

LIBRARY BUILDING PROGRAM

Richmond Branch Library
San Francisco Public Library



MARCH 2003

Revised and expanded
DECEMBER 2003

Prepared for San Francisco Public Library
By Drew Harrington
Library Building Consultant

Paul Underwood
Deputy City Librarian
San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY

RICHMOND BRANCH LIBRARY

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I. GENERAL INTRODUCTION TO THE PROJECT

The Richmond Branch Library renovation and expansion project represents an exciting opportunity to revitalize an historic 1914 Carnegie library building into a 21st century branch library that takes advantage of an excellent location and an enormously diverse community. The Richmond Branch Library has the look and feel of an aged stately and grand building that has become extremely worn and cluttered during its active life. It is a good example of Classic Revival with its symmetry, towering monumentality, and ornamentation. It requires a major facelift to renew its lost youth and vigor. The community's reinvestment in its branch library will result in a vibrant "living room", reflecting the diversity of this exciting neighborhood.

A. Overview of the Need for the Project

The following building program defines the requirements for an expanded, restored and renovated 14,046 square foot branch library to update and enlarge the existing 9,820 square foot Richmond Library, a branch library of the San Francisco Public Library.

The Richmond Branch Library was constructed in 1914. No significant modifications have been made during the life of the building. The branch library has served its community well but it is now time to update and expand the building so that it meets the needs of its community of users. The branch library has been determined to be a seismic 4, on a scale of 1 to 4, so that its seismic integrity must be strengthened to provide a safe facility for the community. The building, and therefore library services, is not accessible for persons with disabilities. The branch library has extremely limited electrical and telecommunications infrastructure and has reached its capacity to support electronic equipment. The branch library is not configured to provide self-service opportunities for users or to provide comfortable reading and study space for its users.

Currently, the primary, ceremonial entry on 9th Avenue is inaccessible to persons who cannot climb a series of steps. The building is dilapidated, and gives mere hints of the grandeur of the original structure. The original wood used in the 9th Avenue lobby is shamefully deteriorated and must be sensitively restored to maintain the historic fabric of the building, while bringing the lobby up to current codes.

Only the children's room on the lower level of the building is currently accessible to wheelchair users and others with mobility limitations. The expansion, restoration and renovation of the building will include modifications to meet current Americans with Disabilities Act regulations and so open the branch library to all residents of the neighborhood.

Other health and safety code requirements need to be met as well. The current Richmond Branch Library cannot add either a fire protection system or an emergency lighting system.

Current lighting in the main reading room is woefully inadequate as well as totally inappropriate for an historic Carnegie. Banks of gaudy fluorescent lighting have been attached to the once grand ceiling, where originally a series of pendant lighting fixtures hung suspended above library users. Granted, that pendant lighting would not meet today's lighting standards, either. It is a challenge to the architects and interior designers for this project to respond to the need for restored pendant lighting hanging from the original rosette locations in the ceiling, and the provision of uplighting, task lighting, or combinations of approaches to provide appropriate lighting levels for the various activities that will take place within the main reading room. Historic photographs exist of the original interior space of the reading room, including the pendant lighting fixtures. Architects must re-create these pendant fixtures.

A significant amount of original wood and wood detailing is in the main reading room. The wood is shabby and worn and must be restored and finished appropriately to reflect the historic nature of the building. Paint finishes and colors must be selected in consultation with an historic preservationist who can appropriately advise as to the correct colors, tones, and finishes.

The building's lack of ability for technology infrastructure has made the existing computer installations inefficient and poorly placed, as they are placed by the inflexibility of the current power available, rather than by library service patterns.

The library has been unable to provide an adequate number of computers and related technological equipment because the power and communications capabilities are maxed out. Nor can library users plug their own laptops into library outlets, which are too few in number with none at all located under reader tables. Low electrical capacity has also prevented the installation of a book security system, with the result that branch library collections, including relatively hard-to-replace Chinese and Russian language books, are widely vulnerable to theft. This same limitation prohibits the installation of Express Checkout stations, so that branch library users have no alternative to waiting in a line to borrow materials during busy weekday afternoons and weekends.

The building is also limited in other functional ways. The narrow stairway that serves as the only interior passage between the floors discourages parents with strollers from expanding their library visit from the children's room downstairs to the adult reading room above. Staff has to negotiate this same awkward passage to carry by hand, from upstairs to down, hundreds of children's materials returned each day via intra-system transit.

The sole, single-occupancy public restroom is regularly overwhelmed by the heavy usage it receives from neighborhood shoppers as well as library users.

The building also lacks an adequate program room and group study spaces.

The un-zoned heating system is inadequate to reconcile the needs of the downstairs children's room, which only has a single set of doors as protection against the chill ocean winds blowing towards its west-facing entrance, and the adult reading room with its more sheltered eastern approach. As a result, for the children's room to be warm the adult room must be stifling, and for the adult room to be comfortable the children's room must be cold. The adult librarians' workroom is topped by a skylight that renders the space broiling in summer and freezing in winter.

Currently the lower level, the children's room, operates with a relatively relaxed noise standard while an attempt is made to keep the upper level, the adult reading room, as quiet as possible to facilitate research and study. These attempts are compromised, however, by the inclusion of the staff work area within the reading room. Consequently, the serenity of the reading room is regularly intruded upon by the clamorous delivery of intra-system transit bins and the noises associated with unpacking and processing their contents. The expansion will create a staff work area outside of the reading room proper and so relieve it of much undesirable noise.

The expansion, restoration and renovation will also allow for more flexibility in sound levels by adding wings and a new Winter Garden area to the building. The quiet of the adult reading room on the upper level will be further enhanced by the creation of group study spaces where library users may easily converse without disturbing others. The lower level will contain the relatively

higher sound levels associated with children's and teens services as well as the community program room. The two-story Winter Garden will contain the elevator and interior stairway and will be carefully planned to minimize attendant noise.

The English language book collection has been down-sized several times in order to accommodate the introduction and growth of collections in non-print formats and materials in other languages. Nonetheless, the space for non-book formats remains tight and does not allow for easy and comfortable browsing or increase in holdings. The extensive Chinese and Russian collections are tightly shelved and there is consequently a chronic shelving backlog that hampers library users' access to these very popular materials. At the same time, overall shelf space is insufficient to hold the size of collections that the public demands in any of these areas.

The teen collection is currently limited to a few sections of wall and half a paperback spinner in the adult area. The materials available from the teen area are limited to books and magazines. Teen materials in non-print format have had to be included among the adult non-book collections because there is no space for display or expansion into other formats in the present teen area. Teens are not being adequately provided for and feel displaced rather than welcomed.

The problem of accommodating newer, non-print formats also exists within the children's collection, where the English language book collection has not been down-sized, to date at least. Each area of this collection needs space to display new and interesting items as well.

The Richmond Branch Library does not have an adequate room for programming. The current space for programs is a window-less room off the existing children's area. It is small, uninviting, with hard flooring, and a drape on a clothesline that is used to separate part of the staff work area that also shares this space. The room is full of clutter, as it also serves as a storage closet. It is too small to adequately serve the multitudes of children that come to the library for programs.

The staff spaces are typical of a Carnegie, that is, entirely inadequate. Much staff time and effort has to be expended in overcoming the building's physical limitations in order to provide a high standard and volume of service. Appropriate work spaces will improve the efficient and effective delivery of public service.

Staff functions are divided into several makeshift sections of the main reading room: An archaic circulation desk; a standard desk serving as a reference desk; a small staff work room that is totally overcrowded and inadequate; and a section of the main reading room crudely carved out for back-of-house duties and functions.

The Branch Manager has no private place for confidential discussions or to think in a quiet atmosphere. The space used by the Branch Manager is in a cramped and dingy work space behind the existing circulation desk and is shared with several other staff members. The present electrical system limits the four staff who work in this area to a single, shared computer. The only staff toilet is located directly adjacent to the Branch Manager's work area and is disquieting to both staff using the toilet as well as to the Branch Manager. In order for Library engineers to gain access to the telecommunications closet, they must move the Branch Manager's desk out to get to the door.

On the lower level, the present configuration of staff work areas in the children's room are haphazardly placed, based upon where electrical capacity exists, rather than on efficiency, customer service or function. At the circulation area, a series of pieces of functionally mismatched furniture has been cobbled together to form a dysfunctional public and staff service

area. The two children's librarian's desks are floating in what should be public space. They are each next to a different column that provides electrical and computer power, not because it is the correct location to greet children and parents and offer assistance to them.

There is inadequate space for staff to handle delivery, which currently must be pulled up the outside flight of steps and trucked through the adult reading room to be deposited in the work area. From the point of deposit, two staff members are required to move each bin of transit materials – and there are often over twenty in a day - to a point near a processing workstation. There is minimal space to check items in and out.

An elevator must be added to relieve staff from having to hand-carry bins full of library materials between floors while negotiating a narrow, congested stairway. Adequate space must be created for staff to handle a heavy volume of materials – returns can exceed 1,000 items per day – in a healthy, ergonomic fashion.

The building is old and has had almost ninety years of heavy use and exposure to the harsh coastal climate of the Sunset district – and it shows.

The exterior of the building is veneered with sandstone blocks. The material is beautiful, but there are severe patches of surface deterioration, particularly on the south and west facades of the building. The deteriorated blocks will be replaced with sandstone salvaged from areas where new openings are cut in the exterior for connections to the building additions.

The other defining elements of the exterior are the monumentally-scaled arched windows. The original wood-framed windows were replaced around 40 years ago with new wood framed-windows that are now nearing the end of their useful life. At that time the pattern of the window mullion grid was changed to a simpler, more modern appearance than the original Roman-style grid. These windows will be replaced with new ones which replicate the appearance of the original windows. As a bonus, the new windows will be fitted with high efficiency double-paned glazing units that will provide both enhanced interior comfort and energy savings.

The Richmond Branch Library stands as one of only two significant civic buildings in the neighborhood, the other being a police station which has already undergone rejuvenation. The renovation will restore and enhance the appearance and functionality of the branch building while conveying the message that the library and its users are important for the civic health of the community.

In November 2000, the voters of San Francisco approved Proposition A, a \$106 million bond to support the renovation of nineteen branches, the construction of four new branches to replace branches currently in leased facilities and the construction of a new branch library in Mission Bay, a newly developing neighborhood. This program is scheduled over several phases of design and construction. The Richmond Branch Library renovation and expansion is included in the first phase, due to its significantly limited electrical and telecommunications capacity as well as other service, safety and accessibility issues. The Library implemented a new integrated library system in fall 2003. Richmond's ability to participate in this system is limited without the infrastructure upgrade. The branch library has a very accessible location. It will be useful to the library system to have the Richmond Branch Library project completed before near-by branches are undergoing their renovations in later years.

The project time schedule is fairly aggressive, as listed below. Because of the urgency of this project, design will continue while the State Bond Act funding review occurs. Construction is

estimated at twenty-four months and the facility would be closed to the public for as short a time as possible. During the closure, alternative services will be provided by expansion of schedules at near-by branches, possible regular bookmobile service and programming in alternate venues.

The branch library will remain in its current location, expanding to the north, south and west on the existing site. The expansion will add a defined entryway (conceived as a Winter Garden) facing 10th Avenue, a Program Room to seat 50 participants, a separate area for teens, spaces for quiet reading, a study room, and efficient staff workspace. Because these functions will be housed in the branch library addition, the existing area of the branch library will be able to accommodate growth in both adult and children’s services. Collections will grow by 14%, public access computers by 160% and reader seating will remain essentially static, however with a new mix of seating. Technology, electrical service and mechanical systems throughout the branch library will be brought up to current standards, with the capability to accommodate service demands over the coming twenty years. The historic beauty, and design integrity of this Carnegie Branch Library, constructed in 1914, will be honored and preserved.

The service population of the branch library is projected to reach 49,727 by 2020. Neighborhood residents are well educated, with 75% having education beyond the high school diploma. More than 70% of residents are between the ages of 19 and 64, equating to the largest population of adults in this service area in the last century. Racially, the service area population is 52% White and 40% Asian. Almost 29% of Richmond’s population speak a language other than English at home and 16% speak English less than “very well”. Asian and Pacific Island languages are the prime non-English languages spoken at home.

B. Project Time Schedule

Activity	Date
Planning and Use Permits Obtained	01/23/03
Schematic Plans Completion	08/15/02
Design Development Plans Completion	07/01/03
Working Drawings at 90% Completion	01/01/05
Construction Documents Completion	04/01/05
Project Advertised for Bids	05/01/05
Start of Construction	11/01/05
Estimated Mid-Point of Construction	11/01/06
Completion of Construction	11/01/07
Opening of Library Building to the Public	02/01/08

C. Library Building Program and the Architectural Design Process

The building program should serve as a guide for the design team, defining the functional and operational requirements of the branch library. The program addresses the building’s environmental qualities and ambience, spatial relationships, and square footage requirements. The program describes overall planning and design considerations for a library and describes the specific and particular, detailed requirements for each space in the Richmond Branch Library.

The City and County of San Francisco, and the Library will use the program as a communications tool in their work with the design team and others involved in the Library project, to be sure that the completed facility is a functional library that will serve the needs of the community over the coming twenty years. It is expected that over the course of the design phase, the City/County and

the Library will amend and update this original program as needed to reflect changes and adjustments in policy and planning.

D. Roles and Interrelationships of Library Building Team

Client/Owner

The City and County of San Francisco will own and maintain the expanded, restored and renovated branch library, and representatives of the City and County of San Francisco will serve on the Library project committee. Those representatives will oversee City and County interests in the project and will direct the work of the design and construction teams. Approval from the City and County of San Francisco will be required at each phase of the project.

Library

The San Francisco Public Library will operate the branch library as one of its system branches, providing staff, materials and services. Representatives of the Library will serve on the Library project committee as advisors, to be sure that design and construction are proceeding as expected, and as per the building program in order to provide a highly functional library for the service community.

Architect

The project architect will design the renovation and addition to meet the guidelines of the building program, the historic requirements of the facility, and the requirements of the site. The architect will work with the Library during the design process and will produce plans, elevations, sections, renderings, specifications and other required documents. The architect will provide time lines and cost estimates for the project—to include both hard and soft costs. During the construction phase the architect will work with the contractor to carry out the design plans.

Interior Designer

An interior designer will be engaged for the project to participate in the selection and layout of furnishings and equipment, and the selection of interior building finishes. Careful attention to historic fabric is integral to the work of the interior design.

Project Consultants

The Library Consultants will work with the San Francisco Public Library to determine the library service needs of the community and to prepare a building program to meet those needs. The building consultant advises the architect on the content of the program, participates in design discussions during the design phase, and reviews architectural plans to be sure that they accurately represent the program.

Structural, electrical and mechanical engineers will be hired to serve as consultants on the project. These engineers will participate in the process at specific times during the design process and may serve on the project committee at those times.

Additional consultants may be used at the discretion of the City and County of San Francisco—lighting consultants, communications consultants, security consultants, acoustical consultants, signage consultants, etc.

The Richmond Library Building Team has many different members with unique roles and perspectives. They are identified as follows:

Susan Hildreth, City Librarian Paul Underwood, Deputy City Librarian	Provide general guidance to project
Donna Corbeil, Chief of Branches	Provides expertise as administrator responsible for system-wide branch services
Tim Williams, Branch Manager Richmond Branch Staff	Provides continual input on community, service and facility design issues
Marilyn Thompson, Bond Program Manager Department of Public Works (DPW)	Provides oversight to this project and all other branch library projects
Mindy Linetzky Bond Program Administrator Bureau of Architecture Department of Public Works (DPW)	Responsible for community outreach and program administration
Philip Sowers Bureau of Architecture Department of Public Works (DPW)	Staff architect on project, prepares all design documents
Mike White Kate Keating Kwan/Henmi Architecture/Planning & Marie Fisher, Interior Design	Provide interior design standards
Kate Keating Associates, Inc.	Provides signage/graphics consultation
Mike White Consulting	Provides ergonomics and workflow improvement concepts
Dallas Shaffer	Provides expertise in developing the needs assessment and library plan of service
Drew Harrington	Provides expertise on collections and services

These individuals have worked together very well in developing this project. Their collaboration is strategic and is often based on the particular topic under discussion. The key design team includes Paul Underwood, Donna Corbeil, Tim Williams, Philip Sowers, Dallas Shaffer, and Drew Harrington. Paul, Dallas, Donna and Tim have worked intensively to conduct the community needs assessment. Dallas, Drew and Paul have collaborated in producing the needs assessment, the library service plan and the building program. The Richmond Library Building Team has strategically consulted with Drew Harrington and Dallas Shaffer, particularly on the development and size of the collections. Philip Sowers, with the guidance of Marilyn Thompson, works closely with Donna, Paul and Tim in developing the conceptual plans and required service adjacencies for a functional and inviting facility. The staff at the branch library has been involved in all design discussions and is well-represented by Tim at design team meetings.

Following the outcome of Cycle 2 review, this building program, as well as the needs assessment and plan of service for the Richmond project have been carefully reviewed, revised and expanded. The Team has continued to provide thoughtful, detailed and analytical work in jointly preparing all documents.

II. GENERAL REQUIREMENTS OF THE LIBRARY BUILDING

A. Occupancy by staff and users

The renovation and expansion of the Richmond Branch Library will be a source of shared pride for the neighborhood—a library designed to honor and complement the existing Carnegie-endowed facility. Excellent functionality, service flexibility, enduring design and high quality construction will allow the branch library to inspire pride in current and future generations. An environmentally sound approach to design and construction should be part of the project from inception to completion. Principles of green building will be employed.

The Richmond Branch Library is for everyone in the community, and so must be warm, welcoming and approachable. At the same time it should continue to be easily recognizable as an historic structure of importance—a place worth caring about. The Richmond Branch Library will serve as a community meeting place, offering a variety of simultaneous services and activities that will need to be accommodated in different areas or zones of the building. It should offer a quiet area for users while also accommodating small groups of youth who need to talk and work together.

Due to space limitations, library programming and meeting spaces will be used for multiple purposes. Possible uses include library programs, public meetings, training, computer lab, homework center, and tutoring.

The design should help the branch library to market its services and resources, with areas planned for browsing of the collections, student and family educational support, efficient use of computers, and comfortable seating. Branch library visitors in this multi-lingual community should find navigating the building to be largely intuitive, including locating staff assistance as needed. The building design should not be so complex as to create barriers for staff or visitors, but should be interesting and distinctive.

Staff work areas, both at the public service desk and in non-public areas, must be designed to be ergonomically sound and efficient and must provide a pleasant and encouraging work environment.

Building flexibility and adaptability should be guiding design principles in order to accommodate current practices, emerging trends, and as yet unknown developments in library service. The design and construction of the building must include principles of energy efficiency, and must be ecologically sound.

Electronic technology will be a prominent feature of the facility. The design needs to incorporate computer workstations and other electronic devices comfortably throughout all spaces, both public and staff. Spaces throughout the building should be designed to be “wireless friendly,” to support the use of wireless and hand held devices linked to the library’s network. Both hard-wired and wireless capacity should be sufficient to support growing technology demands and be capable of accommodating new and as yet undeveloped technologies and applications.

The well-loved architecture of the building is central to its success in the neighborhood. Care should be taken to design the addition so that it respects the Carnegie era structure while representing a modern approach to library design. A well-designed library will draw people in, and then will reward them with interesting and comfortable spaces inside. Specifically, it is

important that the building be visually appealing, safe and secure, comfortable and fully accessible to all, easy to maintain, and operationally sound.

B. Type and size of collections

The balance among collections, computers to access information, and reader seats needs to be considered carefully to enable the library to meet the library users' needs.

Collections will be balanced to meet both the print and audiovisual needs and interests of the community and will be available in multiple languages—most notably English, Chinese and an emerging Russian language need.

Collections will be organized to most efficiently use the limited space available and to allow zones for children, teens and adults.

Display and promotion of library materials to increase the public's awareness of the library's resources will be integral to the layout of the branch library. This means that display opportunities should be considered in the initial stages of the design work. A design mission of the Richmond Branch Library will be to display and promote library materials to increase the public's awareness of the library's resources and to help market its services to the community.

C. Flexibility and expandability

Over the next several decades, as has been the case in the past, the San Francisco Public Library will experience an extensive evolution in collections, services and user needs. Building flexibility should be a guiding design principle in order to accommodate current practices, emerging trends, and as yet unknown developments in library service. The interior layout should remain as flexible as possible since service needs and collection formats change.

Technology is integral to today's libraries, so the building's infrastructure must support current and future use of computing devices throughout—fixed and hand-held. Both hard-wired and wireless capacity should be sufficient to support growing technology demands and developments.

When planning the electronic and mechanical infrastructure of the building, consider the use of raised flooring and other distribution strategies for flexible rearrangement of services and spaces. Power grid in section should be utilized to provide the power and communications flexibility required for adjustments to the library's internal layout.

To assist library users to identify quickly and easily where to go for assistance, to maximize space for the public, and to free staff to assist users, there will be as few services points or desks as is consistent with good service.

The building systems within the library will greatly influence the long-term flexibility. Lighting fixtures, air ducts and registers, electrical power, and communication linkages for computers should be carefully located throughout the library to permit alternative layouts in the future.

