

Functional Activity

This space provides access to the library meeting rooms as well as its ancillary services. The entrance should consist of a double set of automatic sliding doors for patron convenience, but set far enough apart to create a weather vestibule. The lobby should be an inviting space that welcomes the public to the meeting room complex. The interesting use of light and space, the introduction of the building's theme, public art, and the spaciousness required for traffic flows should combine to make this area contiguous architecturally with the main library lobby and entrance.

Future Flexibility & Expandability

This space will probably never need to be expanded in the future, but it will need to be reasonably flexible since it will double as a display area for exhibits. This space will also provide space for occasional large receptions.

Security & Supervision

The lobby should be able to be secured not only from the outside of the building, but also from the library proper itself to allow for the use of the public meeting room complex after hours when the library proper is closed. Much of the lobby should be able to be supervised by the staff at the circulation desk. The fire alarm annunciation display panel should be located in this space immediately visible upon entering the library building. Also provide unauthorized entry detection and alarm system main locator panel in this space.

Spatial Relationships

The public meeting room entrance and lobby should be easily accessible from the public entrance and lobby of the building as well as readily accessible to rest rooms. The auditorium and conference room should be relatively close by as well.

ADJACENT:

Public Entrance & Lobby
Auditorium

CLOSE:

Conference Room
Meeting Room
Public Rest Rooms

PROXIMITY:

Custodial Sink & Supply Closet

Acoustics

Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library proper. This space should act like a sound "vestibule" between the entrance to the library and the library proper.

Space Finishes

The floor finishes must be of high durability, slip resistant and as maintenance free as possible. The front entrance should be on the same level as the exterior sidewalk to avoid a barrier for the physically challenged. Walls finishes should be highly durable and easy to clean as well.

CEILING:

Acoustical

WALLS:

Highly durable: Sisal or vinyl with marble or granite wainscoting.

FLOOR:

Glazed quarry tile 8" by 8" with non-slip matte finish or similar

Illumination

General lighting at 30 to 40 foot candles with specialized accent lighting at 50 foot candles at the entrance and in the lobby on any directories or display walls. Light should be provided



within in-wall glass display cases.

Fenestration

There should be glass either in the front doors and/or around them to provide for a view to the outside of the library from this space as well as other staffed areas. This is an area that is particularly well suited to the use of skylights and/or clerestories for additional natural light.

Signage

Provide a sign over the entrance doors that reads, "Public Meeting Rooms".

ADA (Disability Requirements)

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 1/2 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 1/2". Exposed edges of doormats must be fastened to the floor surface.

Provide minimum width of 36" for stairway width if occupant load is less than 49; minimum width of 44" if occupant load is more than 50. Intermediate handrails shall be provided if stair width is greater than 88".

Handrails are required on both sides of stairways and shall be able to withstand a minimum structural strength to support a 250 lb point load. They are 34" to 38" above the nosing of the treads. They extend a minimum of 12" parallel with the floor surface beyond the top nosing and extend a minimum of tread width plus 12" beyond the bottom nosing before they are returned. Ends of handrails are rounded or returned smoothly to wall or post or floor to prevent a hazard encounter. If stairs are continuous from landing to landing, the inner rails) that double back to turn need to be continuous. When handrail projects from a wall, the clearance is 1-1/2". Diameter or cross-sectional width of handgrip portion is between 1-1/4" to 1-1/2".

Provide contrasting color and slip resistant strips. The strips for upper approach and all treads of exterior stairs are 2" wide minimum and 1" maximum away from the tread noses and landing. Strips for upper approach and the lower tread of interior stairs are 2" wide minimum and 1" maximum from the tread nose or landing.

Tread, Nosing, and Risers

All tread surfaces shall be slip resistant and are 11" deep minimum measured from riser to riser. Nosing cannot project more than 1-1/2" past the face of riser below. All risers shall be closed. They are not less than 4" or greater than 7" high. In any one flight of stairs, all steps have to have a uniform riser height and tread width

Provide and integrate both visual and audible alarms for emergency warning systems.

Visual alarm lamp is a xenon strobe type or equivalent. The color of light is clear and nominal unfiltered white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light is 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.

Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 db or exceeds any maximum sound level with a duration of 60 seconds by 5 db, whichever is louder. But should levels for alarm signals shall not exceed 12 db.

Passenger elevators are located near major path of travel and are accessible at all times the building is occupied. All car platforms are 54" deep minimum. Provide 68" wide minimum of car platform for off-center door panel elevators and 80" wide minimum for on-center door panel elevators. When fully opened, the doorway is 36" wide clear minimum. Only side-slide type of doors is allowed, and it shall operate automatically and shall have an automatic reopening device. This device allows the door reopens when objects pass through the opening at heights between 5" and 29" from the floor without contact. All elevator doors



remain open for at least 5 seconds after initial activation and 20 seconds minimum for automatic reopening device. Elevator is self-leveling to within 1/2" of the floor landing. The clearance between the car platform sill and the edge of the hoistway landing is no greater than 1-1/4". Elevator floor buttons are mounted 48" high maximum for front reach ones and 54" high maximum for side reach ones. Emergency controls are a minimum of 35" from the floor and emergency communication device a maximum of 48" from the door. Emergency communication device does not require voice communication. Provide visual and audible signals indicating the position of the car on or between floors. The indication is positioned above the car control panel or over the door. Provide at least one handrail on one wall of elevator cars.

Provide visual signal of 2-1/2" x 2-1/2" hall lanterns and shall be visible from call button. Centerline of hall lanterns is 72" high above finish floor. Visual signals shall indicate each direction. Audible signal sounds are once for up direction and twice for down direction. Identify the floor by signs mounted 60" above floor with both raised Arabic numerals and Braille symbols at elevator door jambs (on both sides) at each floor landing.

Provide at least one drinking fountain for individuals who use wheelchairs and one accessible to those who have difficulty bending or stooping. If a drinking fountain is located in an alcove, the alcove is not less than 32" wide x 18" deep. Depth of fountains is 18" minimum. Clear and unobstructed knee spaces under fountains are 27" high x 8" deep. Provide 9" high x 17" deep toe clearance under fountains. Bubbler outlet is 36" high maximum from floor for people on wheelchairs. Side approach fountains are not allowed.

Provide 30" x 48" minimum clear and level floor space for forward or parallel approach. Highest operable part of forward read telephones is 48" high maximum above finish floor; 54" maximum for side reach telephones. Provide at least one in each location that is equipped with a volume control for hearing aid. The phone shall be identified by a sign containing a depiction of a telephone handset with radiating sound waves. Volume control is capable of a minimum of 12 db and maximum of 18 db adjustment above normal are provided. Handset core is 29" long minimum.

Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|--|----------|-----------|---------------|
| Special Purpose | | | |
| Case, In-Wall Display | 3 | 0 | 0 |
| Drinking Fountain | 1 | 0 | 0 |
| Queing Area | 100 | 6 | 600 |



Functional Activity

This will be the main bank of Public Rest Rooms located just off the lobby which will serve library patrons and people attending programs in the meeting rooms.

Occupancy

MEN: 7
WOMEN: 10

Future Flexibility & Expandability

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

Security & Supervision

The staff at the Circulation Desk will supervise the Public Rest Rooms and should be able to see the entrance to the rest rooms. Staff at the Circulation Desk will control access to the rest rooms via a remote electronic switch at the desk. All rest rooms will be lockable so they can be locked at night by staff before closing the building; however, anyone inadvertently locked inside should be able to exit the rest room.

Spatial Relationships

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

ADJACENT:

Public Entrance & Lobby

CLOSE:

Auditorium
Conference Room
Friends' Bookstore
Friends' Coffee Shop
Meeting Room
Circulation Desk
Custodial Sink & Supply Closet

Acoustics

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

Space Finishes

This area must be as resistant to vandalism as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark resistant and easy to clean.

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed ceramic tile with dark grout

FLOOR:

Unglazed ceramic tile with dark grout, Floor drains

STALLS:

Wall mounted high-density solid plastic or stainless steel

FIXTURES:

Sinks: Self-activated
Commodes: Self-activated, wall hung

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.

Fenestration

No windows.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

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

ADA (Disability Requirements)

Accessible sanitary facilities must be provided.

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 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.



Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|--|-------------|--------------|------------------|
| <u>Special Purpose</u> | | | |
| Commode | 14 | 0 | 0 |
| Diaper Changing Counter | 2 | 0 | 0 |
| Hand Dryer | 2 | 0 | 0 |
| Mirror | 2 | 0 | 0 |
| Paper Towel Dispenser | 2 | 0 | 0 |
| Sink And Counter | 6 | 0 | 0 |
| Soap Dispenser | 4 | 0 | 0 |
| Stall | 14 | 0 | 0 |
| Urinal | 3 | 0 | 0 |



FUNCTIONAL ACTIVITY

The primary function of this division is to provide the public with access to professional reference librarians, reference books, indexes, the Internet and various other electronic databases. This area is the research center of the library and houses the reference book collection along with various indexes, a central cluster of On-Line Public Access Catalogs (OPAC) and technology workstations with Internet access. The reference staff will assist the public with their information searching both in electronic and paper form.

SPATIAL RELATIONSHIPS

Patrons who are searching for answers to their informational questions will often enter the library and proceed directly to the Reference Services division. These individuals will most often be headed first to the OPAC, then the reference desk and finally the reference collection. Because of this, patrons should have to pass by the OPAC before they arrive at the reference desk. It is highly desirable to have the reference desk and OPAC visible from just inside the entrance to the library proper and at the end of the main circulation traffic pattern into the library. Once having consulted the OPAC and the reference staff, these patrons may subsequently visit the reference collection as well as the technology workstations while searching for answers to their questions.

