

Relationships

The Spanish Language Collection is close to the Nonfiction Collection and Adult Study Seating, the Fiction Collection, and the Information Desk.

PROXIMITY:

Information Desk
On-line Public Access Computer (OPAC)
Fiction Collection and Seating
Nonfiction Collection and Adult Study Seating

Flexibility

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

Fenestration

Although natural light is desirable in this space, east, west, and south facing windows must be avoided. Exterior windows may require roller shades or other light control devices. No operable windows in public areas are permitted.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)
Vinyl wall covering
Corner guards for columns and walls
Hanging track
Vinyl cove base

FLOOR:

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

Access

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

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

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.

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. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot-candles with 50 foot-candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Signage

Directional signs, if any, 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. Signs should be visible from the Information Desk and the On-line Public Access Catalogs (OPACs). Directional signs such as "Colección en Español" or "Libros en Español" 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 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., "Emergency Exit Only"), changeable and permanent information signs, and donor recognition plaques.

Furniture & Equipment and Shelving Units

<u>Description of Shelving Units</u>	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3"W x 12"D unit w/end panels 375 Spanish Language	3	12	36



FUNCTIONAL ACTIVITY

The Special Collections serve specific needs and interests of many residents in the Acton and Agua Dulce vicinity. The subjects of animal husbandry, especially on equine subjects, and agribusiness are of particular interest to adults, seniors, and teens. Materials on these topics will help address vocational, avocational, and educational needs in the Acton/Agua Dulce library service area.

SPATIAL RELATIONSHIPS

The Special Collections Division will be used by adults, seniors, and teens for vocational, avocational, and educational purposes. Many customers will browse the collections in this division for items of interest. Others will use the Special Collections in a focused effort to complete homework assignments or to obtain information for business or personal needs.

The location of the Special Collections Division should facilitate all types of use. The materials in these collections should be readily accessible from the Nonfiction Collection and convenient to users of the Community Learning Center. To assist customers who need help in finding materials, the Information Desk should be close to the Special Collections Division.

CLOSE:

Customer Service Desk and Staff Workroom
Teen Area

PROXIMITY:

Community Learning Center

DIVISION SPACE SUMMARY		Sq. Ft.
Special Collection - Animal Husbandry/Agribusiness		24
TOTAL:		24



Functional Activity

The Special Collections in Animal Husbandry and Agribusiness serve specific needs and interests of many residents in the Acton and Agua Dulce vicinity. The subjects of animal husbandry, especially on equine subjects, and agribusiness are of particular interest to adults, seniors, and teens. Materials on these topics will help address vocational, avocational, and educational needs in the Acton/Agua Dulce library service area.

Collections

The special collections in Animal Husbandry and in Agribusiness will be housed in this area.

Relationships

For convenient use and staff assistance, the Special Collection - Animal Husbandry/Agribusiness is in proximity to the Community Learning Center Collection and Seating, the Information Desk, the Nonfiction Collection and Adult Study Seating, and the On-line Public Access Computer (OPAC).

PROXIMITY:

Community Learning Center Collection and Seating
Information Desk
Non-fiction Collection and Adult Study Seating
On-line Public Access Computer (OPAC)

Flexibility

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

Fenestration

Although natural light is highly desirable in this space, east, west, and south facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. No operable windows in public areas are allowed.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)
Vinyl wall covering
Corner guards for columns and walls
Hanging track
Vinyl cove base

FLOOR:

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

Access

The Special Collection - Animal Husbandry/Agribusiness area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular



to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

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

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

Acoustics

This area is a relatively quiet area. However, 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 audio-visual areas.

Illumination

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

Signage

Required signage includes a major area directional and identification sign which can be seen from the Information Desk. This directional sign ("Special 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 "Animal Husbandry" and "Agribusiness." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

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

Furniture & Equipment and Shelving Units

<u>Description of Shelving Units</u>	UNIT	UNIT	EXTENDED
	QTY	Sq. Ft.	Sq. Ft.
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves 3'W x 12"D unit w/end panels 245 Special Books	2	12	24



FUNCTIONAL ACTIVITY

The primary function of the General Building Services Division is to provide custodial, storage, and mechanical equipment space, and other staff support spaces such as rest rooms, entrance, and a staff lounge. This division also provides space for a loading dock for the library.