The design and construction of the building should include principles of energy efficiency, and should be ecologically sound.

The building design should be open and modular, using load-bearing columns rather than load-bearing walls as much as possible. Interior walls should be kept to a minimum, allowing for reconfiguration of spaces in the future.

Floor loading should allow for 150 pounds per square foot throughout, so that library book stacks can be located anywhere in the building, as necessary.

Avoid the use of rounded walls, as they restrict the flexibility of furniture and shelf placement.

D. Staff efficiency

A community library the size of Richmond must be designed to operate effectively with limited staff. Generally, budget limitations will preclude the possibility of additional staff. Operating effectively means being able to offer a service-oriented program in which the building does not create unnecessary time-consuming tasks for staff.

Good visibility not only gives staff a feeling of supervision, and the public a feeling of safety, but it also can make it easier for the public to understand the layout of the building and the location of materials. Directions are easy to give because most sections are visible from any point.

It is important that most, if not all, areas of the branch library be visible from the circulation/information desks, one each of which will be located on each floor.

Streamlining materials handling by the use of presorting returns by library users, Express Checkout equipment, and other technologies will provide library users with faster service and more privacy as well as enable staff to provide more direct public service and reduce repetitive stress injuries.

Staff needs adequate workspace in non-public areas to operate efficiently.

Ergonomic considerations should be incorporated throughout the planning process with particular attention given to the designing of staff work areas and the selection of furniture and equipment.

Adequate storage for library and other building supplies and equipment is essential for maintaining an attractive and uncluttered branch library appearance.

The locations for interior trash and recycling containers need to be specified in the branch library design plans. The containers should be large, well marked, and consistent with the interior design of the branch library.

E. Energy efficiency

The design team must work with library staff to plan a building that will create a comfortable working environment for the public and staff alike, but which will consume as little energy as possible and will meet the provisions of Title 24, California's Energy Conservation code.

The building design should make optimal use of windows, mechanical and electrical systems, ventilation and lighting to take full advantage of natural environmental conditions and to reduce reliance on manmade power-driven systems. When selecting building systems, careful

consideration should be given to “Life-cycle Costs” as well as initial costs in order to make energy-wise management decisions.

The restored, renovated and expanded branch library should take full advantage of daylight for natural lighting during daytime hours.

Consider energy efficiency in the selection of lighting, windows, HVAC and other building systems.

Insulation of floors, walls and ceilings should equal or exceed that required by code to minimize the cost of heating and cooling the building.

Where possible, provide windows that open to allow natural ventilation and cooling.

Install timed light sensors in sporadically used spaces.

Optimize the building envelope for balance of heat and light to achieve comfort and efficiency requirements, and use all available strategies to reduce the total amount of cooling and lighting demand.

Plan the building envelope to be in balance with daily and seasonal environmental conditions—temperature, humidity and sunlight.

Calculate the orientation of the addition and the placement of windows, doors and other exterior building and site features to take full advantage of day-lighting and weather patterns, as well as security concerns. Carefully designed solar techniques can both reduce the demand for artificial lighting and the load on mechanical heating and cooling systems.

Select building skin, glazing and insulation materials and techniques to enhance R-value efficiency.

Design windows and other building envelope openings to permit natural ventilation as an effective means of reducing the use of power driven systems to provide a comfortable and healthful interior environment. Security issues for protection of the collection must be kept in mind when designing openings in the building envelope.

Library staff responsible for maintaining the building must be involved in reviewing the specified equipment with the architect’s mechanical consultant in the initial design phases.

F. Fenestration

Where possible, provide windows that open to allow natural ventilation and cooling.

Operable windows should have secure locking devices, have insect screening, and be as vandal resistant as possible. The building security system will need to be planned so that operable windows must be closed in order for the system to be activated.

The branch library should maximize the use of natural light without exposing library materials and computers to direct light. Windows should be made of vandal-resistant, double-glazed to meet Title 24 energy standards, glare control glass. Tempered safety and fire-rated glazing should be specified where needed.

Window treatments, easily operable by library staff, but not by library users, should be provided to reduce glare, unwanted heat gain and sunlight. In the Program Room window blinds will need to easily darken the room sufficiently for media presentations.

G. Space finishes

All interior building finishes should be highly durable and simple to repair/replace with locally/regionally available materials and supplies. Avoid surfaces that require special cleaning routines—waxing, polishing, stripping, etc. Select surfaces that are able to withstand repeated washing and which are vandal resistant. All painted surfaces should be covered in high-quality, standard paint that does not require frequent repainting.

In all areas that will include the regular use of book trucks, install corner and wall bumper guards to preserve wall finishes.

Floor coverings should serve multiple purposes. They should be attractive and should provide acoustic buffering, while also being safe and easy to clean and maintain. In most public and staff areas the preferred flooring system is carpeting. Carpet tiles are preferred but should be of high quality, commercial grade, with anti-static and anti-microbial qualities. Carpeting must be highly durable with a minimum life expectancy of fifteen years, and should have a low, narrow loop for ease of maintenance. A variety of carpet colors and patterns can be used effectively to define the areas of the building, add design interest, and to improve wayfinding. Floor covering must interface appropriately with the needs of cellular flooring in areas of the building that have under floor telecom access flooring.

In entryways, hard flooring with a non-slip surface is required. Include recessed walk-off mats with an area drain underneath. Hard flooring (stone, tile, vinyl, rubber, etc.) is also needed in all restrooms, kitchens in the Program Room and the Staff Room, all storage and equipment rooms and at entrances.

In sections/areas of the building that can accommodate an under floor access system, coordination of the flooring with the under floor access system needs careful consideration and planning to insure proper under floor access while insuring an aesthetically pleasing appearance of the flooring overall.

Highly resilient flooring is needed on the staff side of the Service Centers, to ease potential staff discomfort from long hours of standing.

Before specifying any/all floor coverings, it is recommended that maintenance staff be consulted for their experience and input to insure that library program standards are met.

Overall, the building must require simple, low maintenance, inside and out. Windows should be easily reached for washing whenever feasible, all surfaces must stand up to repeated cleaning, all light fixtures must allow for lamp replacement without unusual equipment, and all specified materials and products must be widely available at reasonable cost.

As per the *San Francisco Public Library Branch Facilities Plan*¹, standardization of shelving and furniture throughout the system is desirable to increase flexibility and utility; however, finishes

¹ The *San Francisco Public Library Branch Facilities Plan* is included as Appendix H.

may differ from branch library to branch library. Incorporating existing high quality furnishings is encouraged.

Finishes on tables and chairs should be durable and vandal resistant. Tabletops should be replaceable or able to be refinished. If upholstery is used on chairs, it must be easily cleaned and able to stand up to repeated cleaning.

Lounge seats must provide excellent comfort. Upholstery on the lounge chairs must be extremely durable, and impervious to stains and odors. It must resist dirt/grime, be easily cleaned and able to stand up to repeated cleaning.

Furnishing styles and colors should be in keeping with the interior design package for the library. Wire management must be included at the table to manage cables and cords safely and attractively.

Shelving with an epoxy powder finish is preferred over enamel coatings.

H. Access for the Disabled

The Richmond Branch Library should not only meet all requirements of the Americans with Disabilities Act (ADA), but should also meet the spirit of the law, offering modifications and accommodations that will yield access for library users and staff with disabilities that anyone would want/expect for him or herself. People who are either permanently or temporarily disabled will need these accommodations.

The branch library should be designed to maximize accessibility for all library users to the facility and library services. The building must meet or exceed the guidelines set forth in the Americans with Disabilities Act (ADA). The design should consider these guidelines broadly, with the understanding that many people with disabilities or with physical limitations that do not consider themselves disabled will use the library.

Thresholds through the buildings should be flush to allow for the easy movement of wheelchairs, strollers and book trucks.

Special care should be given to the design of restroom facilities, so that individuals with disabilities can enter and use the facilities without assistance. The most common complaint heard from library users with disabilities is the difficulty of opening the exterior door to restrooms—consider an electric opener that can be activated from outside the main restroom door, and design the interior to provide privacy for people inside the restroom when the exterior door is open.

I. Acoustics

The maintenance of appropriate noise levels and acoustical separation between the various parts of the library is essential. Use all available architectural and design techniques to achieve this goal so that adults, youth and children may use the facility simultaneously without disturbing each other. The lack of adequate acoustical separation is apparent as the library exists today and is an expressed concern by the public. It is especially important to keep the intrusion of external noise to an absolute minimum.

Consider the acoustical impact when specifying and locating new mechanical systems, lighting and plumbing fixtures for the building. Mechanical rooms and ductwork should be well insulated and acoustically baffled, if necessary.

A wide range of activities, from quiet study areas to children's programming, will need to be accommodated in the expanded, restored and renovated Richmond Branch Library. The design team must use all techniques available to provide effective acoustical separation between the various areas of the Library so that all age groups and types of users can use the Library without disturbing one another. In some cases for the Richmond Branch Library the acoustical separation of activities can be accomplished with separate floors and/or rooms—e.g. placing Children's Services on a different level, or in a Study Room. In other areas the thoughtful layout and zoning of spaces and systems, and careful adherence to adjacency requirements will assist with acoustical management.

Throughout the building employ building materials, ceiling heights, building finishes and furnishings, etc. to assist in sound control.

Consider engaging an acoustical or sound consultant to advise on the challenges related to the new glassed Winter Garden on the 10th Avenue side, as well as two-story high ceilings there and in the original Carnegie reading room on the second floor.

J. Environmental conditions (HVAC)

HVAC systems in libraries have two functions—to provide a comfortable air environment for library users and staff, and to protect library materials from deterioration. The goal of HVAC systems is to provide adequate fresh air, to filter the air of contaminants, to establish and maintain comfortable building temperature and humidity levels that also preserve library materials, and to accomplish all of these tasks with an energy efficient, easily maintained, and affordable system.

The system should allow for zoning according to space use, room orientation and hours of operation. The telecommunications room needs to be provided with air-conditioning and backup mechanical ventilation units. Areas with a concentration of computing equipment and/or high levels of occupancy need to be planned to be comfortable for users, and supportive of equipment operating requirements.

Mechanical systems must be located and treated to mitigate acoustical impact on the surrounding environment. Avoid locating mechanical equipment, ductwork or connections over shelving areas.

Guidelines for temperature and humidity in libraries vary somewhat, and are influenced by the type of materials being housed. However, for general library collections and user seating a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH is considered comfortable and effective. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Insure indoor air quality by meeting all current industry air quality standards and through excellent venting of areas in which airborne particles and odors are generated—e.g. photocopy centers, restrooms, kitchens, etc.

When selecting an HVAC system, specify equipment with the highest energy efficiency ratings appropriate to the system, and ensure that replacement parts are available from local/regional suppliers.

All planned mechanical systems must be reviewed early in the process by Library Operations staff and engineers.

K. Illumination

Excellent lighting, both natural and artificial, is critical to the success of the branch library.

Day-lighting—Natural sunlight, properly filtered, is the most appealing and comfortable lighting when available. Building orientation and fenestration should take full advantage of this source of free light and energy through windows, skylights and/or clerestories designed with appropriate exterior protection to reduce glare and overheating. Easily operable interior shades or blinds will be required to control the penetration of direct sunlight and glare—especially in east and west facing windows.

Operable windows in staff areas and in general library areas, where environmentally appropriate, are preferred. Operable windows must be secured easily by controls available only to library staff.

Artificial Lighting—An efficient system of artificial lighting is required to provide visual comfort for branch library users and cost effective use of electric energy in the building. Low glare light is important in the library where library users are reading print or electronic information. Recommended relative brightness for good visual comfort should be a ratio of 10:3:1, meaning that if the reading task is taken as 100%, the brightness of the immediate surrounding area should be 30% of that level, and the brightness of the general surround should be 10% of that level (Energy Management Strategies in Public Libraries by Edward Dean).

Because of the high ceilings in the original Carnegie Library, task lighting will be very important in the branch—requiring extra planning to meet task lighting requirements.

Lighting Levels—Based on recommendations from the Illuminating Engineering Society (IES), the following lighting levels provide optimal illumination levels for public library spaces.

Book Stacks: 6 foot-candles minimum at a height of 12” and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the book stack face. Overhead lighting over book stacks should be placed perpendicular to the stacks to provide light from both sides of a user standing in the aisle, and to provide more flexibility for any future reconfiguration of stack areas.

Public Reading & Computing Areas: A variety of lighting will be needed to meet the needs of the Richmond Branch Library. In public access computer areas, provide 20-30 foot-candles of lighting. In general reading areas provide 30-40 foot-candles augmented by task lighting where appropriate.

Conference and Study Rooms: Provide 30-40 foot-candles measured horizontally at reading surface (generally 30”).

Meeting Rooms: Provide 30-40 foot-candles with all lights on, including the separately controlled lighting for the front of the room. Lighting in these spaces should be dimmable to produce approximately 2 foot-candles for note taking during AV presentations. Note taking lights should not spill into the projection screen.

Public Service Centers: Provide 20-40 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare.

Staff Work Areas: 20-40 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare.

Lighting Sources (Lamps)—Due to overall performance and efficiency, general lighting should be provided by fluorescent fixtures. T8 lamps should be selected in warm, medium or cool color, with a color-rendering index of 84 or more. The newer T5 lamps can be used in some areas to promote energy efficiency, but they are not currently available in a wide variety of fixtures, and cost per lamp is higher than T8 lamps.

Electronic ballasts should be used for reliability and energy savings. For ballasts within fifteen feet of a daylight source specify continuously dimming electronic ballasts—circuit these fixtures separately from fixtures not within the daylighting zone.

Lighting fixtures should be full spectrum and need to effectively control glare. Indirect lighting, supplemented by direct lighting in task spaces, is preferred throughout the building. When task lights are used, the fixture should not allow for easy removal of the lamp by library users.

All light fixtures, lamps and ballasts should be selected from major manufacturers with a ready supply of replacements available in the area.

All fixtures and lamps should be able to be cleaned or replaced with either no equipment or a standard height ladder, with the possible exception of the original Carnegie reading room on the second floor. Do not include ceiling mounted fixtures in inaccessible areas of the building.

Lighting Controls—All lights in the branch library, including task lighting, should be controlled from a central light panel with a programmable timer system that is flexible, allows for separate circuits of fixtures in daylight zones (15 feet from a daylight source) and can be manually overridden. The control panel for this system should be inaccessible to the public, and located so as to be convenient to staff entering or leaving the building. Public restrooms should be on a separate circuit, so that library users are not inadvertently left in darkened restrooms when library lights are turned out at closing time.

Control panels must be clearly and permanently marked, identifying the area controlled by each switch or breaker. Light switches in public areas should be kept to a minimum and conveniently and intuitively located. In areas that are not in continuous use, such as offices, restrooms and meeting rooms, consider the use of occupancy sensors to reduce energy use.

Exit and Emergency Lighting—An emergency and exit lighting system is required as part of the lighting plan. All exit signs should use LED (Light Emitting Diode) lamps.

Meet all existing local and state codes for emergency/exit lighting. Emergency lighting powered by rechargeable batteries must be installed in both public and staff areas. The exit/emergency warning system should include lights for the deaf. Based on lessons learned during the 2001

attacks on the World Trade Center and the Pentagon, install some emergency/exit lights near floor level in case of emergency situations where smoke can obscure higher lights. Emergency lighting should last at least one hour to direct occupants to exits. Emergency lighting must be able to be tested without triggering security/fire alarms.

L. Power and data communication requirements

The building must include a highly flexible, universal electrical and telecommunications distribution system to support the present and future wiring and cabling needs of the Library. Over-design cabling capacity to accommodate approximately twice the number of computer workstations and peripheral devices called for in this building program. Electrical closets, conduits and cable trays should be sized to house wiring and cabling needs for all building systems.

Keep cabling runs as straight as possible, and locate distribution point(s) so that horizontal cable runs do not exceed 300 feet. Plan for both hard-wired and wireless capability, so that ceiling areas throughout the building allow for power and data cabling to install wireless transmitter stations. Library users and staff need the capability of “plugging-in” personal computing devices throughout the building, via a combination of wireless technology and hardwired power/data electrical outlets.

Both staff and the public are likely to use hand-held wireless devices in the Library, so back-of-house areas should include a generous number of electrical outlets to support recharging of equipment batteries. Consider the implications of wireless technology as it continues to evolve in functionality.

Flexibility will be needed in order to reconfigure the placement of electronic equipment, so raised flooring (such as Walker Duct™, Flexspace Cablefloor™ or equivalent) or other highly flexible distribution systems should be considered. To control costs, these systems can be used in portions of the building where relocation of equipment and furnishings is most likely—seating areas, public service points, staff workspace, etc. Whatever system of conduit or cable trays is used, it is critical that it be easily accessible for repairs and expansion.

To avoid electrical interference and malfunctions of sensitive equipment, it is important that power-conditioning equipment and proper grounding be installed to ensure “clean” power to operate computers and library security equipment throughout the building.

Outlets should be color-coded for voice, data and other systems. In the case of floor outlets it is critical that the electrical design grid be compared to furniture layouts when they become available, and adjusted accordingly to avoid electrical cords that do not connect under furniture as expected. These cords are unsightly and can present trip hazards.

Because cutting-edge technology changes rapidly, consider bidding the building’s cabling system separately from the building construction, timed so that the cabling system is specified approximately 12-18 months prior to building completion.

Public computer workstations will be distributed throughout the branch library and a cluster will be near the Service Center desk to enable staff to easily assist and instruct users.

Carrels and tables should be supplied with data and electrical, with wire management integrated into the furniture design.

Provide cable TV access to the library with outlets in the Children's Room, the Program Room and the Staff Room.

Data, electrical and voice should be provided to each of the workstations at the circulation/information desks, in the Branch Managers' office, and at each staff workstation in each workroom. Each computer workstation for staff or public should have as a minimum one quad electrical outlet, and one data conduit with Category 5 cables for two data terminations and one voice termination.

Cabling should be extensive and as flexible as possible to enable the library to respond to future needs. Provide ample electrical outlets and conduits with Category 5 wiring throughout the building. Use Category 5 wiring for voice as well as data. All electrical and data outlets must be flush mounted for hazard reduction and flexibility. Provide protective cover plates for live electrical and data outlets.

The City of San Francisco has specific requirements for the size and accessibility of the Telecommunications Room. Design of this space must be coordinated with Library Department Engineers.

The architect and the Design Team will meet all the City telecommunication specifications and requirements. The San Francisco Department of Telecommunications and Information Services (DTIS) and the Library Automation staff must review plans early in the process.

Computer workstations for the public

Electronic, computer-based resources are a basic and integral part of today's library services. The San Francisco Public Library continues to expand the number and variety of databases and reference tools available online. Internet access is available to both public and staff through computer workstations.

All public computer enabled workstations should permit the use of fixed and portable computing devices. Fixed equipment wires and cables should fit neatly into channels for concealed wire management, but should not require workstations to be disassembled for changes/repairs. Workstation panels with generous hollow cores are preferred over conduit style wire management so that wires can run both vertically and horizontally. No wires should be dangling, dragging or exposed. Outlets, to include voice and data, should be located at convenient heights with clear access. Workstations must be generously sized to provide a work surface sufficient for the simultaneous use of books, papers and computing equipment, sometimes to include peripheral devices.

Public computers should include hardware/software to accommodate users who speak/write in languages other than English and who use a variety of alphabets/characters.

Workstations should be oriented to avoid screen glare and should be within general lines of sight of the branch library staff, while still providing the user with some degree of privacy.

At least one public computer station must be equipped to accommodate users with a variety of disabilities, including wheelchair access, computer voice assistance technology, etc. Planners should consult the *Telecommunications Act Accessibility Guidelines* and local San Francisco code requirements for computer workstation specifics.

Equal access guidelines include, but may not be limited to the following features:

- Keyboards with large print key labels, Braille labels or home-row key indicators
- Large monitors and screen enlargement software
- Speech screen output and headphones with volume adjustment
- Mouse alternatives such as trackballs, keyboard control of the mouse or other pointing devices
- Keyboard guards to assist users with impairments that limit fine motor control
- Wrist rests
- Software to modify keyboard response such as repeat rate and keystroke delay
- Availability of alternative keyboards such as mini-keyboards or extended keyboards for users with mobility impairments
- Alternatives to keyboard such as a head pointing system, switch based interface or voice dictation software
- Word prediction software to reduce the number of keystrokes needed for text entry
- One-handed keyboards or “keyboard layout” software
- Audio warning signals made available visually

Provide electrical and data wiring and cabling in the Program Room to support online interactive conferencing, cable TV reception, demonstrations and instruction. Provide ceiling mounted video projection and sound reinforcement.

In the Group Study Rooms, be sure to include voice and data outlets for computer-assisted, interactive learning.

Individual workstations are required in all public spaces in the building to support whatever electronic devices may be needed. There will be some networked printers available in the public areas as well.

Because planning for technology involves so many unknowns, the program includes space for generic workstations that can accommodate any variation on type of program use. These workstations will either be units for people to stand to use, or units that people can sit down to use.