The Non-Fiction Collection has a strong spatial relationship with the Reference Services division. These two divisions must be very close for the library to function effectively. While there is a reader's advisory relationship between the fiction collection and reference services, it is not as strong as the relationship between the non-fiction collection and reference. The Reference Services division should also be close to the special collections so that reference staff can assist patrons who need to access this collection.

While the Young Adult Services division should not be too close to the Reference Services division, it should be in the proximity so that young adults can begin to be introduced by staff to the reference tools in the library. The periodicals collection should be in the proximity of the reference division so that reference staff can assist patrons who are searching for back-issue periodicals which are housed in the reference workroom. The reference division should be as far away from the children's library as possible because noise generated from the children's library will disturb the concentration of patrons.

CLOSE:

Local History & Genealogy
Non-Fiction Collection
Fiction Collection
Young Adult Services

PROXIMITY:

Circulation Services

AWAY:

Children's Library

***** This Division implements the following goals:

- 1) " People of all ages in Fontana will have the resources



and services to enhance their personal, recreational, business, career and lifelong learning goals."

- 2) "The Fontana community will have equal access to information and resources in the Library, as well as remote access from home, school, or business."
- 3) "The Fontana Community will be able to access information utilizing the most current technology within the Library or from remote locations."

| DIVISION SPACE SUMMARY | SQFT |
|--------------------------------------|--------------|
| Computer Lab | 300 |
| Conference Room | 225 |
| Copy Center | 285 |
| Custodial Sink & Supply Closet | 65 |
| On-Line Public Access Catalog (OPAC) | 400 |
| Public Rest Rooms | N/A |
| Reference Collection & Seating | 2,855 |
| Reference Desk | 550 |
| Reference Workroom | 660 |
| Study/Tutoring Room A | 150 |
| Study/Tutoring Room B | 150 |
| TOTAL: | 5,640 |



Functional Activity

The Computer Lab will provide a space that will be set up permanently for computer use and training to teach the use of the library's on-line catalog, databases, Internet searching, and various software applications. This room will be available for staff training and library programming and for community groups. The room will have training tables, multimedia computers, an instructor's station, and sound and data projection systems.

Occupancy

TECHNOLOGY WORKSTATIONS: 10

Future Flexibility & Expandability

This area should be flexible to accommodate changing technological advancements.

Security & Supervision

Reference Desk staff will monitor the use of the room. This room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. It should have its own intrusion detection alarm system.

Spatial Relationships

This room should be close to the Reference Desk since the reference staff will be primarily responsible for its supervision. The Computer Lab should be easily accessible from the Young Adult Collection and Seating Area and to the Public Rest Rooms.

CLOSE:

Reference Desk

PROXIMITY:

Public Rest Rooms
Young Adult Collection & Seating

Acoustics

This room will generate a fair amount of noise because of the exchange between the students and the instructor, amplified sound and voice, and noise generated from the equipment. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

Space Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Glass window; Vinyl with tackable acoustical panels for sound absorption; Chair rail; Multiple white boards or chalkboards with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

FLOOR:

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

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any instructor's stations. The lights at the front of the room should be dimmable so that the AV



screen is visible. Lights in the remainder of the room should be independently controlled so that they may be at a slightly higher level for note taking. Lighting should be zoned 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.

Fenestration

Any natural light in this area must be controlled to avoid glare on the computer screens or interference with multimedia presentations. Interior windows will require roller shades or other room darkening devices in order to ensure high quality presentations.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Training Room.

Data Communications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main presentation location(s); and one single data drop (jack) for each computer-training seat.

Outlets (faceplates) can be configured to accommodate two, four or more drops (jacks). The outlets can be wall-mounted at 6" above the work surfaces for training tables or technology carrels adjacent to the walls, or in recessed floor boxes for island conditions. The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. Optionally, one standard quad communications outlet (two voice and two data) co-located with associated power at the network or server equipment location.

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

Telephone Communications

Provide one single data drop (jack) per table or carrel. 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.

AV Communications

The computer training will be greatly enhanced by providing the ability for students to view a large screen projected image of the instructor's computer screen. This may be accomplished through the use of portable or installed equipment. Use of video monitors is not advised. Large plasma screens (50" or larger) may be used in small rooms. A portable projector may be positioned on a mobile cart at the front of the room. An installed projector may be mounted at the ceiling or mounted at a shelf or cabinet at the back of the room.

Caution should be exercised in placing projectors at the rear of the room to ensure that light fixtures, people, furniture or other objects in the path of the projected light, do not obstruct



images. Images may be displayed onto a projection screen at the front of the training room. The top of the screen should be located at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen should not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room.

Use of installed projection equipment may require conduit installation for routing of cabling between the projector and the instructor's workstation. It may also be desirable to the ability to display videotape or other pre-recorded video media. Depending on the nature of the computer applications being used, it may or may not be necessary to provide speakers for sound reproduction. If videotape playback capability is provided, loudspeakers and sound amplification will be required. Connections to television distribution feeds (e.g., cable TV) may also be appropriate.

Signage

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

ADA (Disability Requirements)

This area is 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 feet in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" x 60" must be located at any obstruction and at reasonable intervals not exceeding 200 feet.

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|--|----------|-----------|---------------|
| Special Purpose | | | |
| White Board | 1 | 0 | 0 |
| Technology | | | |
| Chair, Technology Workstation Task | 10 | 0 | 0 |
| Computer, Public Desktop | 8 | 0 | 0 |
| Computer, Public Desktop Spanish Language | 2 | 0 | 0 |
| Printer, Laser (Color) | 1 | 0 | 0 |
| Workstation, Technology Counter | 10 | 30 | 300 |



Functional Activity

The conference room will provide space for library programming, staff conferences, continuing education, community meetings and literacy tutoring. While available for meetings of a general nature, the room will have AV and electronic capabilities as well.

Occupancy

MEETING ROOM SEATS: 8

Future Flexibility & Expandability

It is not anticipated that this room will be expanded or changed.

Security & Supervision

This area will be supervised by reference staff primarily from the reference desk. Access to the room should be able to be controlled electronically from the reference desk.

Spatial Relationships

The conference room should be close to the reference desk.

CLOSE:

Reference Desk

PROXIMITY:

Public Rest Rooms

Acoustics

Sound should be controlled so that noise from outside the room does not disturb inhabitants and vice versa.

Space Finishes

The floor finishes must be of high durability, slip-resistant and as maintenance free as possible. Walls finishes should be attractive, durable and easy to clean since there will be a lot of public use and abuse.

CEILING:

Acoustical

WALLS:

Vinyl or Fabric w/ acoustical panels behind tackable wall board and picture hanging system.

FLOOR:

Carpet or Carpet Tile

DOORS:

Glass View Window

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. General room lighting is acceptable, but there should be some lighting that is dimmable for AV presentations.

Fenestration

Windows would enhance the room, but they must be able to be completely blacked out through the use of mechanical screens or blinds in order to produce high quality AV presentations.

HVAC

A thermostat must be individually controllable with a key lock system.

AV Communications

All AV outlets must be able to be controlled from both the front as well as the back of the room.

Signage

One sign on the door that says: "Conference Room".

ADA (Disability Requirements)

The doorways leading to the conference room shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.

The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. 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'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|--|----------|-----------|---------------|
| Meeting Rooms | | | |
| Table, Conference | 1 | 195 | 195 |
| Special Purpose | | | |
| Cabinets, Below Counter | 10 | 3 | 30 |
| Presentation Center | 1 | 0 | 0 |
| Staff Workspace | | | |
| Chair, Conference Room | 8 | 0 | 0 |
| Technology | | | |
| Projection Screen, Wall Mounted | 1 | 0 | 0 |



Functional Activity

The copy center will provide a separate room where library patrons can make quick photocopies of library materials as well as materials of their own. The room will also provide preparation space for larger copy jobs by both the staff and public. This room will provide display and storage space for tax forms. When the space is laid out, servicing of the photocopy machines must be considered. This must be able to be accomplished for one machine without impeding the use of the other machines in the room. There must be a logical way for patrons to queue up for the use of the copy machines either inside or just outside the room when use levels are high.

Future Flexibility & Expandability

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

Security & Supervision

The staff at the reference desk supervises this room. This means that the room should virtually be a "glass box".

Spatial Relationships

The reference copy center should be close to the reference desk as well as the reference collection. Occupants of the copy center should be able to be easily seen and easily reached by the staff at the reference desk since they will be required to provide assistance with paper jams, etc.

CLOSE:

Reference Desk
Non-Fiction Collection & Seating
Reference Collection & Seating
YA Collection & Cyber Cafe

PROXIMITY:

Local History & Genealogy

Acoustics

This is a very noisy place because of all of the traffic in and out, the copy machines and conversations between patrons and staff. In addition to acoustical treatment of floors and ceilings, additional acoustical panels in the walls to help absorb noise should be considered.

Space Finishes

The public will utilize this area quite literally hundreds of times each day. During tax season, this room will receive very heavy use. It will be the only stop for many patrons, and as such deserves careful attention to layout, clean appearance, and extremely durable materials. The finishes will see heavy use but must maintain a professional appearance for many years.

CEILING:

Acoustical

WALLS:

1/2 Glass w/ Vinyl, Sisal or Fabric w/ acoustical panels behind for sound absorption.

FLOOR:

Carpet or Carpet Tile

Illumination

Standard non-glare office lighting with an average of 30 to 40 foot candles and preferably 50 foot candles on work surfaces (counter tops).

Fenestration

Windows that allow the library's staff to supervise the room are essential.