SPATIAL RELATIONSHIPS

The Support Areas Division includes a variety of spaces, some with very different functions and relationships. Almost all spaces within this division exclude public use. Some spaces, such as the Staff Lounge, need easy access to work areas. Spaces that support logistics, such as the Main Communications Room, the Delivery Vestibule, the Custodial Workroom, the Loading Dock, the Mechanical Equipment Room, and the Staff Entrance, require adjacencies that enable the transportation of items and people to and from the building.

The majority of the spaces 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.

CLOSE:

Customer Service Desk and Staff Workroom

AWAY:

Entrance and Arrival Areas
Public Areas

DIVISION SPACE SUMMARY		Sq. Ft.
Custodial Workroom		56
Delivery Vestibule		82
Loading Dock		N/A
Main Communications Room		116
Mechanical Equipment Room		N/A
Staff Entrance		N/A
Staff Lounge		273
Staff Rest Rooms		N/A
TOTAL:		527



Functional Activity

This space will provide an area for custodians. This workroom will provide a workbench with various tools necessary for basic maintenance and repair and storage for cleaning supplies and equipment.

Relationships

The Custodial Workroom is near the Loading Dock and in proximity to the Staff Lounge and the Staff Rest Rooms.

CLOSE:

Loading Dock

PROXIMITY:

Staff Lounge

Staff Rest Rooms

Flexibility

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

Fenestration

No windows required.

Finishes

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

CEILING:

Exposed structure or acoustical tile

WALLS:

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

FLOOR:

Sealed concrete with a floor drain

Access

The Custodial Workroom must be accessible from a 36" 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 the finished floor. Thresholds cannot exceed ½" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of operating 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. The Custodial Workroom should have negative ventilation to contain chemical fumes from spreading into the building, or, separate exhaust system to keep fumes from entering the building's return air duct system.

Illumination

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

Security

This is a staff only area which requires a mechanical lock and key to control access.

Signage

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

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Bulletin Board	1	0	0
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	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	2	15	30
Sink, Mop	1	6	6
Storage Cabinet, Hazardous Materials 43"w x 18"d x 44"h - heavy duty 18 gauge welded steel (NFPA/OSHA)	1	20	20



Functional Activity

This area provides space for the delivery of library books and materials, furniture and equipment. This area should be able to be locked off from the rest of the library so that deliveries can be made to the library after hours via access to the Loading Dock.

Occupancy

STAFF WORKROOM WORKSTATIONS: 0

Relationships

The Delivery Vestibule should be located on an exterior wall. Its exterior door will have easy access from the Loading Dock. The interior door of the Delivery Vestibule will be lockable from the inside of the library. This space will be used by couriers delivering materials to the library during open and closed hours. It also will be used by staff for the preparation of materials and items being shipped to and from the library. For efficiency, the Delivery Vestibule should be adjacent to the Staff Workroom. The Delivery Vestibule should incorporate the Staff Entrance into its design.

ADJACENT:

Loading Dock
Staff Entrance
Staff Workroom

Flexibility

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

Fenestration

This space requires no windows, except for a small view window in the door so that staff can look outside prior to leaving.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)
Vinyl wall covering
Corner guards for columns and walls
Vinyl cove base

FLOOR:

Vinyl tile floor

Access

The Delivery Vestibule 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. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

One standard duplex communications outlet (one voice and data) on the shipping and receiving counter supporting electronic postage, shipping and receiving equipment.

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. Provide for visual monitoring of exterior area. The Delivery Vestibule will require an intrusion arming station.

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.

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, Above Counter (Lockable) 1 linear foot x 24"d	6	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24" d	6	0	0
Hand Truck 23"w x 18"d x 51"h	1	0	0
Mailbox 18"w x 7"d x 18"h - secure for outgoing mail	1	0	0
Recycling Bin	1	15	15
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	1	15	15
Stool	1	0	0
Stool, Step	1	2	2
Storage Cabinet 36"w x 18"d x 78"h	2	18	36
Waste Basket 13"w x 15"d x 15"h	1	4	4



Functional Activity

The Loading Dock is where the library will receive shipments of furniture and equipment, books and supplies, mail, and other materials from commercial vehicles. This area will essentially be outside of the library, but it should have a roof or 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

For convenient access, the Loading Dock is adjacent to the Delivery Vestibule and close to the Custodial Workroom and the Staff Workroom. The Loading Dock is in proximity to the Customer Service Desk Storage/Supply Closet.