Each unit must meet or exceed ADA guidelines, include sufficient clear horizontal work surface space for the user to take notes, operate a mouse and otherwise effectively operate the computer at the workstation.

The orientation of each unit must consider avoidance of screen glare, and must maintain a balance between visual surveillance from the circulation desk and information desk to deter vandalism of the computers, and a measure of privacy for the user.

M. Security systems

Building design must promote the safety and security of library users, library staff, library resources and electronic/data systems. To this end, plan the Richmond Branch Library to meet all local and state life-safety codes.

Safety and security measures include:

- The entire building protected by a building security system
- Safety in approaching and leaving the facility
- An electronic key card access system
- Lighting and other controls need to be located so that staff can close down the library from a single point and exit safely
- A public address system
- Sight lines within the library so that all public areas are visible to staff either directly or through technology when layout alone is not adequate
- The ability to monitor the use of restrooms
- Emergency telephones easily accessible to staff

General Safety Guidelines--Keep lines of sight open, with sufficient lighting throughout the building. Enhance visibility by locating service desks to facilitate visual control of the branch library. In separate public spaces such as the Study Rooms, install interior glazing (relights), so that library staff can visually monitor activity there. Use safety glass wherever necessary and appropriate. Be sure that walking surfaces discourage slipping. Specify furnishings and casework without sharp corners—this is especially important in the children’s area.

Design the building so as to discourage public access to staff and storage areas. All controlled access areas of the building must lock, and all potential points of entry, such as windows, vents, etc. must be protected against illegal entry.

Building Security Alarm—Expand the building security system to include new building areas and functional modifications to the existing structure. The system must be simple to operate, with a control panel adjacent to the exit/entrance used by staff. Planning for the system must be coordinated with the electrical plans for the building.

To reduce opportunities for breaking and entering after hours, a night lighting system should be provided as well as glass breakage sound detectors and/or infrared motion detectors. A security system to monitor unauthorized entry into the building is required.

Fire Management—The building should include an integrated fire-management system. Libraries usually employ one of three broad categories of fire protection systems—wet pipe, dry pipe and preaction systems. Each system has pros and cons, and the decision of which is best for the Richmond Branch Library should be discussed with the design team and local fire safety officials. A brief explanation of each system is shown below:

Wet Pipe—systems contain water in the sprinkler pipes. It is perhaps the simplest of the systems, and though it used to cause concern over false alarms and water damage, in recent years it has been known to be highly reliable. In areas prone to subfreezing weather and earthquakes, wet pipe systems should be thoroughly discussed with vendors and fire professionals before selecting a system. Wet pipe systems are relatively low in cost.

Dry Pipe—systems are not filled with water. They contain pressurized air or nitrogen that holds a valve in a closed position. If a fire occurs the heated air/gas escapes, the valve releases, and water then enters the pipes. Dry pipe systems may offer better protection against leaks, but they are more complex to control and maintain, and take up to 60 seconds longer to respond to a fire.

Preaction Sprinkler—systems are like dry pipe systems in that water is not kept in the pipes, but is held in check by an electrically controlled valve called a preaction valve. In order for water to be released, the valve must operate and sprinkler heads must fuse, providing increased protection against accidental sprinkling.

Library Materials Security System—The branch library must be equipped with a 3M™ or specified library materials security system that is compatible with Express Checkout equipment and which does not require staff to bypass the security sensor in items as they are checked out. It is important to incorporate this system into the interior design and/or architecture of the facility in order to minimize the intrusiveness on public users.

Preference should be given to a Radio-Frequency Identification (RFID) capable system. The security area should be wired and cabled accordingly to accommodate such a system.

The system should have theft security portals that library users must pass through when exiting the Library. These portals should not have any sort of arm or barrier across them.

It will be important to coordinate planning for the security system with the vendor's technical staff during the design phase in order to assure proper placement, wiring and avoidance of electrical interference with computers or other electronic equipment. Care must be taken not to locate anything metallic or magnetic close to the book theft detection system. If metal studding is used in the building, wood studding should be used in the immediate vicinity of the book theft detection system. Computer terminals and any other equipment that emits an Electro-magnetic signal should also be located away from the theft detection system.

Public Address System—Include a public address system in the branch library for staff announcements regarding closing, emergencies, paging, etc. The PA system should be able to be heard in all areas of the library including restrooms, storage rooms, loading docks, custodial spaces and staff offices/workrooms, but it must also have broadcast capability, allowing messages to be blocked from certain spaces, as needed (such as in the Program Room during programs).

Microphone input should be provided at the circulation desk on each floor, and speakers should be located in all parts of the library.

Exterior--The library must provide a safe environment for visitors and staff. The exterior must be well-lighted with clear and open paths of travel from the street and sidewalks to the public and staff entrances of the building, as well as the 9th and 10th Avenue walkways on either side of the library. Residents will continue to have sidewalk access running the full length of the block on both the north and south sides of the branch library to cross the block from either 9th or 10th Avenues. This feature was an important consideration that the community expressed regarding the need to continue to have the access currently available incorporated into the location and siting of the two new wings.

The building design and landscaping must not obscure sight lines or create hiding places. All pathways should be level or have gentle slopes and should be paved with non-slip materials. Avoid sprinkler system heads that spray onto pedestrian paths.

Consider strategic placement of security cameras on the exterior and interior of the building.

N. Signs

Signs and graphics should be incorporated as an integral part of the building's design. Signage should be worked out with the layout of service areas so as to emphasize and reinforce to the public user the logical arrangement of functions and spaces within the interior. The building signage should enable the user to intuitively locate where they need and want to be without staff guidance. Good design should provide a facility that can be navigated by the average user without an abundance of signs. Intuitive navigation can be enhanced through interior design elements such as carpet pathways, furniture placement, etc.

A basic signage system will be needed to help visitors locate the services and materials they need and to meet life/safety codes in the building. Major directional and identification signs, such as signs used to identify service desks, can be anticipated based on final design plans. However, it is very difficult to anticipate precisely what signs will be needed until the building is occupied. Therefore it is recommended that major, known signs be ordered prior to occupying the building, and that a supplemental sign order be placed after several months of building occupancy when needs are better understood.

Select a sign system that is coordinated with the interior design plan of the library. Signs should be easy to install and should be integrated with space planning as far as possible. The development of a uniform, flexible, easily updated signage system including end panel signs for the branch library is a high priority. Planning for the signage system should begin early in the design process.

Because the Richmond Branch Library will serve a diverse clientele, consider how best to use multiple languages in the signage package. While it will likely be impractical and "busy" to include multiple languages on all signs, it may be important to consider key, welcoming signs in multiple languages.

The joint venture of Kwan Henmi/Marie Fisher has developed interior signage standards² for the Branch Library Improvement Program. Architects should refer to these standards when considering signage.

To meet ADA requirements for signs, employ the following guidelines:

- Signs must have a width-to-height ratio between 3:5 and 1:1 for letters and numbers.
- Letters and numbers are required to have a stroke width-to-height ratio between 1:5 and 1:10
- Overhead signs must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high
- Permanent signs for rooms and spaces that are installed on a wall next to a door must be mounted on the latch side of the door, 60" above the floor to the center line of the signs. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.
- If pictograms are used, the verbal equivalent must be placed directly below the symbol
- Sign characters must contrast light-dark or dark-light with the sign background

² The *San Francisco Public Library Branch Interior Standards* are included as Appendix I.

To fully encompass ADA requirements, architects must work with the Mayor's Office on Disability to ensure compliance. This includes the incorporation of talking signs into the building as appropriate.

An exterior sign with the name of the branch library needs to be located prominently on the exterior of the building on both the 9th Avenue and 10th Avenue sides in keeping with the building's design and clearly visible to vehicles and pedestrians, both at night as well as during the day.

These signs should be in keeping with the building's design and should act as "signatures" for the branch library.

At all public entrances provide an OPEN/CLOSED sign that is easily visible from the street.

O. Audio-visual systems

A public address system is an essential part of the library's communication equipment. It will be used to provide a channel for emergency messages or announcements and for clearing the building of users at the close of the day.

The public address system must be able to be heard in every part of the branch library including rest rooms, storage rooms, custodial work space, staff work areas, and the Branch Managers' Office. It must also have selective broadcast capability, to allow messages to be blocked from certain spaces, as needed, such as in the Program Room during programs.

Microphone input should be provided at the circulation desk, and speakers should be located in all parts of the library.

The Program Room will require a ceiling mounted video/data projection system with console to support video programming and interactive demonstrations of online resources. A wall or ceiling-mounted pull-down screen will be needed to support the projection system.

Provide cable TV access to the library with outlets in the Children's Room, the Program Room and the Staff Room.

Wall-mounted white boards will be needed in both group study rooms and the Program Room.

Refer to the *San Francisco Public Library Branch Library Improvement Program Audiovisual Guidelines*³ document for guidance.

P. Visual supervision

Good visibility not only gives staff a feeling of supervision, and the public a feeling of safety, but it also can make it easier for the public to understand the layout of the building and the location of materials. Directions are easy to give because most sections are visible from any point.

It is important that most, if not all, areas of the branch library be visible from the circulation/information desks (one on each floor).

³ *San Francisco Public Library Branch Library Improvement Program Audiovisual Guidelines* are included as Appendix J

Sight lines within the branch library should be designed so that all public areas are visible to staff either directly or through technology when layout alone is not adequate.

Consider the use of glass panels strategically placed in walls or doors to provide visual access to areas that would otherwise be hidden from view.

Q. Public Entrance

The location of the Richmond Branch Library's public entrances should be obvious to visitors, with clear paths leading intuitively to the doors. Visitors should be able to reach an entrance easily without having to climb steps if they are unable or unwilling to do so. Entry doors should provide easy access to everyone, regardless of physical ability. It is preferred to have exterior doors that operate automatically, or by pushing a button.

Orientation of the entrances should take weather patterns into consideration to avoid wind tunnels and undue exposure to the elements. Ideally, visitors should glimpse interesting views of library activity through front facing windows as they approach either entrance—drawing them into the building.

R. Service and Staff Entrance

It will be important to designate a door for branch library staff and service personnel entry at a location that is convenient to staff work or lounge areas and to delivery parking spaces. The entrance location should be covered to provide protection from weather, and both the entrance and paths to/from it must be well-lighted and highly visible for safety reasons. There should be an exterior camera and buzzer at the door so that delivery personnel can notify library staff when they need entry. Control pads for lights and the building security system should be easily accessible near the interior side of the staff entrance door, but in a staff area or hidden from view.

S. Parking and Vehicle Access

Like many urban areas, San Francisco is a "Transit First" city dedicated to developing a transportation infrastructure that is based on mass transit options that meet the needs of its residents and visitors, is environmentally friendly, and conducive to urban sustainability. Public parking is not a requirement of City spaces or buildings providing public service. The current facility does not have dedicated parking and the new site will not include off street parking. However, the Library remains committed to ease of accessibility for the Richmond Branch Library.

Within 500' of the two entrances are 107 on-street parking spaces ranging from non-metered 15 minute limit to non-metered two hour limit spaces and across the street from the Ninth Avenue entrance is a municipal parking lot with 24 metered spaces. Outside of the 500' but within easy walking distance is a second municipal lot with 27 metered spaces. The commercial area along Clement Street and Geary Boulevard provide additional street parking.

The branch library is served by 10 municipal bus lines and one inter-county bus line, is easily accessible by City thoroughfares, and is surrounded by sidewalks and plentiful street and lot parking. Within 1/4 of a mile of the branch are 43 public transit stops.

Bicycles—Because automobile parking is extremely limited, sufficient bicycle parking will be especially important. Provide bicycle parking equipment to meet local code requirements. This parking should be highly visible on the exterior of the branch library, and must be visible from points inside the branch library as well.

T. Landscaping and Exterior Water and Power

Environmentally sound landscaping should be planned and installed to enhance the appeal and functionality of the branch library. Plants should be drought resistant and should be used to provide both open and shaded areas to enhance the building design. Landscaping should be simple to maintain, with an automatic underground watering system. Library windows should have pleasing views to colorful and interesting exterior landscaping.

Care must be taken that visibility is not obscured by landscaping, and that no “hiding-places” are created, leading to security issues—this requires planning for eventual plant maturity.

The ground and plantings must be sloped away from the building to ensure good drainage and building preservation. The landscaping plan should build on the Design Workshop, held June 6-9, 2002 as well as the community meeting held to discuss landscape design on August 29, 2002, to take into consideration ideas expressed by the public.

Include weather and tamper proof water and power outlets on all sides of the building to facilitate maintenance and to support outdoor activities sponsored by the library.

U. Exterior Lighting

The main function of exterior lighting is to provide safety and security for library users, and to lead library users to the services they need. Exterior lights should be in keeping with the style of the architecture and the neighborhood and must be highly vandal resistant. Wiring must be concealed and protected and the lights should be controlled by photocells.

Circles or cones of light should overlap to avoid dark or shadowed areas. Lights should illuminate paths of travel to/from the building, all entrances and exits and the exterior return slots.

Fixtures should be selected so that replacement lamps are easily acquired at reasonable cost.

All exterior lights must comply with local code requirements.

V. Maintenance and Upkeep

Highly durable, low maintenance exterior building finishes are essential. The external skin of the building should be washable and should not require frequent upkeep. Masonry, concrete or stucco is preferred over more maintenance intensive materials. Graffiti can be a persistent issue, so the exterior of the branch library should include a graffiti resistant coating allowing for relatively easy removal if necessary.

W. Roofing

Libraries house valuable, shared community assets that are highly vulnerable to roof leaks. When funds are not readily available for roof repairs, libraries can struggle for years with persistent,

destructive roof leaks. Therefore it is imperative that an excellent roof system be installed at the time of construction.

The roofing system must have sufficient slope and pitch to facilitate efficient runoff, and runoff must be diverted away from walking, play areas, seating, and congregating areas of the facility, yet flow in the correct direction to run away/off the building. For “flat” roof areas, use a light-colored roofing membrane or provide the membrane with a white reflective coating. The roof should use lightweight, versatile and easily installed materials and must have a life cycle of at least 20 years.

The roofing system must be easy to maintain and repair. If possible, avoid the placement of mechanical system components on the roof. If this is required, the components should be attractively shielded from street level view and maintenance access to the systems must be planned to avoid damage to the roofing system.

X. Refuse and Recycling

Locate an area for a trash dumpster and large-scale recycling bins near the delivery/staff entrance of the building. This space should be enclosed and lockable. Take care that it is not placed so that someone can climb onto the dumpster or enclosure and gain access to the roof. Placement should not impact the aesthetics of the building.

Easy access to the trash enclosure will be required for staff and also for refuse removal trucks.

Y. Amenities

Art and Display—The branch library will need to have space for rotating displays of art and other materials of interest to the community. These should be located along the main paths of travel for maximum enjoyment and exposure. Any permanent art pieces selected for the branch library should not take up an undue amount of floor space that might be dedicated to other library activities, and should not block paths of travel. The public art must meet functional requirements and needs under the direction of the San Francisco Art Commission.

Clocks—Include wall-mounted clocks in all major public areas, in staff workspace and in all separate rooms—Program Room, Study Rooms. A low maintenance, centrally controlled, electronic analog clock system is highly desirable, and if employed will need to be coordinated with the electrical plans for the building.

Drinking Fountains—Install a bi-level, ADA compliant public drinking fountain on the first floor, outside library security, adjacent to the public restrooms and available to people using the Program Room. This feature is likely to be very popular with young children.

Restrooms—Public restrooms must be easy to find and well-marked. With the exception of the family restroom in the children’s area, do not include single-occupancy restrooms.

Design restrooms to be highly durable, vandal resistant and easy to clean and maintain. Meet all ADA requirements and consider using an exterior restroom door that can be operated electronically for ease of wheelchair access.

Provide excellent acoustical separation of restrooms from other occupied areas of the building, and install high-quality industrial strength exhaust systems.

Fixtures should be wall-mounted and cubicle partitions should be ceiling-mounted for ease of cleaning. Floor and wall coverings should be hard surface, such as tile, with the walls covered to a height of at least five feet. Floors should be sloped to a floor drain, and the restroom should include a locking hose bib.

Cubicle partitions should be highly durable (e.g. Duraflex™, stainless steel or equivalent). Toilets should be low-flush and sinks should have timed shut-off of water flow.

Restroom accessories should include the following:

- Electronic hand dryers (do not include paper towel dispensers)
- Waste receptacles should be recessed
- Each restroom, women's and men's, should include a baby changing station
- Soap dispensers must be tamper-resistant and wall-mounted over sinks to prevent soap and water drips on the floor
- Mirrors should be scratch and vandal resistant and mounted on a wall over a package shelf rather than behind the sinks for best use of space.

Telephones—An integrated telephone system is required, with handsets at all staff workstations, both public and back-of-house. Provide phone jacks in the Program Room, and the Study Rooms and include a “floating” handset to be plugged in as needed in meeting room spaces to facilitate interactive conferencing.

The telephone system must support conference calling and automated attendant functions.

Consult with library specifications and those of the San Francisco Department of Telecommunications and Information Services (DTIS).

Do not install a public pay phone.

Z. Public Service Centers

The Richmond Branch Library will provide Express Checkout machines on both floors. The location of the Express Checkout machines must be prominent so that library users are encouraged to use them.

The branch library will have two Service Centers—a combination circulation and information desk on the upper level for adult services, and another circulation and information desk in the children's and teen area on the lower level. Both desks must be placed prominently and logically in their respective areas so that library users can see and reach them easily and so that library staff can maintain visual contact with library users, and visual control of the building. All staff workstations at the public Service Centers must be planned and designed to meet ergonomic standards so as to support staff health and well-being. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

The design of the Service Centers should discourage library users from moving to the staff side of the desks, but it must not be monolithic, because staff will need to be able to move quickly and easily from behind the desk to assist library users and to respond to materials security system alarms, so the design must include conveniently located openings.

The Service Centers will have each have several positions, depending on which floor of the Carnegie is described, however each desk will provide at least: one circulation position, one information/reference position, and one ADA compliant staff position that can service either circulation or information/reference requirements. Provide the circulation position with a tall, adjustable stool on casters so that the staff member can stand or sit while working as she/he prefers. Counter height for this position should be at standing height, approximately 36"-39". Circulation staff are on their feet for long hours, so it is very important that the flooring on the staff side of the desk be highly resilient and/or cushioned. If cushioned, the flooring must remain even with surrounding flooring.

The information/reference position at the service desks will be at sitting height, approximately 29".

The ADA positions at the service desks should accommodate a staff member who is confined to a wheelchair. Ideally, the surface for this portion of the service desk should be height adjustable.

Design and equip the Service Centers as follows:

- Resilient flooring that allows task chairs/stools on casters to move easily
- Counter tops that are deep enough to accommodate a computer terminal and keyboard and other equipment, but not so deep as to be ergonomically unsound due to the need to reach too far across the desk for materials (approximately 29"-30");
- Counter tops constructed of durable, scratch resistant, easily cleaned material that can be replaced at a future date at reasonable cost;
- Concealed wire management for all equipment and a shield at the back of each computer workstation to conceal wiring;
- Toe space at the base of the desk on the customer side for comfort;
- Storage space, drawers, knee-holes, shelves, etc. on the staff side of the desk—design details to be decided in consultation with the library staff when the circulation desk is selected or designed; and
- ADA accessibility.

AA. Shelving

Shelving for the Library's collections, unless noted otherwise, will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity throughout the open spaces of the building needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks. Epoxy powder finish is preferred over enamel coatings.

Shelving uprights will be standard heights of 84" (maximum of 7 shelves plus a base shelf), 66" (maximum of 4 shelves plus a base shelf), or 48" (maximum 2 shelves plus a base shelf). Any exceptions to these heights are noted in the program. All 48" and 66" shelf units should include canopy tops. All public area shelving should include stack end panels with label holders at each end, kick plates and top plates, with slatwall attached to stack ends. Any specialty shelving and/or shelving accessories must be integrated with the overall shelving system. Bookends or shelf dividers must accommodate various sizes of materials and must be able to slide easily and

hold firmly. Shelves must have a rear edge backstop to prevent items from falling behind/between shelves.

Standard shelf depth will be 8” or 10” with 12” bases. Variations to this depth include reference shelving for adults and children at 12” depth, and picture books for children at 12” depth. Bases for these deeper shelves will show a corresponding increase in depth.

The total amount of shelving programmed, as outlined in *Appendix B: Richmond Branch Library Collections and Shelving*, is intended to house collection growth over the coming twenty years.

Main aisle widths in public spaces should be 60”, with a minimum of 36” aisle widths between standard stack ranges. Any changes to code requirements enacted subsequent to this program and throughout the design phase must be met.

Stack ranges are two or more 3-foot shelving sections that have been ganged together. Ranges of a maximum of 5 sections each are preferred, with a transverse aisle break of 44” to separate ganged sections. Ranges should be laid-out in groupings that are logical to the first time user, so that a systematic stack range numbering system can be employed, to allow a logical flow in the collections. In general, wall-hung shelving is desirable only if arranged parallel to freestanding shelves. The wall shelving in the original Carnegie reading room on the second floor is part of the historic fabric of the building and must be restored and preserved.