HVAC

Depending on distance to outside doors and how open to air-flow, this area may need quick-recovery capabilities. There will be times when the heat build up is significant from the added load of numerous people and the operation of the copy machines.

Signage

One large sign that says: "Copy Center." The sign(s) must be visible from the reference desk as well as the reference collection, if possible.

ADA (Disability Requirements)

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Provide a 60" diameter clear turning space between copy machines for wheelchair access.

Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|--|----------|-----------|---------------|
| Special Purpose | | | |
| Bulletin Board | 1 | 0 | 0 |
| Change Machine (Bill & Coin) | 1 | 0 | 0 |
| Rack, Literature Display Handout | 2 | 0 | 0 |
| Recycle Bin | 1 | 15 | 15 |
| Stamp Machine, Postal | 1 | 0 | 0 |
| Workstation, Preparation Counter | 1 | 70 | 70 |
| Staff Workspace | | | |
| Cabinets, Below Counter | 10 | 0 | 0 |
| Technology | | | |
| Copier, B&W Freestanding | 3 | 50 | 150 |
| Copier, Color Freestanding | 1 | 50 | 50 |
| FAX Machine, Desktop Coin-Operated | 1 | 0 | 0 |



Functional Activity

Space must be provided throughout the building for sink closets and storage for custodial purposes.

Future Flexibility & Expandability

It is not anticipated that these areas would change purpose or require expansion unless an expansion were built onto the building, and then additional closets would be needed.

Security & Supervision

Automatic door-closing mechanism on heavy door which cannot be opened without a key.

Spatial Relationships

The closet can be located anywhere in the reference services division as long as it is convenient for custodians to utilize when cleaning the area.

Space Finishes

This area will be spartan and industrial in nature.

CEILING:

Exposed structure

WALLS:

Latex paint over sealed concrete, block or water resistant sheet rock

FLOOR:

Sealed Concrete with a floor drain

Illumination

Interior lighting will be industrial strength fixtures which deliver a minimum of 30 foot candles at floor level.

Fenestration

Windows are not desired.

HVAC

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

Signage

A sign on the door that says: "Custodial Closet - Staff Only".

ADA (Disability Requirements)

The custodial sink & supply closet must be accessible from a 36" aisle. A 36" wide door with a minimum of 32" clear width is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

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

If use of the sink is essential to an employee's job, e.g., cleaning tasks, then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" high and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink. 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 with ADA.



Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|--|-------------|--------------|------------------|
|--|-------------|--------------|------------------|

Special Purpose

| | | | |
|----------------------|---|----|----|
| Cleaning Cart | 1 | 15 | 15 |
| Ladder, Step | 1 | 0 | 0 |
| Mop Bucket | 1 | 5 | 5 |
| Shelving, Industrial | 2 | 15 | 30 |
| Sink, Mop | 1 | 15 | 15 |



Functional Activity

Patrons will enter the On-Line Public Access Catalog (OPAC) area from many points in the library, but will often come from the main entrance of the library. The OPAC cluster is a bank of multi-media computers that access the library's on-line public access catalog as well as other databases and indexes. Patrons should not be encouraged to stay at these OPACs for long periods of time since they will receive a high volume of use. In order to discourage long searches at these OPACs, most of the stations will be stand-up only. There should be space on the carrels to set down purses or books.

Occupancy

TECHNOLOGY WORKSTATIONS: 10

Future Flexibility & Expandability

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 same space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Security & Supervision

This area will be supervised by Reference Desk staff as well as patrons themselves since there will be such a high volume of foot traffic.

Spatial Relationships

The OPAC cluster must be adjacent to the reference desk so that the reference staff can assist patrons when they are having difficulties using the OPACs and so that patrons can easily reach reference librarians when they have questions. The OPAC cluster must be close to the non-fiction and reference collections since many patrons will proceed on from the OPAC cluster to these collections after finding a citation in the catalog. There is a similar relationship with the fiction collection, but it occurs less often since fiction books are shelved alphabetically by author and easy to find.

ADJACENT:

Reference Desk

CLOSE:

Non-Fiction Collection & Seating
Reference Collection & Seating
Fiction Collection & Seating
YA Collection & Cyber Café

Acoustics

This will be a relatively noisy area since many people will be walking by and others will be talking with one another and librarian's while using the OPACs. Each station as well as the building itself should be designed to acoustically absorb sound and not allow it to spread to other areas of the library.

Space Finishes

The floor finishes must be of very high durability, attractive and as maintenance free as possible since they will receive very heavy traffic. Wall finishes should be attractive and durable, since many people will be passing through this space.

CEILING:

Acoustical

WALLS:

Vinyl, Sisal or Fabric wall covering

FLOOR:

Carpet Tile

Illumination

On average, there should be a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) on the counter tops. Light must also be non-glare because of the very high number of computer screens in the space.

Fenestration

Natural light is not required, and may not be desirable given the number of computer screens in this area because of potential screen glare problems. If natural light is introduced, it must be indirect ambient light, or computer screens will have to be very carefully positioned. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

HVAC

The HVAC system must be capable of addressing the heat build up in this area because of the large number of people here at any given time as well as the heat generated by the equipment.

Signage

A large area sign that is viewable from all four directions that says: "Library Catalog". The signage for all of the nearby collections (non-fiction, reference and current periodicals) should be visible to patrons standing at the OPACs. A good location for a library directory is at the OPAC cluster and highly visible when a patron finishes a search on an OPAC.

ADA (Disability Requirements)

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. Aisles between bookshelves and book stacks are 44" wide minimum if they serve on both sides and 36" wide minimum if serve on one side. For major circulation path, provide minimum 60" in width.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Display area shall have a minimum clear aisle width of 44". Catalogs and displays should be within accessible reach with a maximum height of 48". But the lowest usable portion of catalogs must be located a minimum of 18" above the finish floor.

Provide and integrate both visual and audible alarms for emergency warning systems. Lamp of visual alarms is a xenon strobe type or equivalent. The color of light is clear and nominal unfiltered white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light is 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.

Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 db or exceeds any maximum sound level with a duration of 60 seconds by 5 db, whichever is louder. But sound levels for alarm signals shall not exceed 12 db.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. 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'.



Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|--|-------------|--------------|------------------|
| Technology | | | |
| Chair, Technology Workstation | 10 | 0 | 0 |
| Computer, OPAC (On-Line Public Access) Desktop | 8 | 0 | 0 |
| Computer, OPAC Desktop Spanish Language | 2 | 0 | 0 |
| Workstation, Technology Carrel | 10 | 40 | 400 |



Functional Activity

These facilities will be the public rest rooms for the areas around reference and the non-fiction collection. There should be one main bank of rest rooms that are easy for the public to find.

Occupancy

MEN: 5
WOMEN: 5

Future Flexibility & Expandability

This space requires minimal or no flexibility.

Security & Supervision

The staff at the reference desk will supervise the rest rooms and should be able to see the entrance to the rest rooms. All rest rooms will have locks on them, so they can be locked at night by staff before closing the building, however, anyone inadvertently left inside should be able to exit the rest room.

Spatial Relationships

The reference services public rest rooms must be in the proximity of the YA collection & cyber café and fiction collection & seating, the study/tutoring rooms, the reference desk as well as the non-fiction and reference collections.

PROXIMITY:

Fiction Collection & Seating
Non-Fiction Collection & Seating
Reference Collection & Seating
Reference Desk
YA Collection & Cyber Café

Acoustics

Blowers must be adequately sound-dampened from adjacent spaces. All reasonable acoustic dampening is appropriate for this area.

Space Finishes

Floor finishes must be of high durability, slip resistant and as maintenance free as possible. Wall finishes, fixtures, stalls and counters should be highly durable, graffiti-resistant and easy to clean.

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed Ceramic Tile with dark grout.

FLOOR:

Unglazed Ceramic Tile

STALLS:

Stainless steel or equivalent

FIXTURES:

Sinks: Self-activated

Commodes: Self-activated, wall hung

Illumination

Bright lights to give rest room the appearance of being clean and safe.

Fenestration

No windows are necessary or desired.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for



energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

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.

ADA (Disability Requirements)

See Public Restrooms - Library Entrance for access requirements.

Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|--|-------------|--------------|------------------|
| <u>Special Purpose</u> | | | |
| Commode | 8 | 0 | 0 |
| Diaper Changing Counter | 2 | 0 | 0 |
| Hand Dryer | 2 | 0 | 0 |
| Mirror | 2 | 0 | 0 |
| Paper Towel Dispenser | 2 | 0 | 0 |
| Sink And Counter | 4 | 0 | 0 |
| Soap Dispenser | 2 | 0 | 0 |
| Stall | 8 | 0 | 0 |
| Urinal | 2 | 0 | 0 |



Functional Activity

The function of this space is to house the library's reference books as well as provide seating for patrons who wish to consult the reference collection for any length of time. Reference books include directories, encyclopedias, almanacs, government documents and other research oriented documents. While much of this collection is currently in paper form, as time progresses, the reference collection will be the print collection which will most quickly be converted to electronic format since it is easier to search and keep up-to-date. Over time, many of the bookstacks will disappear and be replaced with multi-media computer workstations.

Occupancy

READER SEATS: 9
LOUNGE SEATS: 8
TECHNOLOGY WORKSTATIONS: 5

Future Flexibility & Expandability

This area probably will not expand, but may be converted into more electronic workstations in the future. To that end, flexibility should be a goal.

Security & Supervision

Reference desk staff will supervise this area and should be able to see down bookstack aisles if possible.