ADJACENT:

Delivery Vestibule

CLOSE:

Custodial Workroom
Staff Workroom

PROXIMITY:

Customer Service Desk Storage/Supply Closet

AWAY:

Public Entrance and Lobby
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-lit to assist in theft/vandalism prevention.

Security

Doors and pull-down door, if any, 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."



Functional Activity

The Main Communications Room should be a minimum space of 120 SF, have at least three 30 amp, 120 volt dedicated circuits with isolated grounds, and provisions for HVAC at a future date.

This room should be dedicated to this purpose, i.e., it is not also a storage room or a janitor's closet. Ideally the room should be located mid-way on a long exterior wall, providing a compromise between ease of ingress for telephone service and minimizing cable runs to less than 300 feet within the building.

Furnishings should include 19-inch equipment racks with appropriate seismic anchoring. At least three walls shall be lined with 3/4" fire-rated plywood, painted off-white.

The Main Communications Room is a secure room accessible only by authorized staff. It includes a fold-down workstation for one person and space for equipment such as library system servers, Internet servers, printers, an uninterruptible power source, associated wiring and outlets for the library's automated systems and telecommunications equipment, and other hardware. There is also room for storing hardware and supplies and space to add future technology. The area has a static free floor and appropriate air conditioning and ventilation.

Relationships

Ideally, the Main Communications Room should be located mid-way on a long exterior wall, providing a compromise between the ease of ingress for telecommunications service and minimization of cable runs within the building.

The Main Communications Room should be located away from and/or highly shielded from electrical lines.

PROXIMITY:

Staff Workroom

Flexibility

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

Fenestration

There are no windows in the Main Communications Room.

Finishes

This is not a public area and will be minimally finished since it is primarily a room for equipment. Wall-mounted telecommunications backboard will be mounted on three walls and painted off-white in color.

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)
Vinyl wall covering
Corner guards for columns and walls
Hanging track
Vinyl cove base

FLOOR:

Anti-static vinyl tile floor

Access

The Main Communications Room will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above 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 computers, moderate to high acoustical dampening strategies should be employed here. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

This room requires its own HVAC system. 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.

Illumination

Light levels should average 30 to 40 foot-candles with 70 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 saving

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. Refer to the County Library's Low Voltage Specification Guidelines for additional requirements.

Security

This is a high security area. Only authorized staff should have access to the room. The room requires a mechanical lock and key 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 ("Main Communications 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.

Furniture & Equipment and Shelving Units

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

Description of Furniture & Equipment Units



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Bulletin Board	1	0	0
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Console, Computer System Video monitor & keyboard w/ direct connection to server or minicomputer	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 Hand-held, wall-hung unit	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	1	0	0
Server, Desktop / Rack Mount 8"w x 20"d x 24"h	2	0	0
Telecommunications Backboard 8"w x 8'h wall-mounted fire-rated plywood	2	28	56
Telephone Handset	1	0	0



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 requirements as outlined in the Signage Space Detail.

Acoustics

The sound of mechanical equipment must be dampened so that the noise generated from this room does not disturb staff or public areas of the library. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution.

Illumination

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

Telecommunications

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

Security

This is a staff only area which requires a mechanical lock and key 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.



Functional Activity

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

Relationships

The Staff Entrance, which is through the Delivery Vestibule, must be close to the Staff Lounge, the Staff Workroom, the Staff Rest Rooms, and staff parking. The positioning of the Staff Entrance relative to exterior spaces such as staff parking and pedestrian access is critical.

ADJACENT:

Delivery Vestibule

CLOSE:

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)
Vinyl wall covering
Corner guards for columns and walls
Vinyl cove base

FLOOR:

Vinyl tile floor
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 ceiling, floor and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

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

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.

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 entrance 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."