When shelving specifications are developed, they should include the minimum steel gauge, all component dimensions, type of construction, color and finish of shelving, uprights and end panels, and type of bracing. Vendor bids should include an explanation of vendor responsibility for inspection of shipments, installation, shipping debris removal, guarantee parameters, and length of time price quotes remain valid.

For a description of all shelving types for the project, see *Appendix C: Richmond Branch Library Programmed Shelving Types*.

BB. Staff Workspaces

The branch library will have one private office for the Branch Manager who requires space conducive to personnel management and public relations duties. All other back-of-house work will be accomplished in open, office systems style shared workrooms.

Each staff workstation must meet ergonomic standards and should include an ergonomically designed, adjustable task chair. The work surface should also be adjustable in height. Include task lighting and employ wire management/concealment strategies in the office module units.

Office systems modules in the shared workroom should be arranged to make efficient use of the overall space. Consider traffic patterns, noisy vs. quiet spaces, and anticipated usage patterns for shared spaces and equipment—shelving, work counters, sink, printer, fax, etc.

III. SPATIAL RELATIONSHIPS

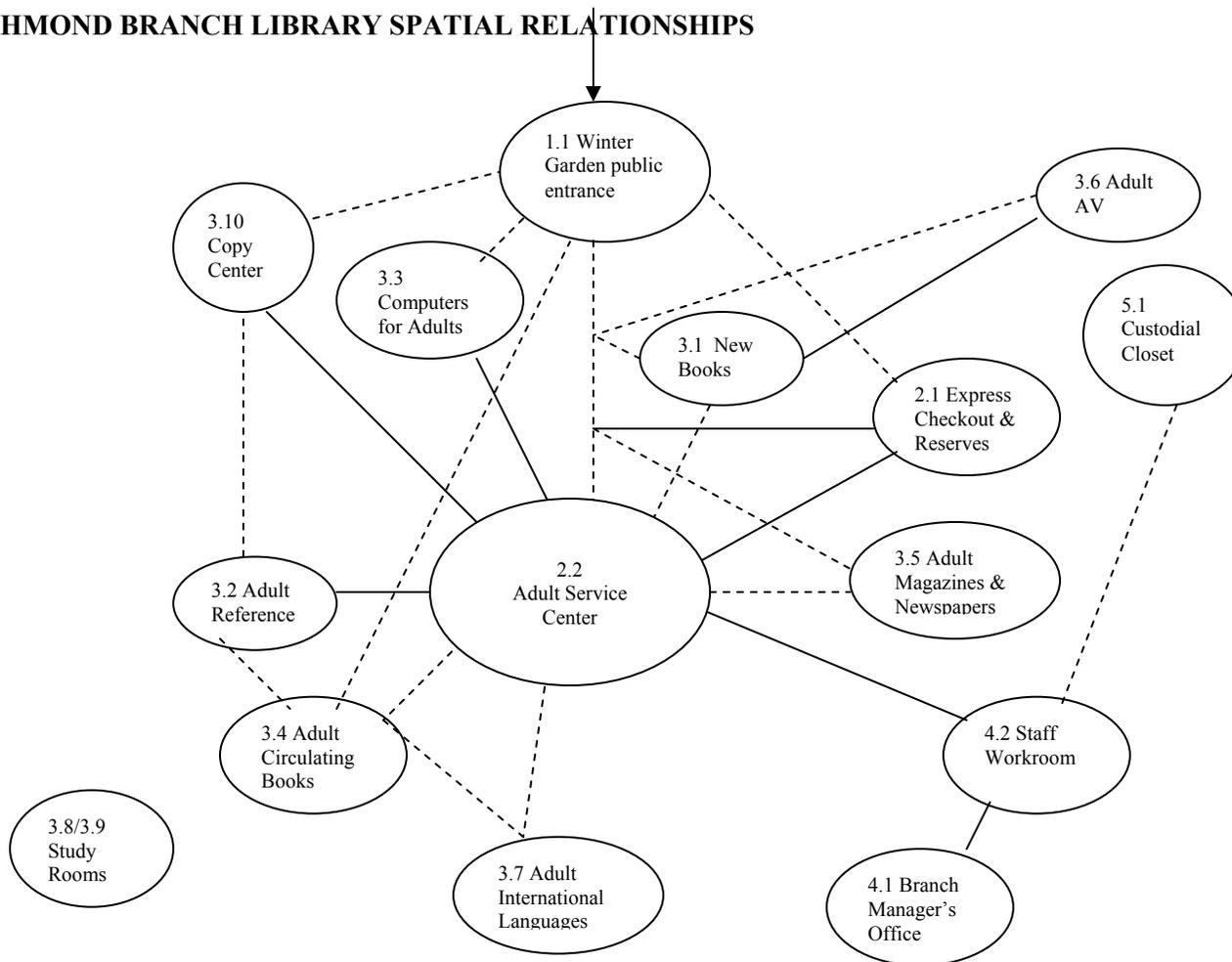
The relationship between zones and individual spaces in the library will have significant impact on building functionality, and will be key to a positive experience for both library users and library staff.

The library is meant to serve everyone in the community—children, teens, adults, seniors, families, students and groups of various sizes. It is a design goal that activities and services to meet the needs of all of these users can take place efficiently and simultaneously, without unduly impacting one another. In order to achieve this goal, designers must incorporate the adjacencies and lines of sight shown in the following chart of spatial relationships for the Richmond Branch Library project.

In addition to the spatial relationship chart which follows, each space description in section VI of the building program will further explain spatial relationships at the following levels:

- **Adjacencies:** The function of these spaces is closely related and requires direct adjacency.
- **Sight Lines:** The function of these spaces calls for a visual connection/control and requires a clear line of sight.
- **Proximate:** The function of these spaces has a more distant relationship, but if the architect is able to do so, the design should ideally incorporate this relationship within proximate distance.

III. RICHMOND BRANCH LIBRARY SPATIAL RELATIONSHIPS



Note: This chart illustrates the important relationships between spaces in the Library. It is not a floor plan or layout. The architects are responsible for developing floor plans or layouts that incorporate the needed space adjacencies.

Richmond Branch Library
Upper Level Spatial Relationships

Adjacency Diagram—Upper Level

Solid Lines = Direct Adjacency
Dashed Lines = Line of Sight
Spaces not necessarily to scale

IV. RICHMOND BRANCH LIBRARY SPACES SUMMARY

Level	Space	Description	Square Feet
U	1.1	Winter Garden and Public Entrance Upper Level	72
U	2.1	Express Checkout & Reserves, Upper Level	154
U	2.2	Adult Service Center, Upper Level	619
U	3.1	Adult New/McNaughton Books Browsing	73
U	3.2	Adult Reference Collection	179
U	3.3	Computers for Adults	472
U	3.4	Adult Circulating Books	1,675
U	3.5	Adult Magazines & Newspapers	396
U	3.6	Adult Audiovisual Media	165
U	3.7	Adult International Languages Collection	731
U	3.8	Study Room A	94
U	3.9	Study Room B	94
U	3.10	Copy Center	68
U	4.1	Branch Manager's Office	90
U	4.2	Adult Services Staff Workroom	585
U	5.1	Custodial Closet, Upper Level	in GSF
Upper Level Subtotal			5,467
L	10.1	Winter Garden and Public Entrance Lower Level	24
L	10.2	Materials Return Room	in GSF
L	10.3	Program Room	724
L	10.3.1	Program Room Storage	55
L	10.4	Public Restrooms	in GSF
L	10.5	Family Restroom, Children's Area	in GSF
L	11.1	Express Checkout, Lower Level	114
L	11.2	Children's Service Center, Lower Level	341
L	11.3	Children's Reference, New Books & Magazines	175
L	11.4	Computers for Children	197
L	11.5	Children's Circulating Books	934
L	11.6	Children's Audiovisual Media	74
L	11.7	Children's Picture Books	541
L	12.1	Teen Area	576
L	13.1	Children's Services Staff Workroom	402
L	13.2	Staff Break Room	208
L	13.3	Staff Restroom	in GSF
L	14.1	Library Storage	in GSF
L	14.2	Custodial Closet, Lower Level	in GSF
L	14.3	Telecommunications Room	in GSF
L	14.4	Mechanical Room	in GSF
Lower Level Subtotal			4,365

Level	Space	Description	Square Feet
		Total Assignable Square Feet, Upper Level:	5,467
		Total Assignable Square Feet, Lower Level	4,365
		Total Library Assignable Square Feet	9,832
		Total GSF @ 70% net-to-gross:	14,046

IV. RICHMOND BRANCH LIBRARY SQUARE FOOTAGE CONVERSION FACTORS

Item	Conversion Factor
Shelving:	
Shelving, single-sided section, 3' wide	10.3 SF/section
Shelving, adult reference materials single-sided section, 3' wide	11.25 SF/section
Volumes per Linear Foot:	
Books, adult, fiction & new	8 volumes/Linear Foot
Books, adult, nonfiction	10 volumes/Linear Foot
Books, adult reference	6 volumes/Linear Foot
Books, international languages	10 volumes/Linear Foot
Books, large print	8 volumes/Linear Foot
Books, paperback, on spinners inset into standard shelving	16 volumes/Linear Foot
Books, graphic novels	16 volumes/Linear Foot
Books, children's reference	8 volumes/Linear Foot
Books, children's new and display	8 volumes/Linear Foot
Books, children's fiction and nonfiction	13 volumes/Linear Foot
Books, children's picture & easy readers	20 volumes/Linear Foot
Books, children's international languages	15 volumes/Linear Foot
Videos	10 volumes/Linear Foot
DVDs, CDs, cassettes in A-V browse bins	30 volumes/Linear Foot
Adult audiobooks	10 volumes/Linear Foot
New format A-V	20 volumes/Linear Foot
Children's audiobooks, A-V kits (hanging)	12 volumes/Linear Foot
Magazines, current display	1 title/Linear Foot
Magazines, backfiles, in pamphlet boxes	2.5 boxes/Linear Foot
Newspapers, current display	1 title/Linear Foot
Reader Seating:	
@ 4-place table, rectangular	25 SF/seat
@ 4-place table, round	22.50 SF/seat
@ 2-place table, round	22.50 SF/seat
@ study carrel	30 SF & 32 SF/unit
@ lounge chair	35 SF/seat
@ lounge chair, 2-place	45 SF/seat
@ Window or "banco" seating	18 SF/seat
Meeting Room Seating	12.50 SF/seat

Equipment:	
Public access computer, sit-down, 1 seat	35 SF/workstation
Public access computer, sit-down, 2 seats	45 SF/workstation
Printer, networked	12 SF/scanner
Scanner, networked	12 SF/scanner
Photocopier	40 SF/copier
Self check-out station	45 SF/station
Staff office system wkstns, 6'x6' + circ 25%	45 SF/workstation

VI. SPACE DESCRIPTIONS

Introduction

The following section contains a description of each functional space with the library. The *net assignable square footage* allocated to each space can be found at the upper right corner of each room sheet. The *functional activities* that will take place in each space are described in the text. Whenever appropriate, comments are included in the text that relate to *fenestration, space finishes, acoustics, environmental conditions, flexibility and expandability, illumination, power, data and AV communications, security, signage and visual supervision*. These requirements and recommendations are also described in this program's *Section II, General Requirements of the Library Building*.

Specific requirements regarding *occupancy, adjacencies (spatial relationships), types and sizes of collections* and a *listing of required furniture and equipment* are listed on each sheet. Note that items listed in the components charts often include several individual items, with an aggregate square footage allocation assigned. The preliminary master furniture and equipment list in *Appendix G* provides in more detail the elements included in these aggregated descriptions. Each part of the collection is detailed in *Appendix B, Collections and Shelving*. Seating is detailed in *Appendix D, Reader Seating*. Computers and other equipment are listed in *Appendix E, Computers and Other Public Equipment*. The square footage conversion factors for shelving, books and materials, furniture and equipment are included in *Section V. Richmond Branch Library Conversion Factors*, pages 40 and 41.

Terms and phrases italicized above are the elements called out as required in the Final (Codified) Title 5 Library Bond Act Regulations, p. 70.

1.1 Winter Garden/Upper Level Public Entrance 72 sq. ft. (circulation square footage included in GSF)

Functional Space Summary: This area will be one of two public entrances for the Richmond Branch Library. In order to maintain the historic integrity of this two-story Carnegie building, the east ceremonial entrance on 9th Avenue will be retained and improved.

Currently, the primary, ceremonial entry on 9th Avenue is inaccessible to persons who cannot climb a series of steps. The building is dilapidated, and gives mere hints of the grandeur of the original structure. The original wood used in the lobby is shamefully deteriorated and must be sensitively restored to maintain the historic fabric of the building, while bringing the lobby up to current codes.

The upper level entrances, on the east side of the building and through the Winter Garden on the west side, should be well lighted and welcoming, with automatic doors for easy opening by people of all ages and abilities.

The architects should consult with an historic preservationist regarding the existing entry doors and the feasibility of retaining these doors and modifying them to meet ADA guidelines, or replace the east entry doors with doors that are ADA compliant, yet compliment the historic nature of the building.

Although this ceremonial entrance will retain an improved set of stairs from street level up to the entrance, there will be two ADA compliant ramps that will gradually ascend from street level in an arc on either side of the staircase to their meeting point at the landing directly in front of the entry doors. The addition of these ramps, improvements to the entry doors, and the new elevator that will be located on the west side of the building, will enable people of all abilities to access the main floor of this library for the first time in the building's history.

The lobby floor should be a hard, non-slip surface with recessed walk-off mats, including an area drain underneath for dirt and debris removal from visitor's shoes before they enter the library proper.

The Winter Garden lobby (west side of building) should be large enough to accommodate visitors who are entering and leaving the library's public access spaces. Community information will be available here in bins and wall mounted display units in the Winter Garden lobby (west side of building).

Three pairs of material theft security gates (one incoming and one outgoing gate in each pair) are needed—two sets at the western lobby doors, and one set at the eastern entry. These should be 3M™ type gates, without barrier arms or horizontal cross pieces. The San Francisco Public Library is currently in the process of developing a plan for implementation of RFID in all library buildings. Architects must work closely with library planners and staff if RFID implementation is incorporated into the Richmond Branch Library as part of this restoration, renovation and expansion project.

People must be able to exit the library and lobby doors even when they are locked to prevent additional people from entering.

The lobby should act as an environmental buffer, minimizing potential drafts from frequently opened doors and glare from lobby windows.

1.1 Winter Garden/Upper Level Public Entrance (continued)

The lobby should be in line of sight from the Adult Service Center. If it is not clearly visible, an alternative method should be used to monitor the area.

Trash receptacles must be located on the outside of the entrances.

Spatial Relationships and Visual Control: This main library entrance is obvious to visitors arriving from the walkways and the bus stops. As visitors enter the building, they should have sight lines to frequently used features—assistance at the Adult Service Center, and new books and displays.

The original design intent for this lobby was to provide a modest covered entry that upon exiting into the main reading room, would make each person feel awed by the magnificence and cathedral-like size of the spacious room of knowledge they were entering.

To facilitate visual control of activity, library staff at the Adult Service Center should have a clear line of sight to the entrance and lobby area.

If possible, the design should allow for a proximate relationship between the lobby and the library's Copy Center, as some users will visit the library specifically to use the photocopier.

The Program Room should be accessible from the main library entrance, via the elevator and stairs located on the west side of the building.

Adjacencies: None

Sight Lines To:

- 2.1 Express Checkout and Reserves
- 2.2 Adult Service Center
- 3.3 Computers for Adults
- 3.4 Adult Circulating Books

Elevator

Proximate: 3.10 Copy Center

Occupancy: public, 4-6, standing

Access: Doors at the main entrance should be automatic for easy opening by people of all ages and abilities. The architects should consult with an historic preservationist regarding the existing entry doors and the feasibility of retaining these doors and modifying them to meet ADA guidelines, or replace the east entry doors with doors that are ADA compliant, yet compliment the historic nature of the building.

Although this grand ceremonial entrance will retain an improved set of stairs from street level up to the entrance, there will be two ADA compliant ramps that will gradually ascend from street level in an arc on either side of the staircase to their meeting point at the landing directly in front of the entry doors. The addition of these ramps, improvements to the entry doors, and the new elevator that will be located on the west side of the building, will enable people of all abilities to access the main floor of this library for the first time in the building's history.

1.1 Winter Garden/Upper Level Public Entrance (continued)

The lobby area should allow up to 6 people to pass through.

Acoustics: Day-to-day activity in the lobby, such as conversations, can be amplified by the hard flooring that is used here. Sound insulation, while retaining historic integrity, should be employed to reduce transmission of noise from the lobby to the library proper.

Collections: None

Fenestration and Daylighting: The lobby is a transitional area from outside to inside so it should provide the shelter of interior space and a daylight connection with the exterior. The lobby design should include fenestration in fixed glazing and in the entry doors that honors the historic integrity of this original ceremonial entrance. The interior wall between the lobby and the library proper should include some glazing to facilitate sight lines from the Adult Service Center.

Finishes: High traffic volume will require unusually durable floor and wall finishes in the lobby area. The lobby floor should be a hard, non-slip surface with floor grates or mats for dirt and debris removal from visitor's shoes. Wall and floor finishes should not require special cleaning routines and finishes should be selected that can withstand repeated cleaning. All lobby finishes must be vandal resistant. It is a challenge to the architects and interior designers of this project to restore this lobby which is comprised primarily of aging wood and glass, while making every effort to comply with this building program's request for durable and cleanable finishes.

Flexibility and Expandability: To allow for future flexibility in activities in the lobby, provide one standard duplex communications outlet (one voice and one data) co-located with associated power for any/all specialized equipment that may be used here.

HVAC: Due to frequent opening of doors, temperatures will fluctuate in the lobby. To promote energy efficiency, the HVAC system should be zoned to allow for appropriate variation of temperature and humidity in the lobby.

Lighting, Artificial: The entrance and lobby should be adequately lit for safety and security—15-25 foot-candles average. Any existing historic lighting fixtures will need to be restored and modified to comply with existing codes.

Plumbing: If elevated walk-off grates are used, they should include a floor drain underneath the grates.

Seating: None

Security: This lobby entrance/exit to the library proper will include a pair of materials theft security portals. These portals will sound an alarm if users pass through them before materials have been desensitized during checkout. The theft security system must be compatible with Express Checkout equipment and RFID technology.

Signage: An exterior sign with the name of the library will act as a "signature" and needs to be located prominently on the exterior of the building. It should be clearly visible to vehicles and pedestrians both at night and during the day. The existing name of the library is carved into the

1.1 Winter Garden/Upper Level Public Entrance (continued)

structure, high above the entry. To ensure visibility, consider improved exterior lighting treatments and appropriate cleaning and/or repair of the existing sign. On January 6, 2004, the San Francisco Public Library Commission, based upon high community advocacy, authorized the renaming of this branch library. Upon reopening, the library sign must state: Richmond/Senator Milton Marks Branch Library.

All public entrances will require an OPEN/CLOSED sign that is easily visible from the street at all times of the day/night. An hours sign, which is easily manipulated/programmed by staff will be required at the main entrance and should be easily read from the street. From the interior of the library, fire and safety signage will be required at all exits and at restrooms.

Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: The lobby will include theft security portals installed between the lobby and the library proper. Planning for the portals must be coordinated with the vendor’s technical staff to assure proper placement, wiring and avoidance of electrical interference with computers or other electronic/magnetic equipment. Care must be taken not to locate any electro-magnetic materials or equipment close to the materials theft detection system. The exact required distance from metallic/magnetic materials should be confirmed with vendor technical staff during design.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for any/all specialized equipment that may be used here.

Provide tamper-proof, grounded duplex electrical outlets to meet general power needs.

Outlets can be wall-mounted 15” above the finished floor, or in recessed floor boxes.

The library’s public address system should be audible here.

Components:

Winter Garden and Public Entrance, Upper Level	Quantity	Item	SF/Item	Total SF	SF Needed
theft security gates	3.0	pair	24.00	72	
floor mats	some	mats	na	na	
community information area, slatwall w/acrylic holders	1.0	wall display	na	na	
community information built-in bin under slatwall for larger items	1.0	bin display	18.00	in GSF	
Total				72	72

2.1 Express Checkout & Reserves, Upper Level

154 sq. ft.

Functional Space Summary: To promote customer convenience and operational efficiency, the Richmond Branch Library will provide two Express Checkout machines adjacent to the Adult Service Center. These machines are similar to bank ATM's and allow library users to check-out their own materials rather than taking them to the Adult Service Center. It is expected that many library users will use the Express Checkout machines.

To encourage and facilitate customer service, the Express Checkout machines should be placed in a prominent and easily visible area, close to the Adult Service Center. Each machine should have plenty of circulation space and sufficient separation to give users some sense of privacy. One or both of the units needs to be accessible to people in wheelchairs. Additionally, each machine will need some counter surface on both sides for user's books and belongings to be put down while using the equipment. Several standard library furniture vendors are now offering customized stands for express checkout machines that include wire management systems. Refer also to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Queuing space for the machines should allow for up to four people waiting to use the two machines. Open shelving for reserved materials, needs to be located adjacent to the Express Checkout machines, in plain sight of visitors approaching the space.