Spatial Relationships

The reference collection and seating must be adjacent to the reference desk and close to the on-line public access catalog (OPAC) as well as the copy center. The reference collection should be near the copy center so that it is convenient for patrons to photocopy reference materials. While the reference collection is an extension of the non-fiction collection, there should be a clear division between the two collections so that there is no confusion between the two by library patrons.

ADJACENT:

Reference Desk

CLOSE:

Copy Center (Reference)
On-Line Public Access Catalog (OPAC)
Non-Fiction Collection & Seating

AWAY:

Children's Entrance

Acoustics

This will be a relatively quiet area since many people will be here to do serious research and study. The furniture as well as the building itself should be acoustically designed to keep sound generated for other parts of the library from disturbing patrons in this area.

Space Finishes

The floor finishes must be of high durability, attractive and as maintenance free as possible since they will receive fairly heavy traffic.

CEILING:

Acoustical

WALLS:

Paint

FLOOR:

Carpet or Carpet Tile

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Make certain that



the lighting is even in the bookstack from one end of a range to the other as well as from the top of the bookstack to the bottom as much as possible. Provide non-glare and shadowless light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers etc.).

Fenestration

Natural light and particularly a view near the seating is highly desirable. The library wants to encourage patrons to stay and read in a pleasant environment. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

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.

Telephone Communications

Provide one single data drop (jack) per table or carrel. 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.

Signage

One large area sign that is visible from the OPAC cluster and the Reference Desk that says: "Reference Collection."

ADA (Disability Requirements)

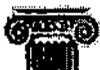
At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. Aisles between bookshelves and book stacks are 44" wide minimum if they serve on both sides and 36" wide minimum if serve on one side. For major circulation path, provide minimum 60" in width.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Display area shall have a minimum clear aisle width of 44". Catalogs and displays should be within accessible reach with a maximum height of 48". But the lowest usable portion of catalogs must be located a minimum of 18" above the finish floor.

Provide and integrate both visual and audible alarms for emergency warning systems. Lamp of visual alarms is a xenon strobe type or equivalent. The color of light is clear and nominal unfiltered white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light is 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.

Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 db or exceeds any maximum sound level with a duration of 60 seconds by 5 db, whichever is louder. But sound levels for alarm signals shall not



exceed 12 db.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. 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'.

Bookshelves are located 54" high maximum above finish floor unless an attendant is available to assist individuals with disabilities.

Shelf height in open book stacks is restricted. However, attendant(s) should be provided for assistant.

Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|---|-------------|--------------|------------------|
| <u>Reader's Seats</u> | | | |
| Carrel, Reader's Wood | 5 | 40 | 200 |
| Chair, Lounge | 8 | 35 | 280 |
| Chair, Reader's | 9 | 0 | 0 |
| Table, End | 1 | 12 | 12 |
| Table, Reader's | 1 | 180 | 180 |
| <u>Shelving</u> | | | |
| 36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 696 Reference (Encyclopedias, Directories, Etc.) | 35 | 18 | 630 |
| 36" Aisle SF 84"H Steel Shelving W/ 5 Shelves 9292 Reference | 104 | 12 | 1,248 |
| <u>Special Purpose</u> | | | |
| Atlas Case | 1 | 25 | 25 |
| Dictionary Stand | 1 | 80 | 80 |
| <u>Technology</u> | | | |
| Chair, Technology Workstation | 5 | 0 | 0 |
| Computer, OPAC (On-Line Public Access) Desktop | 2 | 0 | 0 |
| Computer, Public Desktop | 4 | 0 | 0 |
| Computer, Public Desktop Spanish Language | 1 | 0 | 0 |
| Printer, Ink-Jet (B&W) | 1 | 0 | 0 |
| Workstation, Technology Carrel | 5 | 40 | 200 |



Functional Activity

Patrons walk up to the reference desk and ask reference librarians questions about how to find information in the library. This space should be less of an imposing "desk" and more of a user friendly interface that will encourage contact between the library's staff and patrons. There should be an obvious "line" behind which patrons should not come, but the "desk" and staff member should be eminently approachable. The workspace should facilitate the exchange of questions since staff are expected to frequently be out on the floor working with patrons at the OPACs, in the reference collection and in the non-fiction collection.

Occupancy

PUBLIC SERVICE WORKSTATIONS: 4

Future Flexibility & Expandability

It is not likely that this area will be anything other than a service desk in the future, but it may need to be expanded. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Security & Supervision

The reference desk is the central surveillance point for all of the reference, non-fiction and periodicals collection as well as potentially the local history and fiction collections. As much of these areas as possible should be visible to staff standing at this desk. The staff should be able to control entry into the quiet study rooms and the local history room electronically from this location.

Spatial Relationships

The reference desk is the hub of the reference division and therefore should be the predominant feature in this division. It must be adjacent to the OPAC cluster, the reference workroom, the reference office and the reference collection. The reference desk should be close to the computer lab, the non-fiction collection, the local history & genealogy collection, the copy center and the study/tutoring rooms. It must also be in the proximity of the fiction collection and to young adult collection.

ADJACENT:

On-Line Public Access Catalog (OPAC)
Reference Collection & Seating
Non-Fiction Collection & Seating

CLOSE:

Computer Lab
Conference Room
Copy Center
Local History & Genealogy
Fiction Collection & Seating
YA Collection & cyber Cafe
Study/Tutoring Rooms

PROXIMITY:

Public Rest Rooms (Reference)

AWAY:

Children's Entrance

Acoustics

Since there will be considerable conversation between patrons and staff, everything possible should be done to keep the noise generated in this area from spreading throughout the library. Quiet and private conversations should not be hindered by noise.

Space Finishes

This finishes in this area present a special problem because they will receive a very high degree of wear and tear, and because they need to look very good for the entire life of the building. The library wishes to project a business-like image of delivering quality service.



The floor should be a high quality carpet square that can be changed frequently. Any wall or casework surfaces should be highly resistant to defacement as well as be easy to clean. All work surfaces should be attractive, with non-glare producing surfaces and rounded corners and edges to reduce the possibility of injury to staff and patrons alike. Walls here need corner guards.

CEILING:

Acoustical

WALLS:

Vinyl, Sisal or Fabric wall covering

FLOOR:

Carpet Tile

Illumination

On average, there should be a minimum of 40 to 50 foot candles of light in the space with preferably 70 foot candles delivered to the desk top. Specialized task lighting may be used to assist in lighting the desk top. The reference desk should be "highlighted" in order to help patrons find this service area. Any signage should be illuminated as well for greater visibility. Lights in this area must not create a heat build up for the staff who spend a lot of time at their workstations. Further, extra special care must be taken to make sure there will be no glare on VDT screens here since staff work with these screens intensively over a long period of time each day.

Fenestration

Natural light is not required, but is desirable to provide a more pleasant psychological setting, however care must be taken not to create glare in the computer screens present in this space.

HVAC

Make certain that HVAC vents are not blowing hot or cold air directly on the staff at the various work stations. Provide a key lock staff controlled thermostat in this area.

Signage

There should be one large, lighted sign centrally located over the reference desk that says: "Reference Desk." It should be highly visible immediately upon entering the library as well as most all other parts of the library.

ADA (Disability Requirements)

The reference desk will be accessible by means of a 36" minimum aisle. It shall contain at least 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".

Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|--|----------|-----------|---------------|
| Special Purpose | | | |
| Book Truck | 3 | 10 | 30 |
| Queuing Space (Per Person) | 20 | 6 | 120 |
| Staff Workspace | | | |
| Cabinets, Below Counter | 12 | 0 | 0 |
| Chair, Task | 4 | 0 | 0 |
| Workstation, Reference Desk | 4 | 100 | 400 |
| Technology | | | |
| Computer, Staff Desktop | 4 | 0 | 0 |
| Printer, Ink-Jet (Color) | 1 | 0 | 0 |



Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|--|-------------|--------------|------------------|
| Telephone Handset | 4 | 0 | 0 |



Functional Activity

The reference staff performs the "behind the scenes" activities for the reference division in the reference workroom. The reference staff will do in-depth research for long term projects, create "pathfinders" and bibliographies, write columns, read reviews and select materials for acquisition, input data on the computer systems, examine new reference and non-fiction materials, review donations and determine whether to keep or sell, and work on particularly difficult reference questions. The staff will generate reports, maintain files, records and databases.

The workroom will consist primarily of workstations. These workstations should allow the staff a reasonable degree of privacy, but occasionally the public will accompany a reference staff person into this area for in-depth searches and in-depth reference interviews.

Occupancy

STAFF WORKROOM WORKSTATIONS: 5

Security & Supervision

Staff in the workroom should be able to view the reference desk so that they can move to the desk quickly during peak demand periods.

Spatial Relationships

The reference workroom should be close to the reference desk and sorting area.

ADJACENT:

Circulation Work Area - 2
Pages Work Area
Sorting Area - 2

CLOSE:

Reference Desk
Technical Services Work Area

Acoustics

Since this space will be a work area next to the sorting and page's, it should be acoustically buffered from the rest of the library.

Space Finishes**CEILING:**

Acoustical

WALLS:

Paint and ½ glass

FLOOR:

Carpet or Carpet Tile

Illumination

A minimum of 30 to 40 foot candles of non-glare office lighting, with task lighting which can provide up to 50 foot candles on the counter tops. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Fenestration

Exterior windows are desirable.

HVAC

Typical office area with separate thermostat control. Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants of the workstations.

Signage

"Staff Only" on door entering this room.



ADA (Disability Requirements)

The doorways leading to the work room/area shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.