Functional Activity

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

The Staff Lounge includes casual seating, a rack and shelves for coats and personal items, tables and chairs for eating, a counter with a wet sink, a microwave unit mounted under wall cabinets, electric stove top and oven, and refrigerator.

The Staff Rest Rooms are adjacent to, but have separate entrances from, the Staff Lounge.

The Staff Lounge is located along an exterior wall of the library and has natural light. An emergency door with a crash bar leads outside.

Occupancy

TABLE SEATS: 4

LOUNGE SEATS: 2

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 Workroom for cleaning purposes. The Staff Lounge should be close to the Staff Workroom so staff can have easy access between the two spaces.

ADJACENT:

Staff Rest Rooms

CLOSE:

Staff Workroom
Staff Entrance

PROXIMITY:

Custodial Workroom
Customer Service Desk

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.

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.

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

CEILING:

Acoustical tile

WALLS:

Paint (washable Latex with satin or eggshell finish)
Vinyl cove base
Tackable surface

FLOOR:

Vinyl tile throughout

Access

The Staff Lounge will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½"



per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

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

The sink faucets must be the lever type. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

It is recommended, but not required, that a minimum of 30" of counter next to the sink be no higher than 34" and that the sink area should be no higher than 34" above the finished floor. Additionally a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. It is also recommended that if fixed storage cabinets, drawers, or lockers are provided, that at least one of each type comply.

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

Acoustics

The Staff Lounge can become somewhat noisy 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° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must keep cooking odors from spreading through the library. 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. 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. Photo cell controls shall be used to consider artificial light when natural lighting is sufficient.

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.

Signage

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

Furniture & Equipment and Shelving Units

UNIT UNIT EXTENDED



<u>Description of Furniture & Equipment Units</u>	QTY	Sq. Ft.	Sq. Ft.
Bulletin Board	2	0	0
Cabinets, Above Counter 1 linear foot x 24"d	10	0	0
Cabinets, Below Counter 1 linear foot x 24"d	4	0	0
Chair, Café	4	0	0
Chair, Staff Lounge 36"w x 36"d	2	35	70
Clock Wall-mounted	1	0	0
Coat & Hat Rack	1	20	20
Cutting Board, Kitchen 22"w x 18"d x 1"h	1	0	0
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	1	0	0
Garbage Bin, Interior	1	15	15
Locker Unit 12"w x 12"d x 74"h (Two 36"h lockers)	7	5	35
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	1	0	0
Paper Cup Dispenser 3" diameter x 18"h - Wall-mounted	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Rack, Literature Display Handout 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, In Counter, With Garbage Disposal 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
Table, Café Staff (4) - 36" diameter	1	65	65
Telephone Handset	1	0	0
TV/VCR/DVD Player Wall mounted combination unit - 15"w x 15"d x 16"h w/screen = 19"-20"	1	0	0



Functional Activity

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

Relationships

The Staff Rest Rooms should be adjacent to the Staff Lounge, but should not open into the Staff Lounge. The Staff Rest Rooms should not be accessible to the public. They should be close to the Staff Entrance and the Staff Workroom, and in proximity to the Customer Service Desk and the Custodial Workroom.

ADJACENT:

Staff Lounge

CLOSE:

Staff Entrance

Staff Workroom

PROXIMITY:

Custodial Workroom

Customer Service Desk

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, floor to ceiling

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

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



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

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

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Water closets shall be adjusted to minimize noise from flushing.

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. Install occupancy sensors or motion detectors for energy savings.

Security

This is a staff only area which requires a mechanical lock and key.

Signage

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

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

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Commode Rest room	2	0	0
Mirror Full length	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



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	2	0	0
Urinal	1	0	0



FUNCTIONAL ACTIVITY

The function of this division is to provide services to young adults by giving them a space in the library that they can call their own with collections and special study areas. Because of the "in-between" age, young adults often fall through the cracks with respect to library service. They are too old for the Children's Services Area, but frequently not mature enough to utilize the services and collections of the 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 Teen Area should be close to the Community Learning Center as young adults will be heavy users of this resource. The Teen Area should be located close to the Media Viewing and Listening Area since teenagers will make extensive use of the audiovisual materials.