Library users who need additional assistance or who prefer having staff checkout their materials will take their materials to the Adult Service Center.

Spatial Relationships and Visual Control: Staff at the Adult Service Center may need to assist users if they are having trouble locating their reserved items or are first time Express Checkout users. Therefore, the staff should be able to see and quickly move to the reserve shelves and the Express Checkout stations.

In order to avoid confusion for library users, the reserve/hold shelves need to stand on their own, separate from all other collections so that casual users do not misunderstand what is shelved here and remove other people's reserved materials from the shelf.

Once library users have used the Express Checkout equipment, they will want to efficiently exit the library, so the machines should be proximate to the main public entrances/exits.

Adjacency: 2.2 Adult Service Center
Main Path of Travel

Sight Lines To: None

Proximate: 1.1 Public Entrance and Lobby

Occupancy: public, 2 – 6 standing

Access: The reserve shelves used here will need 42" wide aisles to accommodate comfortable access for library visitors of all abilities. The reserve/hold shelves should be located prominently, within sight of the Adult Service Center so that library users can find them easily.

To encourage use, the Express Checkout machines should be placed in a prominent area. Each Express Checkout station should have plenty of circulation space and sufficient separation to give

2.1 Express Checkout & Reserves, Upper Level (continued)

users some sense of privacy. One or both of the units needs to be accessible to people in wheelchairs.

Acoustics: Standard

Collections: Reserved or held items ready for customer pick-up, shelved on 66” high standard shelf units. Aisles will be 42”.

Shelving will be steel book stack adjustable shelving, each shelf 36” in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural light here is desirable, but great care must be taken with orientation in order to avoid screen glare at the Express Checkout stations. Direct sunlight on the reserve collections should also be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Appropriate window shading/covering for the large historic arched windows will need the guidance of interior designers who are knowledgeable regarding historic restorations of public buildings.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. A significant amount of original wood and wood detailing is in the main reading room. The wood is shabby and worn and must be restored and finished appropriately to reflect the historic nature of the building. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Paint finishes and colors must be selected in consultation with an historic preservationist who can appropriately advise as to the correct colors, tones, and finishes.

This will be a high traffic area, so carpeting, which is the preferred floor finish, should be highly durable and able to stand up to repeated cleaning.

Each Express Checkout machine will need some counter surface on both sides for user’s books and belongings to be put down while using the equipment and furnishings/counters should include wire management. Several standard library furniture vendors are now offering customized stands for Express Checkout machines, which include wire management systems. Refer also to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: If an additional Express Checkout machine is needed at a future date, it is likely that the reduced queuing space needed for staff-assisted checkouts would allow for the addition of a third machine.

2.1 Express Checkout & Reserves, Upper Level (continued)

Provide one additional standard quad communications outlet (two voice and two data) co-located with associated power to accommodate the possible expansion of the Express Checkout area in the future.

Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

It is not feasible to install an under floor access system in the historic main reading room.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Current lighting in the main reading room is woefully inadequate as well as totally inappropriate for an historic Carnegie. Banks of gaudy fluorescent lighting have been attached to the once grand ceiling, where originally a series of pendant lighting fixtures hung suspended above library users. Granted, that pendant lighting would not meet today's lighting standards, either. It is a challenge to the architects and interior designers for this project to respond to the need for restored pendant lighting hanging from the original rosette locations in the ceiling, and the provision of uplighting, task lighting, or combinations of approaches to provide appropriate lighting levels for the various activities that will take place within the main reading room. Historic photographs exist of the original interior space of the reading room, including the pendant lighting fixtures. Architects must re-create these pendant fixtures.

Provide 20-30 foot-candles measured horizontally at the Express Checkout station work surface. Plan lighting carefully to avoid screen glare.

At the reserve shelves, provide 6 foot-candles minimum at a height of 12" and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the book stack face.

Plumbing: None

Security: The Express Checkout machines should be placed so that they give users some sense of privacy. The equipment should be within sight of staff to discourage vandalism.

Seating: None

Signage: For reasons of operational efficiency, the library will want to encourage public use of the Express Checkout machines, so signs that are part of a uniform, multi-lingual, flexible, easily updated signage system will be needed to help library users locate and use the equipment.

Signs will also be needed to help library users find/identify the reserve/hold shelves.

Overhead signs must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

2.1 Express Checkout & Reserves, Upper Level (continued)

All signage used in the main reading room of the Richmond Branch Library must be historically sensitive, yet ADA compliant. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide one standard quad communications outlet (two voice and two data) co-located with associated power for each Express Checkout machine. The machines will be networked with the library’s online circulation system.

Provide one additional standard quad communications outlets (two voice and two data) co-located with associated power to accommodate the possible expansion of the Express Checkout area in the future.

These outlets, to serve the Express Checkout equipment, can be wall-mounted at 6” above the work surface, wall-mounted at 15” above the finished floor, or in recessed floor boxes.

Wire management must be included in all furnishings to accommodate Express Checkout equipment.

Provide safety capped, grounded duplex electrical outlets to meet general power needs in this space.

It is not feasible to install an under floor access system in the historic main reading room.

Components:

Express Checkout & Reserves, Upper Level	Quantity	Item	SF/Item	Total SF	SF Needed
express self-checkout machines	2.0	machines	45.00	90	
shelving, 66" for self-serve reserves/holds	3.0	sections	9.40	28	
queuing space	6.0	people	6.00	36	
Total				154	154

2.2 Adult Service Center

619 sq. ft.

Functional Space Summary: The Adult Service Center will be the central hub of the upper floor of the Richmond Branch Library, and will be staffed at all times that the library is open.

Currently, staff functions are divided into several makeshift sections of the main reading room: An archaic circulation desk; a standard desk serving as a reference desk; a small staff work room that is totally overcrowded and inadequate (including the location of the one staff toilet in the library, directly adjacent to the Branch Manager's landscape workstation); and a section of the reading room crudely carved out for back-of-house duties and functions.

The new Adult Service Center will have a total of four staff positions that face out to the reading room, and one additional check-in station behind the shelving located adjacent to the materials return area.

Two circulation service staff stations will be at standing height and should each have a tall, adjustable stool on casters so that the staff member can stand or sit as she/he prefers. The single reference/information service station at the desk should be at sitting height, with an ergonomic task chair. Another service station at the desk will be at sitting height, meet ADA requirements, and will serve as an additional service point for either circulation or reference/information as the flow of library users will determine during the course of any given day. Equipment at each staff station will include an online workstation and a telephone handset. Each circulation staff station will also need a materials checkout and desensitizer unit and a receipt printer. The reference/information service station will require shelving for ready reference collections.

Shared staff space should include shelf storage for manuals and brochures, space for a shared printer, space for book truck parking, and space for a centrally located cash register.

Staff at the Adult Service Center will answer questions, help orient visitors to the library, accept payment of fines for lost and overdue materials, monitor the theft security gates, checkout materials for library users who do not wish to use the Express Checkout machines, explain library policies and procedures, and provide other assistance, as needed. Two Express Checkout machines will be located directly in front of the circulation counter section of the Adult Service Center and in plain view for visitors to checkout their own materials.

The Adult Service Center will be oriented parallel to the north wall of the reading room and will contain, in this order, from east to west:

- Reference/Information service point (sitting height)
- Public Copier (directly in front of the service counter)
- Dual purpose Circulation or Reference/Information service point (ADA, sitting height)
- Opening in desk for staff to move from behind the desk into the reading room
- Circulation service point (standing height)
- Express Checkout machine (directly in front of the service counter)
- Circulation service point (standing height)
- Express Checkout machine (directly in front of the service counter)
- Immediate Checkout Shelving and Return slots
- Opening in desk for staff to move from behind the desk into the reading room

Interior materials return drop slots located in the Adult Service Center desk, will deposit into bins behind the Center. Two return slots, one for adult books and materials, and the other for children's books and materials, are required.

2.2 Adult Service Center (continued)

The two, twenty-four hour exterior return slots—one for adult books and materials, and the other for children’s books and materials, located on the lower level, will deposit into depressible book return bins within a fire and vandal resistant enclosure, and then be brought to the upper level via elevator service or taken directly to the Children’s Service Center and Staff Workroom. Returns and sorting duties will take place in the staff workroom adjacent to the Service Center desk on either floor. A returns and sorting area of each work room will include one adjustable height returns workstation with computer, and desensitizer unit, space for book trucks, and a section of shelving to accommodate “snags” or damaged, problem items that have been returned. Several staff will share the returns workstations throughout the day, so it is important that they be height adjustable with a minimum of effort.

The Adult Service Center desk will be an active, sometimes noisy area of the branch. It will need to be planned with acoustical buffering and generous circulation space on both sides of the counter. Combined queuing space for the Adult Service Center desk and Express Checkout Machines should accommodate up to 9 people. Staff needs to be able to move quickly and easily between the service counter, and the theft security gates and collections, so the Adult Service Center desk should not be monolithic, but should have breaks in the structure to allow ease of movement between both sides.

The staff here must also have a clear line of sight into the lobby.

The Adult Service Center desk must be designed with ergonomic and disabled access principles in mind. The desk counter height should vary so that it can accommodate patrons or staff in a wheelchair, and to allow staff to assist library users who are filling out forms or handling lengthy transactions.

Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance on ergonomics and design of staff work areas.

Spatial Relationships and Visual Control: The Adult Service Center is the visual hub of the library and the first stop for visitors who want assistance. Staff at the desk will monitor all areas of the main reading room of the library, and will work between duties at the public Adult Service Center and back-of-house areas. They will need to have direct adjacency to the Express Checkout & Reserves, the Reference Collection, the Adult Computers, and the Staff Work Room.

In order to maintain visual control over general library areas and respond to service needs, staff here will need to have clear lines of sight to the Public Entrance and Lobby, New Books, Adult Circulating Books, Adult Magazines and Newspapers, Adult International Languages Collection and the Copy Center.

Adjacency:

- 2.1 Express Checkout
- 3.2 Adult Reference
- 3.3 Adult Computers
- 4.2 Staff Workroom

Sight Lines To:

- 1.1 Winter Garden/Public Entrance
- 3.1 New Books
- 3.4 Adult Circulating Books
- 3.5 Adult Magazines and Newspapers

2.2 Adult Service Center (continued)

3.7 Adult International Languages Collection

Proximate: None

Occupancy: 1-4 staff; 2-8 public

Access: A section of the Adult Service Center counter must be at a height to accommodate library users and/or library staff in a wheelchair. Counter height for this position should be between 28” and 34” above the finished floor, with knee-space on the staff side of the counter that is at least 19” deep. The desk must be designed with ergonomic and disabled access principles in mind. The Adult Service Center area will need generous circulation space on both the staff and public sides of the desk, with queuing space for up to nine people waiting for assistance.

Acoustics: Activity at the Adult Service Center will often be brisk and sometimes noisy, and will require acoustical buffering. Appropriate architectural strategies will need to be developed to acoustically buffer the Adult Service Center area from the adjacent spaces so that noise from this active space does not intrude unduly into other areas. The Adult Service Center will be located in the high ceiling area of the library, thus not permitting the use of ceiling soffits or other more standard approaches to sound control.

Collections: Staff ready reference materials will be housed here, as well as shelving for snags, damaged items, and circulation support items. It is recommended that the existing built-in wood bookcases in this area be restored and modified, including the addition of the capability to adjust the shelves for height as needed. This historic shelving would be used for the purposes described with the exception of the addition of one section of shelving that is 66” in height for the shelving of snags and damaged items. There is a small operable window embedded in the wall of wood shelving. This window must be fully restored, and free of internal visual obstruction. The original wood shelving is in disrepair, but generally must not be removed as this shelving is part of the historic fabric and ambiance of the building. It is understood that opening the wall below the large window on the north wall to create an entry into the new staff work area in the new north wing will require removal of some historic fabric from the building. Any wood shelving removed should be stored for potential refurbishing and reuse elsewhere in the main reading room. Consultation with an historic preservationist and library staff will be required prior to determining a final resolution.

Fenestration and Daylighting: Filtered natural daylighting is highly desirable here, but should come from windows that are adjacent to the area. Great care must be taken with orientation of staff computers in order to avoid screen glare here.

Finishes: Wall and floor finishes at the Adult Service Center should be durable, cleanable and renewable without undue expense. Use carpet in all but the most highly trafficked areas of the main reading room. The Adult Service Center surface must be scratch resistant and the Adult Service Center face must resist scuffing. The staff workstations at the Adult Service Center must be planned and designed to meet ergonomic standards so as to support staff health and well-being.

The design of the Adult Service Center should discourage library users from moving to the staff side of the desk, but it must not be monolithic, because it should feel highly approachable

2.2 Adult Service Center (continued)

for the public, and also because staff here will need to be able to move quickly and easily from behind the desk to respond to user's needs and to monitor the materials security system, so the desk design must include conveniently located openings.

Staff, especially circulation staff, are on their feet for long hours, so it is very important that the flooring on the staff side of the desk be highly resilient and/or cushioned. If cushioned, the flooring must remain even with surrounding flooring. Counter height for standing positions should be at approximately 36"-39". Counter height for sitting positions should be at approximately 29"-30". A position at Adult Service Center must meet ADA standards for staff members and library users with disabilities. Counter height for this position should be between 28" and 34" above the finished floor, with knee-space on the staff side of the counter that is at least 19" deep.

Design and equip the Adult Service Center as follows:

- Resilient flooring that allows a task chair/stool on casters to move easily;
- Counter tops that are deep enough to accommodate a computer terminal and keyboard and other equipment, but not so deep as to be ergonomically unsound due to the need to reach too far across the desk for materials (approximately 29"-30");
- Counter tops constructed of durable, scratch resistant, easily cleaned material that can be replaced at a future date at reasonable cost;
- Staff computer terminal placement so that it does not block interaction between library users and staff;
- Concealed wire management for all equipment and a shield at the back of each computer workstation to conceal wiring;
- Toe space at the base of the desk on the public side for comfort;
- Storage space, drawers, kneeholes, shelves, etc. on the staff side of the desk—design details to be decided in consultation with the library staff when the circulation desk is selected or designed; and
- ADA compliance.

Flexibility and Expandability: The Adult Service Center should be of a weight and quality that suggests permanence and importance, but it should not be installed as a permanently fixed, built-in unit that cannot be moved or modified in the future. Desk details such as drawers, shelves, etc. should be as modular as possible to allow for change.

It is not feasible to install an under floor access system in the historic main reading room.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Staff at the Adult Service Center are up and down, working quickly to serve library users throughout the day. Cooling and ventilation must be excellent in the area, providing plenty of fresh air.

Lighting, Artificial: Current lighting in the main reading room is woefully inadequate as well as totally inappropriate for an historic Carnegie. Banks of gaudy fluorescent lighting have been

2.2 Adult Service Center (continued)

attached to the once grand ceiling, where originally a series of pendant lighting fixtures hung suspended above library users. Granted, that pendant lighting would not meet today's lighting standards, either. It is a challenge to the architects and interior designers for this project to respond to the need for restored pendant lighting hanging from the original rosette locations in the ceiling, and the provision of uplighting, task lighting, or combinations of approaches to provide appropriate lighting levels for the various activities that will take place within the main reading room.

Historic photographs exist of the original interior space of the reading room, including the pendant lighting fixtures. Architects must re-create these pendant fixtures.

Provide 20-40 foot-candles measured horizontally at the work surface. Plan lighting carefully to avoid screen glare.

Plumbing: None

Security: It will be important to follow adjacency and sight line requirements to assure that staff at this desk have extensive visual control over library spaces. This visual control will increase security for both staff and library users.

A secure cash register will be located at the Adult Service Center. The library's materials theft security system portals will be located adjacent to the Adult Service Center and will be monitored by staff here. Include a panic alarm behind the Adult Service Center in case staff require emergency assistance from co-workers in the staff work room.

Seating: Two adjustable, staff task stools and three adjustable staff task chairs at desk.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, this major service point requires a prominent sign to identify it. The sign should have a width-to-height ratio between 3:5 and 1:1 for letters and numbers. Signs placed overhead must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high. Characters should contrast light-to-dark or dark-to-light with the sign background.

All signage used in the main reading room of the Richmond Branch Library must be historically sensitive, yet ADA compliant. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide one standard duplex communications outlet (one voice and one data) co-located with associated power every 4' along the work counter. Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for the printer and the cash register. Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each of the four computer workstations.

Provide telephone service outlets to accommodate one handset at the circulation zone of the Adult Service Center and one at the reference zone of the Adult Service Center.

2.2 Adult Service Center (continued)

Outlets can be wall-mounted at 6" above the work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes.

Provide a generous number of standard, grounded duplex electrical outlets to meet the considerable general power needs in this space.

Microphone input for the branch library's public address system will be located here.

As part of the building security system, include wiring for an emergency panic alarm at the Adult Service Center.

There is an abundance of electrical/data equipment at the Adult Service Center. Wire management must be included in all furnishings here to manage the numerous cables and cords safely and attractively.

It is not feasible to install an under floor access system in the historic main reading room.

Components:

Adult Service Center	Quantity	Item	SF/Item	Total SF	SF Needed
staff counter positions (2 circ., 1 ref., 1 dual use)	4.0	positions	76.00	304	
returns workstation, adjustable height	1.0	positions	45.00	45	
Shelving, 66" for return snags, damaged items, etc	1.0	sections	10.00	10	
shelving, 66" for immediate returns/just returned, shelves on public side should be slanted, periodical-style shelf with a lip on the bottom shelf	3.0	sections	10.00	30	
cash register	1.0	machines	12.00	12	
receipt printers	3.0	machines	2.50	7.5	
interior return slots, set horizontally, at Adult Service Center	2.0	slots	12.00	24	
networked printer	1.0	printer	12.00	12	
display of library handouts, blt. into desk	1.0	unit	8.00	8	
parking for staff book trucks	5.0	trucks	8.00	40	
ready reference support shelves	1.0	sections	10.00	10	
circulation support shelves	1.0	sections	10.00	10	
lateral file	1.0	file	12.00	12	
queuing space	11.0	people	6.00	66	
Bins, return	2	bins	12.00	24	
Waste receptacle	1		4.00	4	
Clock	1				
total				619	619

3.1 Adult New Books Browsing

73 sq. ft.

Functional Space Summary: This space needs to be visible from the entrance and visually appealing. This area is expected to be a major magnet and center of activity. Library users will stop by frequently to see which new books are available. The space needs to draw visitors in and allow them to wander comfortably among the shelf units to browse through display shelves of new and popular materials.

New circulating books and high interest materials from the collection will be displayed here, with some of the books displayed face-out. The branch library's Adult Audiovisual Media collection will be located adjacent to this area. Often, library users will visit the new books and audiovisual areas of the library exclusively, so they should be considered as complementary spaces and should have the ambience of a high profile merchandising space.

Spatial Relationships and Visual Control: Two of the most popular areas in the library are likely to be the Adult New Books Browsing area and Adult Audiovisual Media area. By placing these spaces adjacent to one another, and along the path of travel from the main entrance, the library will have an effective marketing tool that will draw visitors as soon as they enter the building.

If possible, the architect should locate this area proximate to the Express Checkout & Reserve area so that visitors can easily take items they find here to the machines for checkout.

This busy, and potentially noisy area should be located away from quieter areas of the library.

Adjacency:	3.6	Adult Audiovisual Media
Sight Lines To:	2.2	Adult Service Center Main Path of Travel
Proximate:	2.1	Express Checkout & Reserves
Occupancy:		public, 3 – 8 standing

Access: The 66" high shelves used here, and aisles that area at least 42" wide, will accommodate comfortable browsing access for library visitors of all abilities. The shelves for new books and the display space should be located prominently, within sight of the main entrance so that library users can find them easily.

Acoustics: Locate this busy space away from quieter areas of the library. People browsing new books are likely to have conversations with one another, so designers should use sound absorbing materials, and other architectural strategies to buffer this area from the adjacent spaces to prevent noise from intruding unduly into other areas.

Collections: New books and popular collections will be shelved here on 66" high shelf units with some titles displayed face-out. Aisles will be at least 42" to encourage browsing.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California.

3.1 Adult New Books Browsing (continued)

Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is desirable here, but direct sunlight on the collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Appropriate window shading/covering for the large historic arched windows will need the guidance of interior designers who are knowledgeable regarding historic restorations of public buildings.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. A significant amount of original wood and wood detailing is in the main reading room. The wood is shabby and worn and must be restored and finished appropriately to reflect the historic nature of the building. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Paint finishes and colors must be selected in consultation with an historic preservationist who can appropriately advise as to the correct colors, tones, and finishes.

This will be a high traffic area, so carpeting, which is the preferred floor finish, should be highly durable and able to stand up to repeated cleaning.

Shelving with an epoxy powder finish is preferred over enamel coatings.