The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. 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'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep. All sinks, including kitchen sinks need to provide a minimum 30"x48" clear space in front of sinks that allow forward approach by wheelchairs. Knee clearance under sink is a minimum of 27" high and 30" wide, and provides an absolute depth of 19" underneath the sink. Provide thermal shields for drain and hot water piping to prevent contact. Maximum height of rim or counter above finish floor is 34". All sinks is a maximum depth of 6-1/2". There shall be no sharp or abrasive elements under sinks. Faucets are lever type, electronically activated or approved self-closing valves with a minimum of 10 second open flow. Maximum force required to activate faucets controls is 5 pounds.

Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|--|----------|-----------|---------------|
| <u>Special Purpose</u> | | | |
| Bulletin Board | 1 | 0 | 0 |
| White Board | 1 | 0 | 0 |
| <u>Staff Workspace</u> | | | |
| Chair, Task | 6 | 0 | 0 |
| Workstation, Clerical Counter | 2 | 95 | 190 |
| Workstation, Reference Office System | 5 | 90 | 450 |
| <u>Technology</u> | | | |
| Computer, Staff Desktop | 6 | 0 | 0 |
| FAX Machine, Desktop | 1 | 0 | 0 |
| Printer Stand | 1 | 20 | 20 |
| Printer, Laser (Color) | 1 | 0 | 0 |
| Telephone Handset | 6 | 0 | 0 |



Functional Activity

This space will serve as a location where patrons can go to ensure quiet for study that requires significant concentration. Small groups may also meet here to discuss topics or work assignments. The room can be used as a literacy tutoring space, and the library staff may also use this room as a small conference room to work on projects or have staff meetings.

While the natural inclination is to locate these rooms in the recesses of the library, these rooms actually need to be located in a rather public spot where the inside of the room is highly visible to patrons and preferably the staff at the service desk or in the workrooms. The study/tutoring room needs to be a "glass box." At least one side of each room must be a complete floor to ceiling glass wall.

Occupancy

READER SEATS: 4

Future Flexibility & Expandability

This area will not be expanded although additional rooms might be added. It is possible that the rooms may not serve their intended purpose or other space needs become more critical, and thus need to be removed, so design should allow for that possibility.

Security & Supervision

The study rooms must be able to be easily supervised by the staff at the reference desk. Entry to the rooms may be controlled by remote electronic switch at the reference desk, should the library decide to activate this feature.

Spatial Relationships

These rooms should be located in prominent areas with relatively high foot traffic. They should be in visual range of the reference desk and/or reference workroom.

CLOSE:

Reference Desk

Acoustics

The purpose of these rooms is to keep noise from entering or exiting the study area, therefore standard acoustical dampening strategies are required.

Space Finishes

All finishes in this area must be as indestructible as possible in order to resist vandalism and defacement. The floor finishes must be of high durability, attractive and as maintenance free as possible. Walls finishes should be attractive as well as highly durable, graffiti resistant and easy to clean.

CEILING:

Acoustical

WALLS:

Glass and Vinyl or Fabric w/ acoustical panels behind for sound absorption.

FLOOR:

Carpet or Carpet Tile

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over the table top. Standard non-glare office lighting such as a deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Fenestration

Natural light and view windows are desirable.

Telephone Communications

Provide one single data drop (jack) per table or carrel. 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.

Signage

"Quiet Study Room" on each door.

ADA (Disability Requirements)

The study/tutoring room 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 feet in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" x 60" must be located at any obstruction and at reasonable intervals not exceeding 200 feet. 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 hard ware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

Unless other equivalent study space is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements.

Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|--|----------|-----------|---------------|
| Meeting Rooms | | | |
| Chair, Group Study | 4 | 0 | 0 |
| Reader's Seats | | | |
| Table, Reader's | 1 | 150 | 150 |
| Special Purpose | | | |
| White Board | 1 | 0 | 0 |



Functional Activity

The study rooms must be able to be easily supervised by the staff at the reference desk. Entry to the rooms may be controlled by remote electronic switch at the reference desk, should the library decide to activate this feature.

Occupancy

TECHNOLOGY WORKSTATIONS: 3

Future Flexibility & Expandability

This area will not be expanded although additional rooms might be added. It is possible that the rooms may not serve their intended purpose or other space needs become more critical, and thus need to be removed, so design should allow for that possibility.

Security & Supervision

The study rooms must be able to be easily supervised by the staff at the reference desk. Entry to the rooms may be controlled by remote electronic switch at the reference desk, should the library decide to activate this feature.

Spatial Relationships

These rooms should be located in prominent areas with relatively high foot traffic. They should be in visual range of the reference desk and/or reference workroom.

CLOSE:

Reference Desk
Study/Tutoring Rooms

Acoustics

The purpose of these rooms is to keep noise from entering or exiting the study area, therefore standard acoustical dampening strategies are required.

Space Finishes

All finishes in this area must be as indestructible as possible in order to resist vandalism and defacement. The floor finishes must be of high durability, attractive and as maintenance free as possible. Wall finishes should be attractive as well as highly durable, graffiti resistant and easy to clean.

CEILING:

Acoustical

WALLS:

Glass and Vinyl or Fabric w/ acoustical panels behind for sound absorption.

FLOOR:

Carpet or Carpet Tile

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over the table top. Standard non-glare office lighting such as a deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Fenestration

Natural light and view windows are desirable.

Telephone Communications

Provide one single data drop (jack) per table or carrel. 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.

Signage

"Quiet Study Room" on each door.

ADA (Disability Requirements)

The study/tutoring room 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 feet in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" x 60" must be located at any obstruction and at reasonable intervals not exceeding 200 feet. 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 hard ware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

Unless other equivalent study space is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements.

Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|--|----------|-----------|---------------|
| Reader's Seats | | | |
| Workstation, Study Counter | 3 | 50 | 150 |
| Special Purpose | | | |
| White Board | 1 | 0 | 0 |
| Technology | | | |
| Chair, Technology Workstation | 3 | 0 | 0 |
| Computer, Public Desktop | 1 | 0 | 0 |



STAFF SERVICES 1,619 SqFt

FUNCTIONAL ACTIVITY

The primary function of the Staff Services Division is to provide support for the entire staff of the library. Providing service to the public day-in and day-out can be extremely stressful, and the library staff will need a respite. This division provides a Staff Lounge with a Kitchenette, Outdoor Staff Area and Staff Restrooms and a separate Staff Entrance & Lobby.

SPATIAL RELATIONSHIPS

The Staff Services Division should be removed from the public areas of the library. It is a prime candidate for location in the "back of house" areas of the library. This division should be in the general proximity of the administration or at least easily accessible from there. It must also be accessible to all staff areas of the library, but not easily accessible to the public.

PROXIMITY:

- Reference Services
- Technical Services

| DIVISION SPACE SUMMARY | SQFT |
|--------------------------------|--------------|
| Custodial Sink & Supply Closet | 85 |
| Kitchenette | 138 |
| Staff Entrance & Lobby | 330 |
| Staff Lounge | 1,066 |
| Staff Restrooms | N/A |
| TOTAL: | 1,619 |



Functional Activity

Space must be provided throughout the building for sink closets and storage for custodial purposes. This is the main custodial closet for the Staff Services Division.

Future Flexibility & Expandability

It is not anticipated that these areas would change purpose or require expansion unless an expansion were built onto the building, and then additional closets would be needed.

Security & Supervision

Automatic door-closing mechanism on a heavy door which cannot be opened without a key.

Spatial Relationships

The closet can be located anywhere in the Staff Services Division as long as it is convenient for custodians to utilize when cleaning the Staff Kitchenette, Lounge and Staff Restrooms.

CLOSE:

Kitchenette
Staff Lounge
Staff Restrooms

Space Finishes

This area will be industrial in nature.

CEILING:

Exposed structure

WALLS:

Latex paint over sealed concrete, block or water resistant sheet rock.

FLOOR:

Sealed Concrete with a floor drain

Illumination

Interior lighting will be industrial strength fixtures which deliver a minimum of 30 foot candles at floor level.

Fenestration

Windows are not desired.

HVAC

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

Signage

A sign on the door that says: "Custodial Closet - Staff Only".

Permanent room identification signage must be wall-mounted on the latch side of the 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, restriction signs, (e.g., "Emergency Exit Only - Alarm will Sound") changeable and permanent information signs.

ADA (Disability Requirements)

The custodial workroom must be accessible from a 36" aisle. A 36" wide door with a minimum of 32" clear width is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.



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

If use of the sink is essential to an employee's job, e.g., cleaning tasks, then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" high and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance.

There can be no obstructions, cabinets, or sharp objects under the sink. 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 with ADA.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|---|-----------------|------------------|----------------------|
| <u>Special Purpose</u> | | | |
| Cleaning Cart | 1 | 15 | 15 |
| Hand Truck | 1 | 10 | 10 |
| Mop Bucket | 1 | 5 | 5 |
| Paper Towel Dispenser | 1 | 0 | 0 |
| Shelving, Industrial | 1 | 15 | 15 |
| Sink | 1 | 0 | 0 |
| Sink, Mop | 1 | 15 | 15 |
| <u>Staff Workspace</u> | | | |
| Cabinet, Below Counter | 5 | 5 | 25 |
| Cabinets, Above Counter | 5 | 0 | 0 |



Functional Activity

As part of the staff services, a kitchenette will provide a space to prepare meals and refreshments for the staff during lunch, breaks and dinners.

Future Flexibility & Expandability

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

Security & Supervision

Only staff should be able to access this room.

Spatial Relationships

Refreshments should be able to be served from the kitchenette directly to the staff lounge. The kitchenette should also be close to the custodial sink and supply closet as well for quick clean up of spills.