The Information Desk in the Adult Services Division should be convenient to the Teen Area so that staff can supervise the young people and encourage them to begin to make use of the reference collections and services. The Teen Area also should be in the proximity of the Customer Service Desk. The Teen Area should not be too close to the Reference Collection because the noise generated in the Teen Area may disturb customers who need quiet for study or research. The Teen Area should not be located too close to the Children's Services Division because teens are frequently trying to separate themselves from the image of being children.

CLOSE:

Special Collections
 Adult Services
 Community Learning Center
 Media Viewing and Listening Area

PROXIMITY:

Customer Service Desk and Staff Workroom

AWAY:

Children's Services

DIVISION SPACE SUMMARY		Sq. Ft.
Teen Collection and Seating		298
	TOTAL:	298



Functional Activity

Young adults will congregate in this space to find books and magazines, and to read, study and talk with their friends. There will be a good deal of interaction between the young people, and the tables and chairs should be arranged to permit some socializing, (i.e., lounge seats should face one another, etc.) This area should be somewhat out of the way to keep the noise level from disturbing other library patrons, however the space must be easily supervised by staff at the nearest service desk.

The Area's casual seating is designed primarily to appeal to teens, but also to adults who use the library during morning and early afternoon hours. During school mornings, adults are likely to use this pleasant area.

The Teen Collection offers fiction, magazines and audiovisual materials for its primary audience. The materials are "merchandised" on display fixtures and regular shelving.

Occupancy

READER SEATS: 4
 LOUNGE SEATS: 2
 TECHNOLOGY WORKSTATIONS: 0

Relationships

The Teen Collection and Seating has visual contact with both customer service points, the Customer Service Desk and the Information Desk. It is also visible to customers entering the library from the Public Entrance and Lobby.

The Teen Collection and Seating is close to the Community Learning Center Collection and Seating and the Media Collection. Teens will be some of the heaviest users of the audiovisual materials and will be going back and forth between these areas. This space should also be near the Customer Service Desk or Information Desk so that staff may supervise the young adults, but the space should not be near the Children's Entrance (Interior) or the Storytelling Area.

CLOSE:

Community Learning Center Collection and Seating
 Copy Area
 Information Desk
 Media Collection

PROXIMITY:

Customer Service Desk
 Reference Collection, Furniture and Equipment

AWAY:

Children's Entrance (Interior)
 Storytelling 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 highly desirable in this space, east, west, and south facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. No operable windows in public areas are allowed.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellent, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean. Since a special effort is being made to serve young adults in this area, the interior design should include graphics, banners, and posters that appeal to teens.



CEILING:

Acoustical tile

WALLS:

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

FLOOR:

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

Access

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

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

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

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

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

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

Acoustics

A moderate to high level of acoustical dampening is required to keep noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

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

Illumination

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

Provide a minimum of 50 foot-candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for



reading and viewing computer screens.

The use of non-glare accent lighting to highlight this space is encouraged to help draw young adults to this area. Consider use of neon light in this space to attract young adults. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

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

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

The Public Desktop Computers should be networked with the public use printers at/near the Adult Services Desk.

Security

Staff at the Customer Service Desk and the Information 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 provide unobstructed views of the occupants in the room from the Customer Service Desk and the Information Desk.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, the Customer Service Desk, the Information Desk, and the OPAC Area. This directional sign ("Teen 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 ("Teens") 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 category names, such as "Classics," "Paperbacks," and "New Books." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

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

Furniture & Equipment and Shelving Units

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



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 3'W x 24"D unit w/end panels & canopy top 180 Media Kit (Audio Cassette W/ Book)	1	18	18
36" Aisle SF 66"H Magazine Display Shelving W/ 3 Shelvs 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 10 Young Adult Current Magazines	2	12	24
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top 201 Young Adult Non-Fiction	2	12	24
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top 335 Young Adult Fiction	2	12	24
CD-ROM SF 66" Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 CD-ROM's / box 150 Young Adult Audio Compact Disc (CD)	1	12	12
Paperback Rotor Tower SF 66" Shelving Unit 2 Rotor towers w/ 6 tiers per tower in a SF shelving unit 625 Young Adult Paperbacks	3	12	36
Description of Furniture & Equipment Units			
Chair, Lounge 36"w x 36"d	2	35	70
Chair, Reader's 21"w x 21"d	4	0	0
Lamp, Table	2	0	0
Table, Drum 16"diameter x 15" - 24"h	1	10	10
Table, Reader's 60"w x 36"d x 29"h (4 Person)	1	80	80