All 66" shelf units should include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

It is not feasible to install an under floor access system in the historic main reading room.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Current lighting in the main reading room is woefully inadequate as well as totally inappropriate for an historic Carnegie. Banks of gaudy fluorescent lighting have been attached to the once grand ceiling, where originally a series of pendant lighting fixtures hung suspended above library users. Granted, that pendant lighting would not meet today's lighting standards, either. It is a challenge to the architects and interior designers for this project to respond to the need for restored pendant lighting hanging from the original rosette locations in the ceiling, and the provision of uplighting, task lighting, or combinations of approaches to provide appropriate lighting levels for the various activities that will take place within the main reading room.

3.1 Adult New Books Browsing (continued)

Historic photographs exist of the original interior space of the reading room, including the pendant lighting fixtures. Architects must re-create these pendant fixtures.

Ensure that the materials displayed in this space are well-lighted, enhancing the retail merchandising quality of the space.

Provide 6 foot-candles minimum at a height of 12”, and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the book stack face.

Plumbing: None

Security: Standard

Seating: None

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signs will be needed to help library users find/identify the new book shelves. Overhead signs must be placed a minimum of 89” above the floor and must have letters and numbers at least 3” high.

All signage used in the main reading room of the Richmond Branch Library must be historically sensitive, yet ADA compliant. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.

Outlets can be wall-mounted 15” above the finished floor, or in recessed floor boxes.

It is not feasible to install an under floor access system in the historic main reading room.

Components:

Adult New/McNaughton Books Browsing	Quantity	Item	SF/Item	Total SF	SF Needed
shelving, 66"	7.7	sections	9.40	73	
Total				73	73

3.2 Adult Reference Collection

179 sq. ft.

Functional Space Summary: This space contains the adult reference book collections on 84” high shelving with a roll-out middle shelf to facilitate the use of often weighty reference books. The shelving needs to be arranged for convenient access from the Adult Service Center so that staff can quickly and easily help library users with their research. Two vertical files are included as part of the reference collections.

Spatial Relationships and Visual Control: Staff at the Adult Service Center will frequently move in and out of the reference collections, responding to user’s questions and providing proactive reference service by asking people who are browsing the reference collection if they are finding what they need. Therefore, it will be important for the reference collection and the Adult Service Center to be adjacent to one another.

Because reference materials do not circulate, users frequently make photocopies from them, so there should be a sight line from the reference collections to the copy center.

Information found in reference materials is frequently related to other sources, especially in nonfiction books and electronic information. Therefore, as design allows, create a proximate relationship between the Reference Collection area and the Adult Circulating Books and the Computers for Adults area.

Adjacency: 2.2 Adult Service Center

Sight Lines To: 3.4 Adult Circulating Books
3.10 Copy Center

Proximate: 3.3 Computers for Adults

Occupancy: public, 2-6 standing

Access: Reference collections will be shelved on 84” high shelf units with a rollout center shelf to facilitate the use of potentially heavy reference materials. Aisles will be 42” wide to accommodate access by library visitors of all abilities.

Acoustics: The reference area is a focused research space that should be conducive to concentration. However it is also an area where quiet conversations between the staff and users take place as part of the research process. Therefore designers should use sound absorbing materials and strategies in the reference collection area. The Reference Collection area will be located in the high ceiling area of the library, thus not permitting the use of ceiling soffits or other more standard approaches to sound control.

Collections: Reference materials will be shelved here on 84” high shelf units. Shelves will be 12” deep to accommodate the larger size of many reference resources, and they will be slotted to accept optional steel dividers to help keep often unwieldy collections from falling over when books are lifted from the shelf. Aisles will be 42” wide.

Shelving will be steel book stack adjustable shelving, each shelf 36” in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with

minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Appropriate window shading/covering for the large historic arched windows will need the guidance of interior designers who are knowledgeable regarding historic restorations of public buildings.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. A significant amount of original wood and wood detailing is in the main reading room. The wood is shabby and worn and must be restored and finished appropriately to reflect the historic nature of the building. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Paint finishes and colors must be selected in consultation with an historic preservationist who can appropriately advise as to the correct colors, tones, and finishes.

Carpet, for comfort and sound control, is the preferred floor finish.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

It is not feasible to install an under floor access system in the historic main reading room.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Current lighting in the main reading room is woefully inadequate as well as totally inappropriate for an historic Carnegie. Banks of gaudy fluorescent lighting have been attached to the once grand ceiling, where originally a series of pendant lighting fixtures hung suspended above library users. Granted, that pendant lighting would not meet today's lighting standards, either. It is a challenge to the architects and interior designers for this project to respond to the need for restored pendant lighting hanging from the original rosette locations in the ceiling, and the provision of uplighting, task lighting, or combinations of approaches to provide appropriate lighting levels for the various activities that will take place within the main reading room.

Historic photographs exist of the original interior space of the reading room, including the pendant lighting fixtures. Architects must re-create these pendant fixtures.

For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

3.2 Adult Reference Collection (continued)

Plumbing: None

Security: Standard

Seating: None

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, include end panel signs on these stacks to identify range contents.

All signage used in the main reading room of the Richmond Branch Library must be historically sensitive, yet ADA compliant. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.

Outlets can be wall-mounted 15” above the finished floor, or in recessed floor boxes.

It is not feasible to install an under floor access system in the historic main reading room.

Components:

Adult Reference Collection	Quantity	Item	SF/Item	Total SF	SF Needed
shelving, 84"w/12" shelf w/center rollout shelf for adult ref bks	14.4	sections	10.30	149	
vertical (pamphlet) file	2.0	files	15.00	30	
Total				179	179

3.3 Computers for Adults

472 sq. ft.

Functional Space Summary: This area will contain twelve public access sit-down computer workstations, offering access to library collections, the Internet and subscription library databases. The computer units should be grouped together for visibility by the public and staff, and should be placed in proximity to the Adult Service Center to allow staff to easily help users at the computers. One networked printer and one networked scanner are also accommodated within the space.

This computing area of the branch library will generate a significant amount of heat, so it must be in an area with open air circulation that is away from direct sunlight. The click of computer keys and people working together or with library staff at computer stations can be somewhat noisy, so it will be important to provide some acoustical buffering for the area. Orientation and lighting should be carefully planned to avoid screen glare.

When selecting furnishings for the computer workstations, care should be given to select units with flexible, and secure wire management systems that are easily accessed by the library staff. Each furniture unit should have sufficient work surface for a computer mouse, books, papers and writing space, and should allow each user some degree of privacy.

Some of the public computers should include hardware/software to accommodate users who speak/write in languages other than English and who use a variety of alphabets/characters.

At least one of these public computer stations must be equipped to accommodate users with disabilities—wheelchair access, computer voice assistance technology, specialized keyboards, etc.

One of the public computer workstations must be equipped to accommodate users with disabilities—refer to this document’s section *II General Requirements of the Library Building, Power and Data Communication Requirements, Computer Workstations for the Public*, for additional information on equal access guidelines for computer workstations.

Spatial Relationships and Visual Control: Staff at the Adult Service Center will constantly move through the Computers for Adults area, responding to user’s questions and providing both technical assistance and information literacy support for electronic research. Therefore, it will be important for the Computers for Adults and the Adult Service Center to be adjacent to one another.

Electronic information is frequently related to other sources, especially in nonfiction books and in reference materials. Therefore, as design allows, create a proximate relationship between the Computers for Adults area and the Adult Circulating Books area, and the Reference Collection.

Adjacency: 2.2 Adult Service Center

Sight Lines To: Main Path of Travel

Proximate: 3.2 Reference Collections
3.4 Adult Circulating Books

Occupancy: public, 4-12 seated at the twelve sit-down workstations, and/or 1-5 standing

3.3 Computers for Adults (continued)

Access: Workstations must be sized to provide a work surface sufficient for the simultaneous use of books, papers and computing equipment, sometimes to include peripheral devices.

These public computers should include the availability of specialized keyboards or international keyboards, and software to accommodate users who speak/write in languages other than English.

At least one public computer station here must be equipped to accommodate users with a variety of disabilities, including wheelchair access, computer voice assistance technology, etc. Planners should consult the *Telecommunications Act Accessibility Guidelines* and local code requirements for computer workstation specifics. For a list of equal access guidelines for computer workstations, refer to this document's section *II General Requirements of the Library Building, Power and Data Communication Requirements, Computer Workstations for the Public*.

Acoustics: The clicking of computer keys and conversations between people working together or with library staff at computer stations can be somewhat distracting. Therefore designers should use sound absorbing materials and strategies in the Computers for Adults area. The Computers for Adults area will be located in the high ceiling area of the library, thus not permitting the use of ceiling soffits or other more standard approaches to sound control.

Collections: None

Fenestration and Daylighting: Filtered natural lighting is desirable here, but great care must be taken with orientation in order to avoid screen glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. A significant amount of original wood and wood detailing is in the main reading room. The wood is shabby and worn and must be restored and finished appropriately to reflect the historic nature of the building. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Paint finishes and colors must be selected in consultation with an historic preservationist who can appropriately advise as to the correct colors, tones, and finishes.

Carpeting is the preferred floor finish here for comfort and sound control. Task chairs will be repeatedly rolled/scooted across the floor in front of the sit-down computer stations, so the carpet must hold up to heavy wear and have a low loop that does not catch in casters.

Finishes on computer workstation furniture must be highly durable, vandal resistant and easily cleaned, as the computer stations will be used constantly. Task chairs should be adjustable for individual differences. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning. Furnishing styles and colors should be in keeping with the interior design package for the library. Wire management will be required at each workstation to manage wires/cablings safely and attractively.

Flexibility and Expandability: The library should be designed with a technology infrastructure that can support approximately twice the number of public computer stations that are called for in this building program—so up to 42 public workstations for both floors, combined. Although the computers in this area will have hard-wired connections, the building should include wireless service for future flexibility and to support the use of hand-held computing devices. Computer

3.3 Computers for Adults (continued)

workstations should be modular rather than permanently fixed in place, and task chairs should be height adjustable. Do not use ganged furnishings, as these limit future layout adjustments.

It is not feasible to install an under floor access system in the historic main reading room.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

The concentration of computing equipment and high levels of occupancy in this space will likely raise the temperature and humidity here. The HVAC system must be able to respond, so that the area is comfortable for users and supportive of equipment operating requirements.

Lighting, Artificial: Current lighting in the main reading room is woefully inadequate as well as totally inappropriate for an historic Carnegie. Banks of gaudy fluorescent lighting have been attached to the once grand ceiling, where originally a series of pendant lighting fixtures hung suspended above library users. Granted, that pendant lighting would not meet today's lighting standards, either. It is a challenge to the architects and interior designers for this project to respond to the need for restored pendant lighting hanging from the original rosette locations in the ceiling, and the provision of uplighting, task lighting, or combinations of approaches to provide appropriate lighting levels for the various activities that will take place within the main reading room.

Historic photographs exist of the original interior space of the reading room, including the pendant lighting fixtures. Architects must re-create these pendant fixtures.

Provide 20-30 foot-candles. Great care should be taken with lighting to eliminate or reduce screen glare.

Plumbing: None

Security: Staff must be able to monitor activity here, so, while each person at a computer station should have a minimal level of privacy, staff also need to have excellent visual control of the area to help reduce inappropriate behavior.

Equipment and service cables here will need to be secured against vandalism and theft.

Seating: One, adjustable task chair will be required at each of the 12 sit-down computer workstations. Chairs will need to be highly durable, adjustable, and easily cleaned.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signs will be needed to help library users locate these public access computers. If overhead signs are used, they must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

All signage used in the main reading room of the Richmond Branch Library must be historically sensitive, yet ADA compliant. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

3.3 Computers for Adults (continued)

Technology/Power/Audiovisual: Provide one standard quad communications outlet (two voice & two data) co-located with associated power at each computer workstation.

All computer workstations must be networked to have access to the printer and scanner located in this area.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for each printer and the scanner located here.

Provide standard, grounded duplex electrical outlets to meet general power needs in this space.

Outlets can be wall-mounted at 6” above the work surface, wall-mounted 15” above the finished floor, or in recessed floor boxes.

Provide wire management for all computer workstation furnishings to manage wires/cables safely and attractively.

Wireless service is required in the building to provide flexibility for use of hand-held computing devices.

It is not feasible to install an under floor access system in the historic main reading room.

Components:

Computers for Adults	Quantity	Item	SF/Item	Total SF	SF Needed
computers, sit-down workstns w/1 seat	11.0	wkstns	35.00	385	
Computer, ADA, adjustable table	1.0	Table	35.00	35	
networked printers atop supply cabinets	1.0	prtr	12.00	12	
Print release station	1.0	Station	24.00	24	
networked scanner atop supply cabinet	1.0	scanner	12.00	12	
Clock	1.0		0	0	
Waste receptacle	1.0		4.0	4	
Total				472	472

3.4 Adult Circulating Books

1,675 sq. ft.

Functional Space Summary: Adult English language nonfiction, fiction, genre, large print, and paperback books will be shelved here, on 84” high shelving. Mass-market paperbacks will be shelved on spinners inset into standard shelf units. Display shelving and slatwall stack ends will be used here to allow for display and highlighting of the collection and to maximize the space’s marketing appeal.

The various collections housed here need to be clearly defined and differentiated through the shelving arrangement, furniture layout and signage.

Seating in this area will be at four-place tables.

Spatial Relationships and Visual Control: The Adult Circulating Books collection will provide a core service, so it should be located prominently in the branch library. While this large area of book stacks should be highly visible, it should not be the first place that library visitors arrive. Instead, library users should be drawn into the heart of the library to browse the wealth of knowledge, information and entertainment that these collections provide.

Staff at the Adult Service Center will frequently assist users here, helping them locate the books they need for information, schoolwork and entertainment, so these collections should have a clear visual connection with the Adult Service Center. Because visitors will use the resources in more than one collection, these collections will also need to have a visual connection to the Adult International Languages Collections.

To facilitate visual control, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily.

Information found in these collections is frequently related to other sources, especially reference books and electronic information. Therefore, as design allows, create a proximate relationship between the Adult Circulating Books and the Reference Collection, and the Computers for Adults.

There should be a proximate relationship between the Adult Circulating Books collections and Study Rooms A and B, to facilitate the ease and flow of use between resources and the study rooms.

Adjacencies: None

Sight Lines To: 2.2 Adult Service Center
3.7 Adult International Languages Collection

Proximate: 3.2 Adult Reference Collection
3.8 Study Room A
3.9 Study Room B

Occupancy: public 8-28, 2-20 seated at tables, 4-8 standing in stacks

Access: Materials here will be shelved on 84” high shelf units. Aisles will be between 36” and 42” wide to accommodate access by library visitors of all abilities.

3.4 Adult Circulating Books (continued)

One of the five, 4-place tables here must be ADA compliant, to accommodate users in wheelchairs.

Acoustics: The Adult Circulating Books should not pose unusual noise or sound control issues. Users here will not usually generate high noise levels, and browsing of the collections does not require an unusual level of concentration and quiet. If floors are carpeted, and building program adjacencies are followed, acoustics should be satisfactory.

Collections: The Adult Circulating Books area will include:

- General nonfiction for teens and adults, shelved in 84” high units with 8” or 10” shelves;
- Fiction and genre books, shelved in 84” high units with 8” or 10” shelves; and
- Paperback books shelved in 84” high units with spinners inset into the shelf units.

All collection aisles in the Adult Circulating Books will be between 36” and 42” wide to accommodate access by library visitors of all abilities. To facilitate visual control, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

Slat-wall stack ends will be used here to allow for display and highlighting of the collections and to maximize the space’s marketing appeal.

Shelving will be steel book stack adjustable shelving, each shelf 36” in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections or seating should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Appropriate window shading/covering for the large historic arched windows will need the guidance of interior designers who are knowledgeable regarding historic restorations of public buildings.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. A significant amount of original wood and wood detailing is in the main reading room. The wood is shabby and worn and must be restored and finished appropriately to reflect the historic nature of the building. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Paint finishes and colors must be selected in consultation with an historic preservationist who can appropriately advise as to the correct colors, tones, and finishes.

Carpet, for comfort and sound control, is the preferred floor finish.

Finishes on the 4-place tables and the chairs here should be durable and vandal resistant. The tabletops should be replaceable or able to be refinished. If upholstery is used on the chairs, it

3.4 Adult Circulating Books (continued)

must be easily cleaned and able to stand up to repeated cleaning. Furnishing styles and colors should be in keeping with the interior design package for the library. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* document for guidance with evaluation for reuse or historically accurate replacement of tables and chairs. Wire management must be included at the tables to manage cables and cords safely and attractively.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Wireless service and/or hardwiring should be available at the user tables in this area to allow for use of laptop computers and other hand-held computing devices.

It is not feasible to install an under floor access system in the historic main reading room.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Current lighting in the main reading room is woefully inadequate as well as totally inappropriate for an historic Carnegie. Banks of gaudy fluorescent lighting have been attached to the once grand ceiling, where originally a series of pendant lighting fixtures hung suspended above library users. Granted, that pendant lighting would not meet today's lighting standards, either. It is a challenge to the architects and interior designers for this project to respond to the need for restored pendant lighting hanging from the original rosette locations in the ceiling, and the provision of uplighting, task lighting, or combinations of approaches to provide appropriate lighting levels for the various activities that will take place within the main reading room.

Historic photographs exist of the original interior space of the reading room, including the pendant lighting fixtures. Architects must re-create these pendant fixtures.

For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

At the reader tables located here, provide 30-40 foot-candles. If ambient lighting cannot provide this level of illumination, task lighting can be used to augment reader needs. If task lights are employed, special care must be given to wire management and to lamps and shades so that they cannot be easily removed by visitors. All lights in the library, including task lighting, should be controlled from a central light panel.

Plumbing: None

Security: To facilitate visual control and safety, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily.

3.4 Adult Circulating Books (continued)

If task lighting is employed, special care must be given to selecting lamps and shades that cannot be easily removed by visitors.

Seating: Twenty reader seats will be required at 5 tables. One table must be ADA compliant.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, include end panel signs on all stacks to identify range contents.

All signage used in the main reading room of the Richmond Branch Library must be historically sensitive, yet ADA compliant. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide wireless service and/or hardwiring at the user tables in this area to allow for use of laptop computers and other hand-held computing devices. For hardwiring purposes this will require one single data drop (jack) per reader seat, with associated power of one duplex power receptacle for every data drop provided. Outlets here can be wall-mounted 6" above the tables, wall-mounted 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). Data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Wire management must be included in the furniture to manage cables and cords safely and attractively.

Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space. These outlets can be wall-mounted 15" above the finished floor.

It is not feasible to install an under floor access system in the historic main reading room.

Components:

Adult Circulating Books	Quantity	Item	SF/Item	Total SF	SF Needed
seating @ 4-pl tables	20.0	seats	25.00	500	
shelving, 84" sh for fiction & genre	37.5	sections	9.40	353	
shelving, 84" spinners inset in shelf unit for pbks	6.3	sections	9.40	59	
shelving, 84" sh for nonfiction	81.3	sections	9.40	764	
Kick-step stools	4	Stool	0	0	
Total				1,675	1,675

3.5 Adult Magazines & Newspapers

396 sq. ft.

Functional Space Summary: This area is meant to be a relaxing, comfortable, somewhat quiet place in which issues of the branch library's magazines and newspapers for adults will be displayed for browsing. Limited back issues of magazines and newspapers will be held by the branch library, and will be housed on flat shelves under the current issues.

Both English and non-English language periodicals will be included in this space.

The ambience of this area will be key to its success. Acoustics, lighting, interior design and furnishings will need to define the area as a peaceful place for relaxed reading and contemplation. Both table and lounge chair seating will be available here. The space should be visible from the main path of travel through the building, but it should be set off a bit, and should include pleasant views to the outside.

Spatial Relationships and Visual Control: Because this area will have such wide appeal to adults, it should be visible from the main paths of travel through the library, but it should be set off a bit to emphasize the separate focus of the area.

The ambience of the Magazines and Newspaper area will allow library users themselves to help keep this area secure and comfortable, but to facilitate visual control, staff at the Adult Service Center will need to have a proximate visual connection with the space.

If possible, the Magazines and Newspaper area should have pleasant views to the exterior of the library.

Adjacencies: None

Sight Lines To: Main Path of Travel

Proximate: 2.2 Adult Service Center
View to Outside

Occupancy: public, 2 –8 seated at lounge chairs or at one 4-place table

Access: To facilitate access, periodicals here will be shelved on ADA compliant 66" high shelves, as required for current periodicals. Aisles will be at least 42" wide to accommodate access by library visitors of all abilities.

The 4-place table located in this area must be ADA compliant, to accommodate users in wheelchairs.

Acoustics: This area, which is meant for quiet study and reading, needs to be acoustically protected from the general public space and set back a bit. Use sound-absorbing materials and architectural strategies to help deaden sound here. The Computers for Adults area will be located in the high ceiling area of the library, thus not permitting the use of ceiling soffits or other more standard approaches to sound control.