ADJACENT:

Staff Lounge

CLOSE:

Custodial Sink & Supply Closet

Space Finishes

The finishes for this space should be light in color and easy to clean up after spills.

CEILING:

Acoustical

WALLS:

Vinyl wall covering

FLOOR:

Tile

Illumination

Lighting in combination with light colored finishes should provide a space which feels bright and clean. Under cabinet task lighting will assist with making counter tops feel brightly lit.

Fenestration

Windows are desirable.

HVAC

The kitchenette must have adequate exhaust fans and vents to prevent the smell of food being prepared from entering other parts of the library building.

Signage

A sign on the door that says: "Staff Kitchenette".

Permanent room identification signage must be wall-mounted on the latch side of the 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, restriction signs, (e.g., "Emergency Exit Only – Alarm will Sound") changeable and permanent information signs.

ADA (Disability Requirements)

All sinks, including kitchen sinks need to provide a minimum 30"x48" clear space in front of sinks that allow forward approach by wheelchairs. Knee clearance under sink is a minimum of 27" high and 30" wide, and provides an absolute depth of 19" underneath the sink. Provide thermal shields for drain and hot water piping to prevent contact. Maximum height of rim or counter above finish floor is 34". All sinks is a maximum depth of 6-1/2". There shall be no sharp or abrasive elements under sinks. Faucets are lever type, electronically



activated or approved self-closing valves with a minimum of 10 second open flow. Maximum force required to activate faucets controls is 5 pounds

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|---|-----------------|------------------|----------------------|
| <u>Special Purpose</u> | | | |
| Coffee Maker/Um | 1 | 0 | 0 |
| Coffee Thermos | 2 | 0 | 0 |
| Cutting Board, Kitchen | 1 | 0 | 0 |
| First Aid Kit | 1 | 0 | 0 |
| Garbage Bin, Interior | 1 | 15 | 15 |
| Hot Water Urn | 1 | 0 | 0 |
| Microwave Oven | 1 | 0 | 0 |
| Paper Towel Dispenser | 1 | 0 | 0 |
| Recycle Bin | 1 | 15 | 15 |
| Refrigerator | 1 | 20 | 20 |
| Sink | 1 | 18 | 18 |
| Soap Dispenser | 1 | 0 | 0 |
| Soup Kettle | 1 | 0 | 0 |
| Toaster Oven | 1 | 0 | 0 |
| <u>Staff Workspace</u> | | | |
| Cabinets, Above Counter | 15 | 0 | 15 |
| Cabinets, Below Counter | 25 | 0 | 0 |
| Workstation, Food Preparation Counter | 1 | 55 | 55 |



Functional Activity

This is a separate staff only entrance to the library that is convenient from staff parking. There will be a staff entrance and small lobby on each floor.

Future Flexibility & Expandability

There will always need to be a separate staff entrance.

Security & Supervision

The public should not be able to get to this exit from inside the building in order to make an unauthorized exit.

Spatial Relationships

The staff entrance must be close to the staff lounge.

ADJACENT:

Staff Elevator

CLOSE:

Staff Lounge
Staff Restrooms

PROXIMITY:

City of Fontana - Information Technology Department
Technical Services Work Area

Acoustics

This area can become somewhat noisy on occasion with staff talking with one another. It should be removed from any public areas.

Space Finishes

Spartan and utilitarian, but clean and bright.

Illumination

For security, very strong exterior lighting is required to protect departing staff after library closing. There should be a bright and clear path to the staff parking area.

Fenestration

There should be a very small view window in the door that is not a security risk so that staff can look outside prior to leaving.

Signage

Sign on door that says: "Staff Entrance - Staff Only".

Required signage includes a well-lighted area directional and identification sign which can be seen from the major traffic path. This directional sign ("Staff Entrance - Staff Only") 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 must be wall-mounted on the latch side of the 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, restriction signs, (e.g., "Emergency Exit Only - Alarm will Sound").

ADA (Disability Requirements)

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.

See Public Entrance & Lobby for all other elevator and stairway accessibility requirement.

Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|---|---------------------|----------------------|--------------------------|
| <u>Special Purpose</u> | | | |
| Bulletin Board | 1 | 0 | 0 |
| Queing Area | 5 | 6 | 30 |
| White Board | 1 | 0 | 0 |
| <u>Staff Workspace</u> | | | |
| Net Square Feet | 3 | 100 | 300 |



Functional Activity

This room is for the staff to relax and consume refreshments and meals during breaks, lunch and dinner periods. This area should truly be a lounge, in that it should be comfortable, quiet and relaxing.

Future Flexibility & Expandability

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

Security & Supervision

This is a staff area and the public should not be allowed to access this area.

Spatial Relationships

The Staff Lounge should be adjacent to the Staff Restrooms, however the rest rooms should not open into the Staff Lounge. The Staff Lounge should be in the proximity of the Staff Entrance & Lobby.

ADJACENT:

Kitchenette
Staff Restrooms

CLOSE:

Custodial Sink & Supply Closet

PROXIMITY:

Staff Entrance & Lobby
Technical Services Work Area

Acoustics

The Staff Lounge can become somewhat of a noisy area during meal times, but it's not usually a major noise generator. However, good acoustical control is important in order to keep the noise from spilling over into public areas and vice versa.

Space Finishes

In keeping with its purpose, finishes should be soothing and informal. This area will not see the heavy use and abuse of the public areas.

CEILING:

Acoustical

WALLS:

Paint

FLOOR:

Carpet or Carpet Tile, w/ Vinyl in front of the kitchenette

Illumination

The light level should average 30 to 40 foot candles minimum with at table tops. Lighting should be softer and warmer than in areas where reading is the primary activity. Some lights should be dimmable.

Fenestration

Windows to the outside are required, and a pleasant view highly desirable.

HVAC

The system should provide exceptional ventilation and air filtration for this room as well as a mechanical vent over the kitchenette unit to keep the smell of cooking food from spreading throughout the library building.

Signage

A sign that says: "Staff Lounge - Staff Only".

Required signage includes a well-lighted area directional and identification sign which can be



seen from the major traffic path. Permanent room identification signage must be wall-mounted on the latch side of the 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, restriction signs, (e.g., "Emergency Exit Only – Alarm will Sound") changeable and permanent information signs.

ADA (Disability Requirements)

The staff lounge 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 1/2" in height.

If network access is available at the café tables 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.

At least 5% or a minimum of one of each element of fixed seating, tables, computer stations, etc. in each area is accessible to persons with disabilities. Provide 36" (minimum) long x 34" (maximum) high counter surface.

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

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

Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | UNIT EXTENDED SQFT |
|--|-------------|--------------|-----------------------|
| <u>Special Purpose</u> | | | |
| Bottled Water Dispenser | 1 | 8 | 8 |
| Bulletin Board | 2 | 0 | 0 |
| Clock | 1 | 0 | 0 |
| Coat & Hat Rack | 2 | 20 | 40 |
| First Aid Kit | 1 | 0 | 0 |
| Lamp, Table | 3 | 0 | 0 |
| Locker | 21 | 5 | 105 |
| Mirror | 1 | 0 | 0 |
| Paper Cup Dispenser | 1 | 0 | 0 |
| Vending Machine | 4 | 20 | 80 |
| Waste Basket | 3 | 4 | 12 |
| White Board | 1 | 0 | 0 |
| <u>Staff Workspace</u> | | | |
| Chair, Café | 28 | 0 | 0 |
| Chair, Staff Lounge | 6 | 35 | 210 |



Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|---|-----------------|------------------|----------------------|
| Sofa (3 Seat) | 1 | 70 | 70 |
| Table, Café | 7 | 65 | 455 |
| Table, Coffee | 1 | 50 | 50 |
| Table, End | 3 | 12 | 36 |

Technology

| | | | |
|-------------------|---|---|---|
| Telephone Handset | 2 | 0 | 0 |
| TV Monitor, 32" | 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 restrooms for both men and women.

Occupancy

MEN: 2
WOMEN: 2

Future Flexibility & Expandability

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

Security & Supervision

Restrooms will be self-supervised by staff.

Spatial Relationships

The Staff Restrooms should be adjacent to the Staff Lounge, however the rest rooms should not open into the lounge. The Staff Restrooms should also be close to the Staff Kitchenette and the Custodial Sink and Supply Closet. These restrooms should not be accessible to the public.

ADJACENT:

Staff Lounge

CLOSE:

Custodial Sink & Supply Closet
Kitchenette

PROXIMITY:

Staff Entrance & Lobby

Space Finishes

While this area will not typically be abused, finishes still must be of high durability, slip resistant and as maintenance free as possible.

CEILING:

Water resistant gypsum board and latex paint

WALLS:

Glazed Ceramic Tile

FLOOR:

Unglazed Ceramic Tile

STALLS:

Stainless steel or equivalent

FIXTURES:

Sinks: Self-activated
Commodes: Self-activated, wall hung

Illumination

Warm lighting with bright lighting for mirrors.

Fenestration

No windows are desired

Signage

Standard exterior signs identifying "Men" and "Women". No interior signs except those required by ADA.

ADA (Disability Requirements)

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.

Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|--|----------|-----------|---------------|
| Special Purpose | | | |
| Commode | 3 | 0 | 0 |
| Hand Dryer | 2 | 0 | 0 |
| Mirror | 2 | 0 | 0 |
| Paper Towel Dispenser | 2 | 0 | 0 |
| Sink And Counter | 2 | 0 | 0 |
| Soap Dispenser | 2 | 0 | 0 |
| Stall | 3 | 0 | 0 |
| Urinal | 1 | 0 | 0 |



FUNCTIONAL ACTIVITY

The primary function of this division is to provide workspace and offices for the Technical Services necessary to implement the Library's Service Plan. This division is where the library books and materials that have been purchased by the County of San Bernardino will be received and are processed before going to the public book stacks. There will also be a computer room in the City's Information Technology Department which will be the central control point for all of the library's data processing and telecommunications capabilities.