Net Sq. Ft. Summary for Furniture & Equipment and Shelving

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
ADA Assistive Listening System Accessories Hand-held or worn items for built-in system	2	0	0
ADA Reading Machine 17"w x 22"d x 9"h	1	0	0
Atlas Case 31"w x 25"d x 43"h w/ 5 shelves	1	25	25
AV Bin, Depressible In public service desk	2	0	0
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
Bar Code Reader, Fixed Mount	1	0	0
Bar Code Reader, Hand-Held	7	0	0
Bench, Lobby (2 Person) 52"w x 22"d x 18"h	1	0	0
Book Bin, Depressible In Circulation Desk	2	0	0
Book Truck 36"w x 24"d	3	10	30
Bulletin Board	6	0	0
Cabinets, Above Counter 1 linear foot x 24"d	16	0	0
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	18	0	0
Cabinets, Below Counter 1 linear foot x 24"d	10	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24" d	14	0	0
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	2	0	0
Cash Register	1	0	0
CD/Cassette Tape Player 17"w x 10"d x 7"h	1	0	0
Chair, Café	4	0	0
Chair, Child's 14"w x 13"d x 10-16"h	4	0	0
Chair, Child's Stacking 14"w x 14"d	25	5	125
Chair, Conference Room At conference table - 26"w x 28"d	6	0	0



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Chair, Juvenile 16"w x 16"d x 16-18"h	8	0	0
Chair, Library Director's High back high quality	1	0	0
Chair, Lounge 36"w x 36"d	9	35	315
Chair, Meeting Room - Stacking 25"w x 21"d	75	12	900
Chair, Reader's 21"w x 21"d	28	0	0
Chair, Rocking 20"w x 31"d	1	20	20
Chair, Staff Lounge 36"w x 36"d	2	35	70
Chair, Task Low back mid-quality with casters 25"w x 25"d	15	0	0
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	27	0	0
Chair, Visitor's	1	0	0
Chair, Visitor's	2	15	30
Clock Wall-mounted	6	0	0
Coat & Hat Rack	1	20	20
Commode Rest room	9	0	0
Computer Keyboard Tray	1	0	0
Computer Swivel Base	1	0	0
Computer, OPAC Desktop CPU, mouse and keyboard w/15" flat screen monitor (COLAPL)	3	0	0
Computer, Public Desktop CPU, mouse and keyboard, w/15" flat screen monitor (COLAPL)	17	0	0
Computer, Staff Desktop CPU, mouse and keyboard w/17" flat screen monitor (COLAPL)	10	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 (COLAPL)	1	50	50
Cutting Board, Kitchen 22"w x 18"d x 1"h	1	0	0
Desk, Department Head L-shaped with side return for computer & printer, 2 pedestals & pencil drawer.	1	50	50
Desk, Instructor's 60"w x 36"d	1	65	65



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Diaper Changing Counter 36"w x 18"d	3	0	0
Dictionary Table Top Stand 22"w x 14"d x 6"h wood	1	0	0
Directory Wall-mounted w/ changeable letters – 36" x 24"	1	0	0
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	3	15	45
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	1	0	0
FAX Machine, Desktop 30"w x 17"d x 21"h w/expanded memory and speed dial	1	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	3	20	60
File Cabinet, Lateral (Two Drawer) 36"w x 18"d x 28"h	1	20	20
Fire Extinguisher, Halon Hand-held, wall-hung unit	1	0	0
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	4	0	0
Game Rug	1	0	0
Garbage Bin, Interior	1	15	15
Globe, Desktop 14" diameter x 17"h	1	0	0
Hand Truck 23"w x 18"d x 51"h	1	0	0
In & Out Board Staff location	1	0	0
Key Cabinet 12"w x 5"d x 16"h	1	0	0
Lamp, Desk	1	0	0
Lamp, Table	8	0	0
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	1	60	60
Locker Unit 12"w x 12"d x 74"h (Two 36"h lockers)	7	5	35