3.5 Adult Magazines & Newspapers (continued)

Collections: The adult periodical collections housed here will include:

- English language magazine current issues, shelved in 84” high shelf units on slanted display shelves that are hinged to lift up, exposing a flat shelf below;
- International language magazine current issues, shelved in 84” high shelf units on slanted display shelves that are hinged to lift up, exposing a flat shelf below;
- Limited English and International language back issues of magazines, shelved on the flat shelf below hinged shelves;
- English language newspaper current issues, shelved in 84” high shelf units on slanted shelves that include plexi insets for display; and
- International language newspaper current issues, shelved in 84” high shelf units on slanted shelves that include plexi insets for display

All collection aisles in the periodicals will be at least 42” wide to accommodate access by library visitors of all abilities.

There is a small, operable window embedded in the wall of wood shelving. This window must be fully restored, and free of internal visual obstruction.

Shelving will be steel book stack adjustable shelving, each shelf 36” in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is required here, but direct east or west sunlight on the seating and/or collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Appropriate window shading/covering for the large historic arched windows will need the guidance of interior designers who are knowledgeable regarding historic restorations of public buildings.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. A significant amount of original wood and wood detailing is in the main reading room. The wood is shabby and worn and must be restored and finished appropriately to reflect the historic nature of the building. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Paint finishes and colors must be selected in consultation with an historic preservationist who can appropriately advise as to the correct colors, tones, and finishes.

Carpet, for comfort and sound control, is the preferred floor finish.

Finishes on the 4-place table and chairs should be durable and vandal resistant. The tabletop should be replaceable or able to be refinished. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning.

3.5 Adult Magazines & Newspapers (continued)

Lounge seats here must provide excellent comfort. Upholstery on the lounge chairs must be extremely durable, and impervious to stains and odors. It must resist dirt/grime, be easily cleaned and able to stand up to repeated cleaning.

Furnishing styles and colors should be in keeping with the interior design package for the library. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* document for guidance with evaluation for reuse or historically accurate replacement of tables and chairs. Wire management must be included at the tables to manage cables and cords safely and attractively.

Wire management must be included at the table to manage cables and cords safely and attractively.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Wireless service and/or hardwiring should be available at the user table in this area to allow for use of laptop computers and other hand-held computing devices.

It is not feasible to install an under floor access system in the historic main reading room.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Current lighting in the main reading room is woefully inadequate as well as totally inappropriate for an historic Carnegie. Banks of gaudy fluorescent lighting have been attached to the once grand ceiling, where originally a series of pendant lighting fixtures hung suspended above library users. Granted, that pendant lighting would not meet today's lighting standards, either. It is a challenge to the architects and interior designers for this project to respond to the need for restored pendant lighting hanging from the original rosette locations in the ceiling, and the provision of uplighting, task lighting, or combinations of approaches to provide appropriate lighting levels for the various activities that will take place within the main reading room.

Historic photographs exist of the original interior space of the reading room, including the pendant lighting fixtures. Architects must re-create these pendant fixtures.

For periodical stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

At the reader table located here, provide 30-40 foot-candles. If ambient lighting cannot provide this level of illumination, task lighting can be used to augment reader needs. If task lights are

3.5 Adult Magazines & Newspapers (continued)

employed, special care must be given to wire management and to lamps and shades so that they cannot be easily removed by visitors. All lights in the library, including task lighting, should be controlled from a central light panel.

Plumbing: None

Security: Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

If task lighting is employed, special care must be given to selecting lamps and shades that cannot be easily removed by visitors.

Seating: Public, 8 seats—4 at 1 reader table and 4 in lounge chairs. The table must be ADA compliant.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signage here should indicate that this is a quiet reading and study space. At the discretion of the library staff and planners, a sign identifying the periodical area may be required.

All signage used in the main reading room of the Richmond Branch Library must be historically sensitive, yet ADA compliant. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide wireless service and/or hardwiring at the user table in this area to allow for use of laptop computers and other hand-held computing devices. For hardwiring purposes this will require one single data drop (jack) per reader seat, with associated power of one duplex power receptacle for every data drop provided. Outlets here can be wall-mounted 6” above the work surfaces, wall-mounted 15” above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). Data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Wire management must be included in the furniture to manage cables and cords safely and attractively.

Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space. Outlets can be wall-mounted 15” above the finished floor.

It is not feasible to install an under floor access system in the historic main reading room.

3.5 Adult Magazines & Newspapers (continued)

Components:

Adult Magazines & Newspapers	Quantity	Item	SF/Item	Total SF	SF Needed
seating, 4-place tables	4.0	seats	25.00	100	
seating, lounge chairs w/ tablet arms	4.0	seats	35.00	140	
shelving, 84" slanted for Engl.mag display	4.0	sections	9.40	38	
shelving, 84" for Engl. Mag backfiles	9.2	sections	9.40	86	
shelving, 84" for Engl. newspaper display & bkfiles, shelf w/ plexi inserts	0.4	sections	9.40	4	
shelving, 84" slanted for Intl. Lang mag display	0.8	sections	9.40	8	
shelving, 84", for Intl. lang backfiles	1.7	sections	9.40	16	
shelving, 84" for Intl. lang. nspr display & bkfiles, shelf w/ plexi inserts	0.5	sections	9.40	5	
Total				396	396

3.6 Adult Audiovisual Media

165 sq. ft.

Functional Space Summary: This is likely to be a busy area of the branch and should be highly visible and easy to find. It will contain audiovisual media for adults, both in English and other languages—music on compact discs, books on tape and CD, videos and DVDs and future formats not currently in the collections.

This area needs to be located away from quieter study or reading areas.

Audio and video material in several formats circulates well in the current facility. The audiovisual media collection will be somewhat larger in the restored, renovated and expanded branch library, and it is expected that this area will be visited frequently. This area will contain music on compact discs, books on tape and CD, videos and DVDs, and computer software, and have the potential to accept new formats as they are developed in the future.

The various collections housed here need to be clearly defined and differentiated through the shelving arrangement and signage.

This space and the Adult New Books Browsing area will form two of the most heavily used areas of the building, and should be placed well away from quiet reading areas.

Spatial Relationships and Visual Control: Two of the most popular areas in the library are likely to be the Adult Audiovisual Media area, and Adult New Books Browsing area. By placing these spaces adjacent to one another, and along the path of travel from the main entrance, the library will have an effective marketing tool that will draw visitors as soon as they enter the building.

Once visitors find what they need here, they will find it convenient to proceed to the Express Checkout area which should have a proximate relationship with the Adult Audiovisual Media area.

This busy, and potentially noisy area should be located away from quieter areas of the library.

Adjacency: 3.1 Adult New Books and Browsing

Sight lines To: Main Path of Travel

Proximate: 2.1 Express Checkout & Reserves

Occupancy: 4–10

Access: To facilitate browsing of the audiovisual collections, some of the materials will be shelved on moderately low height 66" shelves here, which will include both standard shelves and A-V browsing bins. Some materials, such as videos, DVDs, and audio books will be shelved on 84" shelves. Aisles, to be at least 42" wide, will accommodate access by library visitors of all abilities.

Acoustics: Locate this busy space away from quieter areas of the library. Designers should use sound absorbing materials, and other architectural strategies to buffer this area from the adjacent spaces to prevent noise from intruding unduly into other areas. The Adult Audiovisual Media area

3.6 Adult Audiovisual Media (continued)

may be located in the high ceiling area of the library, thus not permitting the use of ceiling soffits or other more standard approaches to sound control.

Collections: Audiovisual resources will be shelved here on 66" and 84" high shelf units. The shelf uprights will accommodate standard shelves for videos, audiobooks, CD-ROMs, computer software and language learning materials, and also A-V browsing bins for CDs, and DVDs. Aisles will be at least 42" wide.

Shelving will be steel book stack adjustable shelving/browser bins, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is desirable here, but direct sunlight on the collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Appropriate window shading/covering for the large historic arched windows will need the guidance of interior designers who are knowledgeable regarding historic restorations of public buildings.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. A significant amount of original wood and wood detailing is in the main reading room. The wood is shabby and worn and must be restored and finished appropriately to reflect the historic nature of the building. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Paint finishes and colors must be selected in consultation with an historic preservationist who can appropriately advise as to the correct colors, tones, and finishes.

Carpeting is the preferred floor finish, and it must be highly durable and able to be frequently cleaned in order to stand up to the level of traffic expected in this busy area.

Shelving with an epoxy powder finish is preferred over enamel coatings.

All 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Shelving choices continue to evolve, and by using steel upright, standardized shelving units, different types of audiovisual shelving styles can be hooked into the basic uprights as needed/desired.

It is not feasible to install an under floor access system in the historic main reading room.

3.6 Adult Audiovisual Media (continued)

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Current lighting in the main reading room is woefully inadequate as well as totally inappropriate for an historic Carnegie. Banks of gaudy fluorescent lighting have been attached to the once grand ceiling, where originally a series of pendant lighting fixtures hung suspended above library users. Granted, that pendant lighting would not meet today's lighting standards, either. It is a challenge to the architects and interior designers for this project to respond to the need for restored pendant lighting hanging from the original rosette locations in the ceiling, and the provision of uplighting, task lighting, or combinations of approaches to provide appropriate lighting levels for the various activities that will take place within the main reading room.

Historic photographs exist of the original interior space of the reading room, including the pendant lighting fixtures. Architects must re-create these pendant fixtures.

Ensure that the materials displayed in this space are well-lighted, enhancing the retail merchandising quality of the space. Provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

Plumbing: None

Security: Standard

Seating: None

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signage will be needed to help library users find/identify the audiovisual shelves. If an overhead sign is used, it must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

Signs will be needed on the shelf units and/or end panels to identify what is housed there and to differentiate between formats in the audiovisual collections.

All signage used in the main reading room of the Richmond Branch Library must be historically sensitive, yet ADA compliant. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.

Outlets can be wall-mounted 15" above the finished floor, or in recessed floor boxes.

It is not feasible to install an under floor access system in the historic main reading room.

3.6 Adult Audiovisual Media (continued)

Components:

Adult Audiovisual Media	Quantity	Item	SF/Item	Total SF	SF Needed
shelving, 84", for Engl. Lang. videos	2.1	sections	9.40	20	
shelving, 84", for Engl. Lang.DVDs	1.0	sections	9.40	9	
shelving, 66" browse bins for Engl. Lang.music CDs	1.6	sections	9.40	15	
shelving, 66" browse bins for Engl. lang.cassettes	2.5	sections	9.40	24	
shelving, 84", for Engl. Lang.audio books	4.3	sections	9.40	41	
shelving, 84", for Engl. Lang. New format	0.4	sections	9.40	4	
shelving, 84", for Intl. Lang. videos	1.0	sections	9.40	9	
shelving, 84", for Intl. Lang.DVDs	0.7	sections	9.40	7	
shelving, 66" browse bins for Intl. Lang.music CDs	1.1	sections	9.40	10	
shelving, 66" browse bins for Intl. Lang.cassettes	1.5	sections	9.40	14	
shelving, 84", for Intl. Lang.audio books	0.9	sections	9.40	9	
shelving, 84", for Intl. Lang. New format	0.4	sections	9.40	4	
Total				165	165

3.7 Adult International Languages Collection

731 sq.ft.

Functional Space Summary: The community served by this branch reads not only in English, but in other languages as well—primarily Chinese and Russian. Consequently, the international languages collection of the branch is cherished and heavily used.

Audiovisual and periodical collections in this small branch library co-shelve materials in English and other languages. This collection area houses books in languages other than English. The area should be close enough to the other adult circulating collections to allow users to move easily between the English and non-English collections.

Spatial Relationships and Visual Control: The Adult International Languages Collection will be a popular and heavily used area of the new library, so it should be located prominently.

Many adults in the Richmond neighborhood read in more than one language, and so they are likely to use both the English and non-English collections of the branch library. A clear line of sight should connect this area and the large Adult Circulating Books section.

To facilitate visual control, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily, and there should be a line of sight to the Adult Service Center.

Adjacencies: None

Sight Lines To: 2.2 Adult Service Center
3.4 Adult Circulating Books

Proximate: None

Occupancy: Public, 2-10 standing

Access: Collections here will be shelved on 84” high shelf units. Aisles will be between 36” and 42” wide to accommodate access by library visitors of all abilities.

Acoustics: The Adult International Languages Collection should not pose unusual noise or sound control issues. Users here will not usually generate high noise levels, and browsing of the collections does not require an unusual level of concentration and quiet. If floors are carpeted, and building program adjacencies are followed, acoustics should be satisfactory.

Collections: Collections here will include books in non-English languages, primarily Chinese, though the makeup of the collections may shift over the years in response to changing demographics. The collections will serve the needs of adults and will be housed in 84” units with 8” or 10” shelves.

All collection aisles in the Adult International Languages Collections will be between 36” and 42” wide to accommodate access by library visitors of all abilities. To facilitate visual control, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

Slat-wall stack ends will be used here to allow for display and highlighting of the collections and to maximize the space’s marketing appeal.

3.7 Adult International Languages Collection (continued)

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

The Adult International Languages Collection will flow from the historic building into the new south wing. The original wood shelving is in disrepair, but generally must not be removed as this shelving is part of the historic fabric and ambiance of the building. It is understood that opening the wall below the large window on the south wall to create an entry into the new south wing will require removal of some historic fabric from the building. Any wood shelving removed should be stored for potential refurbishing and reuse elsewhere in the main reading room. Consultation with an historic preservationist and library staff will be required prior to determining a final resolution.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Appropriate window shading/covering for the large historic arched windows will need the guidance of interior designers who are knowledgeable regarding historic restorations of public buildings.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. A significant amount of original wood and wood detailing is in the main reading room. The wood is shabby and worn and must be restored and finished appropriately to reflect the historic nature of the building. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Paint finishes and colors must be selected in consultation with an historic preservationist who can appropriately advise as to the correct colors, tones, and finishes.

Carpet, for comfort and sound control, is the preferred floor finish.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

It is not feasible to install an under floor access system in the historic main reading room.

Lighting, Artificial: Current lighting in the main reading room is woefully inadequate as well as totally inappropriate for an historic Carnegie. Banks of gaudy fluorescent lighting have been attached to the once grand ceiling, where originally a series of pendant lighting fixtures hung

3.7 Adult International Languages Collection (continued)

suspended above library users. Granted, that pendant lighting would not meet today’s lighting standards, either. It is a challenge to the architects and interior designers for this project to respond to the need for restored pendant lighting hanging from the original rosette locations in the ceiling, and the provision of uplighting, task lighting, or combinations of approaches to provide appropriate lighting levels for the various activities that will take place within the main reading room.

Historic photographs exist of the original interior space of the reading room, including the pendant lighting fixtures. Architects must re-create these pendant fixtures.

For collection stacks, provide 6 foot-candles minimum at a height of 12”, and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

Plumbing: None

Security: To facilitate visual control and safety, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily.

Seating: None

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, include end panel signs on all stacks to identify range contents. End panel signs should be in both English and the language of the materials housed there. An overhead sign may be used to draw attention to this area. If so, it will need to include multiple languages—probably English, Chinese and Spanish. Overhead signs must be placed a minimum of 89” above the floor and must have letters and numbers at least 3” high.

All signage used in the main reading room of the Richmond Branch Library must be historically sensitive, yet ADA compliant. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space. Outlets can be wall-mounted 15” above the finished floor.

It is not feasible to install an under floor access system in the historic main reading room.

Components:

Adult International Languages Collection	Quantity	Item	SF/Item	Total SF	SF Needed
seating@ 4-place table	4.0	seats	25.00	100	
seating, lounge chairs	2.0	seats	35.00	70	
shelving, 84" for Asian books	45.1	sections	9.40	424	
shelving, 84" for Russian books	14.6	sections	9.40	137	
Total				731	731

3.8/3.9 Study Room A & Study Room B

188 sq. ft.

Functional Space Summary: Students, both school-age and adult, will use these two rooms that seat up to four people, for shared learning and brainstorming sessions. Richmond students often don't have access at home to computers and other electronic tools to use for schoolwork or personal projects. The study room spaces will be configured to create two rooms, Study Room A and Study Room B, each 94 square feet in size. Each space is designed to be a space specifically for teens to use to learn and practice computer skills and to work collaboratively on school projects. However, when not in use by teens, each room will be available for other groups to use as quiet study spaces.

The rooms will need to have Internet access via hardwired or wireless connections, and each should be equipped with a wall-mounted white-board. At least one wall of each room should be glazed so that library staff and fellow library users can monitor activity.

These two rooms are scheduled to be included in the new south wing of the upper level. This affords the architects more flexible opportunity in designing these spaces, as they will need to be complimentary to the historic reading room, but will not be a physical part of that space. Library users will walk beneath an existing large south window, which will have the wall opened up to create an archway, into the new south wing.

Many of the students in the neighborhood served by the branch library are in need of extra support and assistance with their schoolwork, as well as a quiet place to study. Many come from families where the adults have not been able to advance their own education or where English is not the language spoken at home. This space is designed to provide a designated area for individual or group study and tutoring.

If feasible, a proximate relationship to the Adult Service Center is desired, to provide general oversight of the study rooms.

Adjacencies: None

Sight Lines To: None

Proximate: 2.2 Adult Service Center

Occupancy: 2-4 in each room, at one table in each room.

Access: One of the two tables in either Study Room A or Study Room B must be ADA compliant, to accommodate users in wheelchairs.

Acoustics: This area needs to be acoustically separated from the general public space. Use sound-absorbing materials to prevent the noise generated by teens and other group discussions from intruding unduly into surrounding areas.

Collections: There will not be any collections in either Study Room, however, students will bring books and other materials into the room for study purposes.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

3.8/3.9 Study Room A & Study Room B (continued)

Interior window glazing may be appropriate to allow for visual control of each room.

Finishes: Interior design in the Study Rooms should provide a comfortable, yet durable atmosphere to facilitate studying and yet respond to hard wear and tear over time.

Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.

Carpeting is the preferred floor finish here for comfort and sound control.

Finishes on the 4-place tables and chairs here should be durable and vandal resistant. The tabletops should be replaceable or able to be refinished. If upholstery is used on the reader chairs, it must be easily cleaned and able to stand up to repeated cleaning. Consider specifying chairs here with a sled base so that they can be scooted on the carpeted floor and can tip back without being as likely to topple over. Wire management must be included at the tables to manage cables and cords safely and attractively.

Flexibility and Expandability: It is not anticipated that either of these rooms will change significantly in function over time to require live load capacity of 150 lbs per square foot as is required to house book stacks.

Wireless service and/or hardwiring should be available at each study table in these rooms to allow for use of laptop computers and other hand-held computing devices.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: At the reader tables located here, provide 30-40 foot-candles.

Each room needs to be equipped with adjustable lighting levels and wired and cabled to support a variety of audiovisual and telecommunications activities, distance learning events, and interactive demonstrations of online resources.

Plumbing: None

Security: If feasible, staff at the Adult Service Center should be able to visually monitor activity here.

Seating: Public, 2-4 seats at one table in each of the two Study Rooms.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signs will be needed to help library users locate the Study Rooms. If an overhead sign is used it must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

All signage used in the main reading room of the Richmond Branch Library must be historically sensitive, yet ADA compliant. This area will be adjacent to the main reading room. Refer to the

3.8/3.9 Study Room A & Study Room B (continued)

San Francisco Public Library Branch Library Improvement Program Interior Design Standards for guidance.

Technology/Power/Audiovisual: Provide wireless service and/or hardwiring at the user table in this area to allow for use of laptop computers and other hand-held computing devices. For hardwiring purposes this will require one single data drop (jack) per reader seat at the table, with associated power of one duplex power receptacle for every data drop provided. Outlets here can be wall-mounted 6” above the tables, wall-mounted 15” above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). Data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Refer to the *San Francisco Public Library Branch Library Improvement Program Audiovisual Guidelines*⁴ document for guidance.

Each room needs to be equipped with adjustable lighting levels and wired and cabled to support a variety of audiovisual and telecommunications activities, distance learning events, and interactive demonstrations of online resources.

These rooms will be used for computer instruction, practice and use and for individual and group work on projects which require the use of computers.

Wireless service is required in the Study Rooms to provide flexibility for use of hand-held computing devices, especially at the lounge seats with tablet arms.

Provide wire management for the reader table to manage wires/cables safely and attractively.

Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space. Outlets can be wall-mounted 15” above the finished floor.

Components:

Study Room A	Quantity	Item	SF/Item	Total SF	SF Needed
seating @4-place tables, round	4.0	seats	22.50	90	
white board	1.0	board	0.00	0	
Waste receptacle	1.0	Basket	4.00	4	
Clock	1.0		0	0	
Total				94	94

⁴ *San Francisco Public Library Branch Library Improvement Program Audiovisual Guidelines* are included as Appendix ?

3.8/3.9 Study Room A & Study Room B (continued)

Study Room B	Quantity	Item	SF/Item	Total SF	SF Needed
Seating @4-place tables, round	4.0	seats	22.50	90	
White board	1.0	board	0.00	0	
Waste receptacle	1.0	Basket	4.00	4	
Clock	1.0		0	0	
Total				94	94

3.10 Copy Center

68 sq. ft.

Functional Space Summary: A coin-op photocopier and associated small equipment will be needed in the branch library, and the copy area will serve walk-in traffic as well as library users. In addition to the public copy machine, this space will contain small equipment that may include a change machine, a debit card dispenser, a hole punch, stapler, etc. It will require a small work counter with a locking storage cabinet below.