SPATIAL RELATIONSHIPS

In a building this size, the Technical Services are best located in the "back of the house" or on a secondary floor, but close to elevators and stairs leading to the Shipping and Receiving and Loading Dock area. A direct freight elevator connection between the two is ideal. The Technical Services division should also be located in proximity of the Staff Lounge and Entrance.

PROXIMITY:

- General Building Services
- Staff Services
- Information Technology Department-Computer Room

| DIVISION SPACE SUMMARY | SQFT |
|-------------------------------|-------------|
| Mending & Processing | 85 |
| Technical Services Work Area | 110 |
| TOTAL: | 195 |



Occupancy

STAFF WORKROOM WORKSTATIONS: 1

Future Flexibility & Expandability

It is not expected that this area would need to be expanded, however there should be sufficient flexibility to allow for the rearrangement and remodeling of this space in the future.

Security & Supervision

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

Spatial Relationships

The Technical Services Workroom should be adjacent to the Technical Services Office and Storage/Supply Room and close to the Computer/Telecommunications Room.

ADJACENT:

Technical Services Work Area
Shipping & Receiving

CLOSE:

Telecommunications/ Data

PROXIMITY:

IT Department - City of Fontana
Staff Entrance & Lobby

Acoustics

The sound generated in this space (primarily staff conversations and the sound of books being put on book trucks, etc.) needs to be absorbed and kept from filtering out to the rest of the library. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

Space Finishes

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

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl wall covering; Corner guards; White Boards; Tackable surfaces

FLOOR:

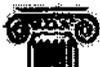
Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Vinyl tile at sink and work counter; Vinyl or carpet cove base

Illumination

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

Fenestration

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



to any windows that may cause glare. Staff areas may have operable windows.

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.

Telephone Communications

Provide one single data drop (jack) per table or carrel. 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.

Signage

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

ADA (Disability Requirements)

The Mending & Processing will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

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

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

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



Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|---|---------------------|----------------------|--------------------------|
| <u>Reader's Seats</u> | | | |
| Chair, Task | 1 | 15 | 15 |
| <u>Special Purpose</u> | | | |
| Recycle Bin | 1 | 0 | 0 |
| <u>Staff Workspace</u> | | | |
| Workstation, Mending Counter | 1 | 35 | 35 |
| Workstation, Processing Counter | 1 | 35 | 35 |



Functional Activity

The primary function of this workroom area includes cataloging, processing, (the majority of this will be done at County headquarters) mending and temporary storage of new library books and materials. Staff will be working with both books and materials as well as computers to input information into the library's databases.

Occupancy

STAFF WORKROOM WORKSTATIONS: 1

Future Flexibility & Expandability

It is not expected that this area would need to be expanded, however there should be sufficient flexibility to allow the rearrangement and remodeling of this space in the future.

Security & Supervision

This area is a staff area and workstation should be lockable.

Spatial Relationships

The Technical Services Work Area should be adjacent to Mending & Processing and close to Shipping & Receiving and the City of Fontana - Information Technology Department. The Reference Workroom could be located adjacent to Technical Services to share some facility space.

ADJACENT:

Mending & Processing
Reference Workroom

CLOSE:

Shipping & Receiving
City of Fontana - Information Technology Department.

Acoustics

Normal office noise generated from telephone conversations, etc. Standard acoustical dampening strategies would allow the staff to be more effective.

Space Finishes

The walls and carpet will not see the heavy use of regular public areas, but will see wear and tear from fairly constant human and cart traffic.

CEILING:

Acoustical

WALLS:

Paint w/ glass panels to allow natural light to enter workspace.
Corner guards are required.

FLOOR:

Carpet or Carpet Tile (Static resistant flooring)

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as a deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Fenestration

Windows are desired as long as they don't create glare on computer screens. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants. There should be a separately controlled thermostat.



Telephone Communications

Provide one single data drop (jack) per table or carrel. 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.

Signage

Sign on that says: "Technical Services."

Required signage includes a permanent room identification sign ("Technical Services Workroom" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

ADA (Disability Requirements)

The Technical Services Workroom will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

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

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

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

Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|--|----------|-----------|---------------|
| Special Purpose | | | |
| Book Truck | 2 | 10 | 20 |
| Clock | 1 | 0 | 0 |



Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|--|----------|-----------|---------------|
|--|----------|-----------|---------------|

Staff Workspace

| | | | |
|---------------------------------------|---|----|----|
| Chair, Task | 1 | 0 | 0 |
| Workstation, Cataloging Office System | 1 | 90 | 90 |

Technology

| | | | |
|-------------------------|---|---|---|
| Computer, OCLC Desktop | 1 | 0 | 0 |
| Computer, Staff Desktop | 1 | 0 | 0 |
| Printer, Laser (B&W) | 1 | 0 | 0 |
| Telephone Handset | 1 | 0 | 0 |



FUNCTIONAL ACTIVITY

The primary function of this division is to provide not only traditional library learning experience and services but also a multimedia environment to young adults (primarily ages 12 to 16) by giving them a special 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 between the cracks with respect to library service. They are too old for the children's room, but frequently not mature enough to utilize the services and collections of the main adult library. In this space, the needs of young adults can be met with special collections, limited privacy, and the ability for young adults to exchange ideas in their typically loud conversational manner.

SPATIAL RELATIONSHIPS

The Young Adult Services (YA) division should have a close access to the Audio-Visual Library since young adults will be heavy users of this collection. Yet a library of this size should be able to provide a separate and secluded area designated for teens only - a multimedia area for young adults to enjoy their selection- since this is an area that may generate more noise than other AV collection and seating. The Circulation Services division should have clear visual sight line so that staff in circulation can supervise the youths. This division should be in the proximity of the Reference Services division since these youth need to be encouraged to begin to make use of reference materials and have contact with the library reference staff. However, this division should not be located too close to reference because the noise generated from the YA division may disturb the patrons in reference who are seeking quiet for study or research activities that require concentration. The young adult area should not be located near the children's library or it will simply not be used by the youth it is intended to serve since youth of this age are trying to separate themselves from the image of being 'children'.

CLOSE:

Reference Services
Fiction Collection

AWAY:

Children's Library

| DIVISION SPACE SUMMARY | SQFT |
|-------------------------------|--------------|
| Study/Tutoring Room C | 150 |
| Study/Tutoring Room D | 150 |
| YA Collection & Cyber Café | 3,465 |
| YA Homework Club | 600 |
| TOTAL: | 4,365 |



Functional Activity

The young adult study/tutoring rooms provide two rooms that will seat up to six youths each where they can go to study, surf the Internet and do homework in a group setting and not disturb other library patrons. The activity and noise level in these rooms will be high because not only will the youth be talking to one another, but music of their choice will be able to be played in this space. The rooms must be acoustically treated for sound absorption, but they should essentially be "glass boxes" so that unacceptable behavior cannot occur inside the rooms without being observed by staff or patrons. At least one side of each room must be a complete floor to ceiling glass wall.

Occupancy

READER SEATS: 3

Future Flexibility & Expandability

This area will not be expanded. It is possible that the rooms may not serve their intended purpose or other space needs become more critical, and thus need to be removed, so design should allow for that possibility.

Security & Supervision

The Study/Tutoring Room must be readily supervised by staff at the nearest service desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Spatial Relationships

The Study/Tutoring Rooms should be part of the young adult collection. They should be visible from the Reference Desk for supervision and so that the staff can assist with homework assignments.

CLOSE:

Homework Club
Study/Tutoring Room D
Reference Desk
YA Collection & Cyber Café

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.

Space Finishes

The floor finishes must be of high durability, attractive and as maintenance free as possible. Wall finishes should be attractive as well as highly durable, graffiti resistant and easy to clean. Since a special effort is being made to serve youths in this area, the interior design should appeal to youth in order to attract them to use this space.

CEILING:

Acoustical

WALLS:

Glass and Vinyl, Sisal or Fabric wall covering with acoustical panel behind for sound absorption.

FLOOR:

Carpet Tile

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.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

HVAC

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

Data Communications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Telephone Communications

Provide one single data drop (jack) per table or carrel. 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.

Signage

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

ADA (Disability Requirements)

The study/tutoring room 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 feet in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" x 60" must be located at any obstruction and at reasonable intervals not exceeding 200 feet. 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.

Unless other equivalent study space is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements.



Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|--|-------------|--------------|------------------|
|--|-------------|--------------|------------------|

Special Purpose

| | | | |
|-------------|---|---|---|
| White Board | 1 | 0 | 0 |
|-------------|---|---|---|

Technology

| | | | |
|---------------------------------|---|----|-----|
| Chair, Technology Workstation | 3 | 0 | 0 |
| Computer, Public Desktop | 1 | 0 | 0 |
| Workstation, Technology Counter | 3 | 50 | 150 |



Functional Activity

The young adult study/tutoring rooms provide two rooms that will seat up to six youths each where they can go to study, surf the Internet and do homework in a group setting and not disturb other library patrons. The activity and noise level in these rooms will be high because not only will the youth be talking to one another, but music of their choice will be able to be played in this space. The rooms must be acoustically treated for sound absorption, but they should essentially be "glass boxes" so that unacceptable behavior cannot occur inside the rooms without being observed by staff or patrons. At least one side of each room must be a complete floor to ceiling glass wall.