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Mailbox 18"w x 7"d x 18"h - secure for outgoing mail	1	0	0
Microphone, Lavalier Wireless	1	0	0
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	2	0	0
Mirror Full length	2	0	0
Mirror, With Shelf Above counter	5	0	0
Paper Cup Dispenser 3" diameter x 18"h - Wall-mounted	1	0	0
Paper Towel Dispenser Wall-mounted	9	0	0
Preparation Counter 6'w x 30"d - against wall	1	40	40
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0
Print Release Station Includes PC Workstation with print manager, 15" LCD touch-screen monitor, and high quality laser printer	6	0	0
Printer, Laser (B&W)	4	0	0
Printer, Laser (Color)	3	0	0
Printer, Receipt	2	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0
Queuing Space (Per Person)	20	6	120
Rack, Computer / Communications Equipment 36"w x 24"d x 60"h	2	30	60
Rack, Information 30"w x 18"d x 25"h - countertop	1	0	0
Rack, Literature Display Handout Wall-mounted	3	0	0
Recycling Bin	3	15	45
Recycling Bin - In Counter	1	0	0
Refrigerator Full-sized - 32"w x 36"d x 68"h w/ freezer	2	20	40
Router/Switch Rack-mounted - 8"w x 20"d x 24"h	1	0	0
Safe, Wall 17"w x 16"d x 13"h	1	0	0
Scanner, Flat	1	0	0



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Security System Book Resensitizer Hand-held non-electric unit 5.5"w x 3"d x 3.5"h	4	0	0
Security System Desensitizer/Resensitizer Counter unit w/audible signal 20"w x 18"d x 7.5"h AC	2	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 Resensitizer Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h	1	0	0
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	2	0	0
Server, Desktop / Rack Mount 8"w x 20"d x 24"h	2	0	0
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	3	10	30
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	5	15	75
Shelving, SF 58"h Bookstore Display 36" aisles - 3'w x 20"d w/5 angled shelves, wood	4	21	84
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	2	12	24
Shelving, SF 84"h Wood W/ 6 Shelves 3'w x 14"d unit	1	14	14
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	12	12	144
Sign, Announcement Free standing	1	0	0
Sink And Counter Rest room	9	0	0
Sink With Garbage Disposal 36"w x 24"d - In counter.	1	0	0
Sink, In Counter, With Garbage Disposal 36"w x 24"d - In counter.	2	18	36
Sink, Mop	1	6	6
Sink, Utensil Washing 108"w x 24"d Free standing N.S.F. approved all metal three-compartment metal sink w/two integral metal drainboards, and 8" minimum metal backsplash if against wall.	1	54	54
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	10	0	0
Sound Absorption Material 25'w x 2"d x 5'h	1	0	0
Stall Rest room	6	0	0
Stool	1	0	0
Stool, Kick-Step	5	0	0



Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Stool, Step	1	2	2
Storage Cabinet 36"w x 18"d x 78"h	4	18	72
Storage Cabinet, Hazardous Materials 43"w x 18"d x 44"h - heavy duty 18 gauge welded steel (NFPA/OSHA)	1	20	20
Stove Top & Oven, Electric 30"w x 26"d x 30"h - in counter	2	15	30
Supply Cabinet 36"w x 30"d	2	18	36
Table, Café Staff (4) - 36" diameter	1	65	65
Table, Children's 60"w x 36"d x 21-26"h (4 Person)	1	80	80
Table, Conference 72"w x 36"d x 29"h (4 to 6 Person)	1	160	160
Table, Drum 16"diameter x 15" - 24"h	3	10	30
Table, Juvenile 60"w x 36"d x 27"h (4 Person)	2	80	160
Table, Meeting Room 60"w x 30"d x 29"h - folding	12	0	0
Table, Reader's 60"w x 36"d x 29"h (4 Person)	7	80	560
Table, Work 96"w x 48"d x 29"h (4 Person)	1	170	170
Technology Carrel 42"w x 30"d stand up print release station	6	30	180
Technology Carrel 42"w x 30"d (1 Person) stand-up w/ power & data management	2	35	70
Technology Carrel 51"w x 30"d (1 Person) sit-down w/ power & data management	5	45	225
Technology Carrel 71"w x 30"d (2 Person) sit-down w/ power & data management	8	60	480
Technology Carrel, Adjustable (Electrical) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	4	45	180
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	2	45	90
Telecommunications Backboard 8'w x 8'h wall-mounted fire-rated plywood	2	28	56
Telephone Handset	12	0	0
TV/VCR/DVD Player Wall mounted combination unit - 15"w x 15"d x 16"h w/screen = 19"-20"	2	0	0
Typewriter, Electric 22"w x 18"d x 8"h	1	0	0



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

Urinal	3	0	0
Video Cassette Player/Recorder 16"w x 11"d x 4"h	1	0	0
Video Conferencing System Mobile monitor, & camera w/ controls	1	25	25
Video, Flat Panel Plasma Display 42" for Video display	1	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
White Board (Egan Board) 4' x 10' - erasable marker board	1	0	0
Workstation, Circulation Book Return Desk 3'w x 30"d w/ 7' behind desk & 3.5' in front	2	40	80
Workstation, Circulation Check-Out Desk 4'w x 30"d w/ 7' behind desk & 3.5' in front	1	50	50
Workstation, Circulation Patron Registration Desk 4'w x 30"d w/ 7' behind desk & 3.5' in front	2	50	100
Workstation, Friends' Work Counter 4'w x 30"d - against wall	1	30	30
Workstation, Librarian I (Children's) 8' x 9' modular panels, 60"h, U-shaped, 30"d work surface w/keyboard carrier, 2 overhead storage bins, 2 pedestal units, 2 panel mounted shelves, and a visitor chair.	1	75	75
Workstation, Library Aide 6' x 6' modular panels, L-shaped, 30'd work surface w/keyboard carrier, 2 overhead shelves, and semi-circular conference/work table end unit.	4	40	160
Workstation, Library Assistant I 6' x 8'h modular panels, L-shaped work surface 30'd w/keyboard carrier, 2 overhead shelves, box/box/file pedestal unit and 2-tierwork surface.	1	50	50
Workstation, Reference Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80

Inventory Sub-Total: **6,196**

Shelving Units:

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	2	18	36
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	28	18	504
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top	1	18	18



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

36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	52	18	936
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	6	18	108
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	1	12	12
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top	15	12	180
36" Aisle SF 66"H Magazine Display Shelving W/ 3 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	6	12	72
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	13	12	156
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves 3'W x 12"D unit w/end panels	2	12	24
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels	3	12	36
36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelves 3'W x 12"D unit w/ fixed sloping shelf	1	12	12
48" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves	3	32	96
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 audio CD's / box	5	12	60
Audio Compact Disc (CD) SF 45" Shelving Unit 3'Wx12"D unit W/3 Sliding Browser Boxes - 96 audio CD's/box	1	12	12
CD-ROM SF 45" Shelving Unit W/ 3 Sliding Browser Boxes 3'Wx12"D unit W/3 Sliding Browser Boxes - 96 CD-ROM's/box	1	12	12
CD-ROM SF 66" Shelving Unit W/ 4 Sliding Browser Boxes 3'W x12"D unit - 96 CD-ROM's / box	3	12	36
DVD 66" SF Shelving Unit W/ 4 Sliding Browser Boxes 3'W x12"D unit - 96 DVD's/box	3	12	36
DVD SF 45" Shelving Unit W/ 3 Sliding Browser Boxes 3'W x12"D unit - 96 DVD/box	2	12	24
Media Kit (Audio Cassette W/ Book) SF 45" Shelving 3'Wx12"D unit W/2 Rods - 20 media kits/rod	1	12	12
Paperback Rotor Tower DF 66" Shelving Unit 4 Rotor towers w/ 6 tiers per tower in a DF shelving unit	2	18	36
Paperback Rotor Tower SF 66" Shelving Unit 2 Rotor towers w/ 6 tiers per tower in a SF shelving unit	8	12	96

Shelving Sub-Total: **2,514**

Total Net Assignable SqFt for Furniture and Equipment: **8,710**