Occupancy

READER SEATS: 4

Future Flexibility & Expandability

This area will not be expanded.

Security & Supervision

The Study/Tutoring Room must be readily supervised by staff at the nearest service desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Spatial Relationships

The Study/Tutoring Rooms should be part of the young adult collection. They should be visible from the Reference Desk for supervision and so that the staff can assist with homework assignments.

CLOSE:

Homework Club
Study/Tutoring Room C
Reference Desk
YA Collection & Cyber Café

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.

Space Finishes

The floor finishes must be of high durability, attractive and as maintenance free as possible. Wall finishes should be attractive as well as highly durable, graffiti resistant and easy to clean. Since a special effort is being made to serve youths in this area, the interior design should appeal to youth in order to attract them to use this space.

CEILING:

Acoustical

WALLS:

Glass and Vinyl, Sisal or Fabric wall covering with acoustical panel behind for sound absorption.

FLOOR:

Carpet Tile

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.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

HVAC

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

Data Communications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Telephone Communications

Provide one single data drop (jack) per table or carrel. 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.

Signage

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

ADA (Disability Requirements)

The study/tutoring room 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 feet in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" x 60" must be located at any obstruction and at reasonable intervals not exceeding 200 feet. 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.

Unless other equivalent study space is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements.



Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|---|---------------------|----------------------|--------------------------|
| <u>Meeting Rooms</u> | | | |
| Chair, Group Study | 4 | 0 | 0 |
| <u>Reader's Seats</u> | | | |
| Table, Reader's | 1 | 150 | 150 |
| <u>Special Purpose</u> | | | |
| White Board | 2 | 0 | 0 |



Functional Activity

Young adults will congregate in this space to find books and magazines and to read and talk with their friends. There will be a good deal of interaction between the youths, and the tables and chairs should be arranged to foster this socializing, i.e., lounge seats should face one another, carrels should be sized to allow two youths to sit down together side-by-side etc. Within the young adult collection, there provides a multimedia environment where the youth can enjoy music CDs, DVDs, video tapes in a cyber café setting.

Occupancy

LOUNGE SEATS: 25

TECHNOLOGY WORKSTATIONS: 24

Future Flexibility & Expandability

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

Security & Supervision

Staff at the reference desk will supervise this area. It is critical to make certain that staff can see all areas of this space, including bookstack and seating areas. If this space is put inside a room for sound absorption purposes, there should be a "window wall" which provides clear views of the inhabitants of the room from the reference desk.

Spatial Relationships

The Young Adult Collection & Seating area should be adjacent to the Study/Tutoring Rooms. The Young Adult Collection & Seating space should be visible from, and in proximity to, the reference desk so that the reference staff can assist young adults with homework assignments and encourage them to begin to use the resources of the adult library's print collection.

CLOSE:

Homework Club
Fiction Collection & Seating
Study/Tutoring Room C & D
Reference Desk

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.

Space Finishes

The floor finishes must be of high durability, attractive and as maintenance free as possible. Wall finishes should be attractive as well as highly durable, graffiti resistant and easy to clean. Since a special effort is being made to serve youths in this area, the interior design should appeal to young adults in order to attract them to use this space. This can be accomplished in part by the use of graphics, banners and posters that interest this age group.

CEILING:

Acoustical

WALLS:

Vinyl, Sisal or Fabric wall covering w/ acoustical panels behind for sound absorption.

FLOOR:

Carpet or Carpet Tile

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Make certain that the lighting is even in the bookstack from one end of a range to the other as well as from the top of the bookstack to the bottom as much as possible. Provide non-glare and shadowless light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers etc.). The use of accent lighting to highlight this area is encouraged to help draw young adults to this area as long as it is appropriate and doesn't create glare (consider light units built into the shelving). Consider use of neon light in this space as well to attract young adults.

Fenestration

Natural light, and particularly, view windows near the seating is highly desirable. The library wants to encourage youths to stay and read in a pleasant environment.

HVAC

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

Data Communications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Telephone Communications

Provide one single data drop (jack) per table or carrel. 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.

Signage

Provide a large area sign that says "Young Adults" that is visible from the entry.

ADA (Disability Requirements)

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. Aisles between bookshelves and book stacks are 44" wide minimum if they serve on both sides and 36" wide minimum if serve on one side. For major circulation path, provide minimum 60" in width.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Display area shall have a minimum clear aisle width of 44". Catalogs and displays should be within accessible reach with a maximum height of 48". But the lowest usable portion of catalogs must be located a minimum of 18" above the finish floor.



Provide and integrate both visual and audible alarms for emergency warning systems. Lamp of visual alarms is a xenon strobe type or equivalent. The color of light is clear and nominal unfiltered white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light is 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.

Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 db or exceeds any maximum sound level with a duration of 60 seconds by 5 db, whichever is louder. But sound levels for alarm signals shall not exceed 12 db.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. 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'.

Bookshelves are located 54" high maximum above finish floor unless an attendant is available to assist individuals with disabilities.

Shelf height in open book stacks is restricted. However, attendant(s) should be provided for assistant.

Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|--|-----------------|------------------|----------------------|
| <u>Reader's Seats</u> | | | |
| Chair, Lounge | 25 | 35 | 875 |
| Table, End | 10 | 15 | 150 |
| <u>Shelving</u> | | | |
| 36" Aisle SF 66"H Magazine Display Shelving W/ 3 Shelves 17 Young Adult Current Magazines | 2 | 12 | 24 |
| 36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 7798 Young Adult | 44 | 12 | 528 |
| Paperback SF 66" Shelving Unit W/ 5 Divider Shelves 5104 Young Adult Paperbacks | 29 | 12 | 348 |
| <u>Special Purpose</u> | | | |
| Dictionary Table Top Stand | 1 | 0 | 0 |
| <u>Technology</u> | | | |
| Booth, Multimedia | 2 | 250 | 500 |
| Booth, Young Adult | 4 | 250 | 1,000 |
| Computer, Multimedia Desktop | 8 | 0 | 0 |
| Computer, OPAC (On-Line Public Access) Desktop | 1 | 0 | 0 |
| Computer, Public Desktop | 16 | 0 | 0 |
| Printer, Laser (Color) | 2 | 0 | 0 |
| Scanner, Flat | 2 | 0 | 0 |
| TV Monitor With DVD Player & Flat Screen | 1 | 40 | 40 |



Functional Activity

This space will house a homework center which will make various staff, print and electronic resources available to students. The center will be open for use during all times the library is open, but there will be special emphasis placed on having library staff and adult and student volunteers available immediately after school and during the evenings to assist students with researching homework questions. Along with a core collection, there will be a rotating print collection available in this space which will reflect the homework assignments being given in the public schools each week. Internet access will be provided as well with special assistance from library reference staff.

Occupancy

READER SEATS: 16

TECHNOLOGY WORKSTATIONS: 5

Future Flexibility & Expandability

This area should be flexible to accommodate changing technological advancements.

Security & Supervision

Young adult staff will supervise this area. To the extent possible, all areas of this space should be easily viewable from the reference desk.

Spatial Relationships

The young adult homework club will need to be adjacent to the young adult collections and seating and the reference desk.

ADJACENT:

Reference Desk
YA Collection & Cyber Cafe

CLOSE:

Study/Tutoring Room C & D
Reference Collection & Seating

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.

Space Finishes

The floor finishes must be of high durability, attractive and as maintenance free as possible. Wall finishes should be attractive as well as highly durable, graffiti resistant and easy to clean. Since a special effort is being made to serve youths in this area, the interior design should appeal to young adults in order to attract them to use this space. This can be accomplished in part by the use of graphics, banners and posters that interest this age group.

CEILING:

Acoustical

WALLS:

Vinyl, Sisal or Fabric wall covering w/ acoustical panels behind for sound absorption.

FLOOR:

Carpet or Carpet Tile

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Make certain that the lighting is even in the bookstack from one end of a range to the other as well as from the top of the bookstack to the bottom as much as possible. Provide non-glare and shadowless



light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers etc.). The use of accent lighting to highlight this area is encouraged to help draw young adults to this area as long as it is appropriate and doesn't create glare (consider light units built into the shelving). Consider use of neon light in this space as well to attract young adults.

Fenestration

Natural light, and particularly, view windows near the seating is highly desirable. The library wants to encourage youths to stay and read in a pleasant environment.

HVAC

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

Data Communications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Telephone Communications

Provide one single data drop (jack) per table or carrel. 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.

Signage

Provide a large area sign that says "Homework Club" that is visible from the entry.

ADA (Disability Requirements)

This area is 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 feet in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" x 60" must be located at any obstruction and at reasonable intervals not exceeding 200 feet.

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.



Furniture and Equipment

| Description of Furniture & Equipment Units | UNIT QTY | UNIT SQFT | EXTENDED SQFT |
|---|---------------------|----------------------|--------------------------|
| <u>Reader's Seats</u> | | | |
| Chair, Juvenile | 16 | 0 | 0 |
| Table, Reader's | 4 | 100 | 400 |
| <u>Special Purpose</u> | | | |
| Globe, Desktop | 1 | 0 | 0 |
| White Board | 1 | 0 | 0 |
| <u>Technology</u> | | | |
| Chair, Technology Workstation Task | 5 | 0 | 0 |
| Computer, OPAC (On-Line Public Access) Desktop | 1 | 0 | 0 |
| Computer, Public Desktop | 2 | 0 | 0 |
| Computer, Public Desktop Spanish Language | 2 | 0 | 0 |
| Printer, Ink-Jet (Color) | 1 | 0 | 0 |
| Workstation, Technology Carrel | 5 | 40 | 200 |