When planning the wiring and communications service for the building, plan for a network connection for the copy machine so that jobs can be sent directly from staff and/or public computers to the photocopier.

This area needs to be convenient to the Reference Collection and adjacent to the Adult Service Center. It can be a noisy area, so it should be somewhat separated for acoustical buffering, but not in an enclosed space. HVAC requirements must incorporate adequate ventilation in this area to prevent odors from the machine becoming intrusive to users.

Spatial Relationships and Visual Control: Staff at the Adult Service Center will provide basic maintenance of the photocopy equipment (paper, toner, placing service calls), and will assist users of the equipment as needed, so they require an adjacency to the Copy Center. The Copy Center should be located within sight of the Reference Collection—these materials cannot be checked out of the library, so users will frequently copy from them.

The copy center will serve walk-in traffic as well as library users, so it should be proximate to the main path of travel through the library.

Adjacency: 2.2 Adult Service Center

Sight Lines To: 1.1 Winter Garden Public Entrance
3.2 Adult Reference Collections

Proximate: Main Path of Travel

Occupancy: public, 1 – 2 standing

Access: There should be sufficient circulation space in the copy center to accommodate a person in a wheelchair or up to two simultaneous users at the photocopy machine and the adjacent work counter.

Acoustics: The copy center space should be designed so that noise generated by the equipment here is effectively contained.

Collections: None

Fenestration and Daylighting: Filtered natural lighting is desirable here, but not required.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. A significant amount of original wood and wood detailing is in the main reading room. The wood is shabby and worn and must be restored and finished appropriately to reflect the historic nature of the building. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Paint finishes and colors must be selected in

3.10 Copy Center (continued)

consultation with an historic preservationist who can appropriately advise as to the correct colors, tones, and finishes.

Finishes for the storage cabinet and work counter here should be in keeping with other interior design elements. Cabinets should be lockable and the counter surface should be scratch resistant and replaceable without undue expense. Include a generous backsplash on the counter to protect the wall above the counter from smudges and bumps from the small equipment located here.

Flexibility and Expandability: The copy center should be in an alcove or defined space rather than a separate room.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Copy machines emit particulates, so venting of this area must be sufficient to allow it to meet all current industry air quality standards.

Lighting, Artificial: Current lighting in the main reading room is woefully inadequate as well as totally inappropriate for an historic Carnegie. Banks of gaudy fluorescent lighting have been attached to the once grand ceiling, where originally a series of pendant lighting fixtures hung suspended above library users. Granted, that pendant lighting would not meet today's lighting standards, either. It is a challenge to the architects and interior designers for this project to respond to the need for restored pendant lighting hanging from the original rosette locations in the ceiling, and the provision of uplighting, task lighting, or combinations of approaches to provide appropriate lighting levels for the various activities that will take place within the main reading room.

Historic photographs exist of the original interior space of the reading room, including the pendant lighting fixtures. Architects must re-create these pendant fixtures.

20-30 foot-candles minimum measured horizontally at the work counter or copy machine surface.

Plumbing: None

Security: Standard

Seating: None

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signage will be needed to help library users find/identify the copy center. If an overhead sign is used it must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

All signage used in the main reading room of the Richmond Branch Library must be historically sensitive, yet ADA compliant. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

3.10 Copy Center (continued)

Technology/Power/Audiovisual: One black & white photocopier with a coin-op/debit card feature will be housed here.

Provide one standard quad communications outlet (one voice and one data) co-located with associated power for the copy machine and coin/card payment system that provides network capability with public/staff computers so that copy/print jobs can be sent directly to the photocopier.

Wire management for the copier and support small equipment should be planned at the work counter and behind the photocopy machine.

Provide safety capped, grounded duplex electrical outlets to meet general power needs in this space.

Outlets can be wall-mounted at 6” above the work surface or wall-mounted 15” above the finished floor.

It is not feasible to install an under floor access system in the historic main reading room.

Components:

Copy Center	Quantity	Item	SF/Item	Total SF	SF Needed
copy machine, standard	1.0	machines	40.00	40	
work counter w/ small eqpt, 5'x3' +50% circulation, storage & recycling below	1.0	cabinet	24.00	24	
Trash receptacle	1.0	Basket	4.00	4	
Total				68	68

4.1 Branch Manager's Office

90 sq. ft.

Functional Space Summary: This space is the office of the Branch Manager. It should be located adjacent to the staff work area as well as being easily accessible from the library's public space. The office needs a desk, an ergonomic chair, a lateral file, a guest chair and one section of full height shelving. The surface of the desk should be height adjustable, and it needs to accommodate a computer, dedicated printer and telephone handset.

Currently, the Branch Manager has no private place for confidential discussions or to think in a quiet atmosphere. The space used by the Branch Manager is in a cramped and dingy work space behind the existing circulation desk and is shared with several other staff members. The only staff toilet is located directly adjacent to the Branch Manager's work area and is disquieting to both staff using the toilet as well as to the Branch Manager.

This new space is scheduled to be incorporated into the new north wing of the upper level, and thus will provide the architects with more flexible opportunities than the restrictions placed on the historic reading room.

Spatial Relationships and Visual Control: The Branch Manager's Office will need to be adjacent to the library staff work area for collaboration; and library users who wish to speak privately with the branch manager will need to be able to locate the office on a main path of travel through the library.

If design allows, the Branch Manager's Office should ideally have an outside window.

Adjacency.	4.2	Adult Services Workroom
Sight Lines To:		None
Proximate:		Public Access via Main Path of Travel Exterior window
Occupancy:		staff, 1 – 2 seated

Access: Access to the Branch Manager's Office should be from a main path of travel through the library, which is at least 42" wide. The doorway into the office must be at least 36" wide to accommodate passage of a wheelchair. This will be a locked space when not in use, with access limited to staff. Office furnishings should be height adjustable so that staff members with disabilities can use the office efficiently and comfortably.

Acoustics: Sound insulation should be employed to reduce transmission of conversations and other noise from this space to the library proper.

Collections: Professional collections will be shelved on a section of full-height (approx. 84") shelving here. Either steel or wood shelving is acceptable.

Fenestration and Daylighting: Natural lighting is highly desirable here, but not at the cost of design for public spaces. Interior glazing or glazing in the office door should visually connect this space to adjacent library spaces. Exterior windows in staff areas can be operable and should be provided with easily operable interior shades or blinds to control the penetration of direct

4.1 Branch Manager's Office (continued)

sunlight and glare. Take great care with orientation to avoid computer screen glare. If windows are operable they must be coordinated with the building security alarm system.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be carpeted for comfort and sound control.

Flexibility and Expandability: Avoid permanent, built-in millwork here, and use partition, not load-bearing walls.

HVAC: Separate temperature control is required. Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 20-40 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare. Provide a task light on the desk. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: None

Security: Access to this space is limited to staff. The door should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room. Include glazing in the wall and/or door so that there is a visual connection to the public area of the library.

If exterior windows are operable they must be coordinated with the building security alarm system.

Seating: One staff adjustable task chair at workstation and one public guest chair.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Branch Manager's Office. Room/space signage must be installed on an exterior wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

A sliding nameplate slot may also be included here.

Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor.

Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15" above the finished floor.

Wire management must be included in all furnishings here to manage cables and cords safely and attractively.

4.1 Branch Manager's Office (continued)

Components:

Branch Manager's Office	Quantity	Item	SF/Item	Total SF	SF Needed
desk, task chair & 1 guest chair	1.0			65	
computer/printer at desk	1.0			n.a.	
shelving, 84"	1.0	section	11.00	10	
lateral file	1.0		15.00	15	
Total				90	90

4.2 Adult Services Staff Workroom

585 sq. ft.

Functional Space Summary: When adult services staff is not working directly with the public at the Richmond Branch Library’s Service Center, public areas or offsite, they will use this space to accomplish back-of-house tasks. Work here will also include checking in and sorting of materials that are returned in the first floor exterior book drops as well as via the library’s systemwide delivery service.

The space should facilitate collaboration, but also allow individual staff members to concentrate on demanding tasks. People and book trucks will constantly move or be moved through this space, so considerable care needs to be given to planning traffic patterns and acoustics. Lighting must be sufficient to accomplish deskwork and must also avoid screen glare on computers.

Seven modular workstations will be used here—four will be librarian’s workstations, and three will be paraprofessional workstations. Each workstation will need a computer, a phone handset, and a set of under-desk files. Furnishings, including task chairs and work surfaces, should be selected to meet ergonomic standards and should be adjustable to individual needs.

One work table will be here for use on collaborative projects and other clerical and professional tasks.

A countertop, which includes a wet-sink, will be located here for book mending and cleaning, etc. This counter should have storage below to include some flat storage, either vertical or horizontal, for posters, poster board, large sheets of paper, etc.

Workstation/Work Counter Summary	
Modular workstations	7
Work table	1
Work counter	1

Wall and corner finishes should include bumpers for book trucks. This will be a high traffic area with continual movement of book trucks and other materials between this space and other parts of the branch library.

Entrances to this space need to be extra wide, designed so that doors are either unnecessary, or are easily opened when pushing carts, etc. between this and adjacent spaces. The staff workspace should be screened from direct view.

This area includes space for mail receipt and sorting, with a counter and staff mail boxes, or “pigeon holes”. A fax machine will be located on the countertop and should be planned with a network connection so that faxes may be sent directly from staff workstations.

The two, twenty-four hour exterior return slots—one for adult books and materials, and the other for children’s books and materials, located on the lower level, will deposit into depressible book return bins within a fire and vandal resistant enclosure, and then be brought to the upper level via elevator service or taken directly to the Children’s Service Center and Staff Workroom. Returns and sorting duties will take place in the staff workroom adjacent to the Service Center desk on either floor. A returns and sorting area in each of the workrooms will include one adjustable height returns workstation with computer and desensitizer unit, space for book trucks, and a section of shelving to accommodate “snags” or damaged, problem items that have been

4.2 Adult Services Staff Workroom (continued)

returned. Several staff will share the returns workstations throughout the day, so it is important that they be height adjustable with a minimum of effort.

There will be constant movement of book trucks and return bins to and from the Adult Services Workroom so paths of travel must be generous and doorways should be wide, without actual doors, to accommodate the traffic. Equip the space with wall and corner guards to protect against truck and bin bumps.

When designing the workroom space and furnishings, the architects and interior designers should work closely with the library and branch library staff. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Spatial Relationships and Visual Control: The Staff Work Room is the hub of all back-of-house areas in the upper level of the library. A variety of duties will take place here, both “deskwork” at modular workstations and constant activity associated with handling and sorting returned collection items. Efficiency requires a number of direct adjacencies to this area, including the new elevator, the Adult Service Center so that staff can quickly move between the work room and the desk, and the Branch Manager’s Office so that the manager can supervise and can collaborate with other staff. The adjacency with the new elevator should be at the edge of the Staff Work Room so that delivery personnel do not have to pass through the work room.

Adjacencies: 4.1 Branch Manager’s Office
 2.2 Adult Service Center
 Building Elevator

Sight Lines To: None

Proximate: None

Occupancy: staff, 1–7 at workstations and worktable

Access: Access to the staff work area should be from a main path of travel through the library, which is at least 42” wide. The doorway into the area must be at least 36” wide to accommodate passage of a wheelchair. Access to this space will be limited to staff. The the modular workstations located here must have height adjustable work surfaces and task chairs so that staff members with either differences or disabilities can use the workstations efficiently and comfortably.

Acoustics: Sorting and handling duties can be noisy functions in a library so the sorting and returns portion of this space should be acoustically buffered so that noise generated here does not unduly impact library staff in the Adult Services Work Room. The Adult Services Work Room area of the space should be open, but also allow individual staff members to concentrate on demanding tasks, so excellent acoustics will be needed. Use sound-absorbing materials, ceiling soffits or other architectural strategies to buffer the staff work area from the adjacent spaces to prevent noise from intruding unduly and causing problems with concentration.

Collections: 84” shelving to support sorting and returns functions will accommodate returned materials that require additional attention. 84” shelving to support Work Room duties, such as program collections, mending, and materials being processed will also be housed here.

4.2 Adult Services Staff Workroom (continued)

Fenestration and Daylighting: The sorting and returns functions of this space will not require natural light. If windows are used in this area they should be located high enough in the walls so that they do not interfere with book trucks or shelf units that support sorting and returns.

In the Adult Services Work Room portion of the space, natural lighting is desirable. Exterior windows in staff areas can be operable and should be provided with easily operable interior shades or blinds to control the penetration of direct sunlight and glare. Take great care with orientation to avoid computer screen glare. If windows are operable they must be coordinated with the building security alarm system.

Finishes: Walls here should have finishes that are durable, washable and easy to renew. Corners and walls should be equipped with bumpers, because numerous book trucks will be moved in/out of this space.

Carpet is the preferred flooring for comfort and sound control.

Staff workstations must be adjustable and must be planned and designed to meet ergonomic standards so as to support staff health and well-being. Work surfaces should be scratch resistant, and the choice of finishes for workstation, etc. should be in keeping with the interior design package for the library. Metal equipment such as files, should have an epoxy finish for durability.

Flexibility and Expandability: All staff workstations should be modular so that they can be moved and/or reconfigured as necessary, and they must be adjustable to meet the needs of staff with differences or disabilities. Technology and power should be sufficient to allow the workstation to be placed elsewhere in the room.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Good ventilation in this area will be important, because returning materials will produce dust and other particulates as they are handled and sorted.

Lighting, Artificial: Provide 20-40 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare. Provide a task light at each modular workstation.

Plumbing: One wet sink is required in the work counter.

Security: If windows in this area are operable they must be coordinated with the building security alarm system.

Seating: One staff adjustable task chair will be needed at each of the seven modular workstations.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Staff Work Room. Room signage must be installed on an exterior wall next to a door, mounted on the latch side of the

4.2 Adult Services Staff Workroom (continued)

door, 60” above the floor to the centerline of the sign. Letters must be at least 5/8” and no more than 2” high, must be raised 1/32”, and must be accompanied by Grade 2 Braille.

A “staff only” designation sign should also be included here if the room is accessible from a public area.

All signage used in the main reading room of the Richmond Branch Library must be historically sensitive, yet ADA compliant. This area will be adjacent to the main reading room. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each modular workstation location, mounted on the wall 6” above the work surface or 15” above the finished floor or in recessed floor boxes, and provide an additional outlet of this type on another wall that could accommodate the workstation if it is relocated in the future. Provide a telephone service outlet to accommodate one handset at each modular staff workstation.

Provide two standard, duplex communications outlets (one voice and one data) co-located with associated power to accommodate the staff printer and fax machine.

Provide a generous number of standard, grounded duplex electrical outlets to meet the general power needs in this space. These outlets can be mounted on the wall 15” above the finished floor.

Wire management must be included in all furnishings here to manage cables and cords safely and attractively.

4.2 Adult Services Staff Workroom (continued)

Components:

Adult Services Staff Workroom	Quantity	Item	SF/Item	Total SF	SF Needed
Staff work station, 6' x 6' & 25% circ space	6.0	wkstns	45.00	270	
clerical work table, shared task based, 6'x4' & 25% circ.	1.0	wkstns	45.00	45	
work counter w/ wet sink 6'x3' w/ storage above & below	1.0	counter	27.00	27	
Staff, adjustable workstation, returns	1.0	Wkstns	45.00	45	
lateral files, under workstations	7.0	files	na	na	
supply cabinet	1.0	cabinet	12.00	12	
shared, networked printers	1.0	printers	12.00	12	
Shared scanner	1.0	Scanner	12.00	12	
bulletin board & white board	2.0	boards	na	na	
mail/delivery sorting counter, 6' x 3', w/ table-top copier on counter & pigeon holes above	1.0	counter	18.00	18	
Shelving, 6 sections	6.0	Shelves	10.00	60	
Book truck parking	6.0	Trucks	8.00	48	
Bin, return (extra)	1.0	Bin	12.00	12	
delivery tote box stacking space (6 box cap)	4.0	stacks	4.00	16	
delivery tote box stacking space (3 box cap)	2.0	stacks	4.00	8	
Staff copier, desktop	1.0	Copier	0	0	
Clock	1.0	Clock	0	0	
Handtruck	1.0	Hndtrk	0	0	
Fax machine	1.0	Fax	0	0	
Waste receptacle, under desk	5.0	Basket	0	0	
In/Out Board	1.0	Board	0	0	
Bulletin board	1.0	Board	0	0	
Key cabinet, on wall	1.0	Cabinet	0	0	
White board	1.0	Board	0	0	
Material's reader	3.0	Readers	0	0	
Total				585	585

5.1 Custodial Closet

in GSF

Functional Space Summary: The branch library needs a custodial operations and supply closet that can accommodate up to two weeks of supplies for the building, with a separate, lockable space within it for storage of cleaning chemicals or potentially hazardous materials (at whatever size meets local ordinances). The room will need to include a mop sink and some storage for cleaning equipment.

Spatial Relationships and Visual Control: The custodial closet and janitorial supplies room should be located with a sight line or casual adjacency to the Adult Services Workroom and elevator so that custodians can conveniently reach outside areas for refuse, etc.

Adjacencies: None

Sight Lines To: 4.2 Adult Services Workroom

Proximate: None

Occupancy: No continuous occupancy, 1 staff person when in use

Access: Access to the custodial closet should be from a main path of travel that is at least 42” wide. The doorway into the room must be at least 36” wide to accommodate passage of a wheelchair. This will be a space that is routinely kept locked, with access limited to staff or personnel admitted by staff.

Acoustics: Sound transmission should not be a serious concern here.

Collections: None

Fenestration and Daylighting: Natural light is not wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be a hard, non-slip surface to allow for wet spills/drips.

Flexibility and Expandability: This space is not expected to expand or change function in the future.

HVAC: Provide a temperature range of 60-70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Install high-quality industrial strength exhaust system vents in the custodial closet to disperse chemical fumes/odors.

Lighting, Artificial: Provide 15-25 foot-candles average with switching at the inside of the entry door. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: Water/sewer service will be required at the wet mop sink included here.

5.1 Custodial Closet (continued)

Security: This space will be routinely locked, with access limited to staff or personnel admitted by staff. The door must be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Include a locking cabinet for chemical storage here at whatever size meets local code requirements.

Seating: None

Signage: Room identification and purpose must be posted outside the Custodial Closet. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60” above the floor to the centerline of the sign. Letters must be at least 5/8” and no more than 2” high, must be raised 1/32”, and must be accompanied by Grade 2 Braille.

Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15” above the finished floor.

Components and Furnishings:

Custodial Closet & Supplies	Quantity	Item	SF/Item	Total SF
cabinet for chemical storage, locking	1.0	cabinet	8.00	8
sink, mop	1.0	sink	8.00	8
shelving, industrial, 80"	1.0	section	15.00	15
open storage area	1.0	space	30.00	30
vacuum, industrial (sq. Ft. included in open storage)	1.0	vacuum	n.a.	n.a.
total				61

10.1 Winter Garden/Public Entrance, Lower Level

24 sq. ft. (circulation square footage included in GSF)

Functional Space Summary: This area will be one of two public entrances for the Richmond Branch Library. The Winter Garden/Public Entrance will be part of the new addition to the historic building, and will enfold the existing 10th Avenue entrance into the design of the structure, thus continuing to use the existing building, but in a reconfigured manner. The glass enclosed Winter Garden will allow people to have a relatively unobstructed view of the existing exterior of the Carnegie, which will become part of the interior space of the Winter Garden. The 10th Avenue side of the current building is in poor condition, drab and totally uninviting. The construction of the new Winter Garden with the concurrent restoration and refurbishing of the Carnegie structure, and improved exterior landscaping, will offer library visitors a welcoming, accessible, and user friendly enclosed space that will act as a gateway to all library services offered on both the lower and upper levels of the library. The current manner in which users, once inside either floor, must move from floor to floor is via a decrepit and aging wooden staircase, each stair tread is worn down in the center from years of foot traffic, and is clearly not accessible for persons with disabilities. It's dark and dank environment is very off-putting as you ascend/descend the staircase, and gives the appearance of neither a safe nor secure space. The Winter Garden will include not only a new exposed staircase as part of the glassed-in Winter Garden enclosure, but will also be the entry point to the new elevator...a first for the building.

The lower level entrance, on the west side of the building through the Winter Garden, should be well lighted and welcoming, with automatic double doors for easy opening by people of all ages and abilities. The Winter Garden lobby should be large enough to accommodate visitors who are entering and leaving the library's public access spaces. Community information will be available here displayed in a wall unit.

Trash receptacles must be located on the outside of the entrances.

The Winter Garden/lobby area will also serve as a parking area for strollers outside the children's area of the branch.

The lobby floor should be a hard, non-slip surface with recessed walk-off mats, including an area drain underneath for dirt and debris removal from visitor's shoes before they enter the Library proper.

One pair of material theft security gates (one incoming and one outgoing gate in each pair) are needed at the door to the Winter Garden. These should be 3M™ type gates, without barrier arms or horizontal cross pieces.

The entrance should be as close as possible to the arrival point of pedestrians from the public sidewalk and nearby bus stops.

People must be able to exit the library and lobby doors even when they are locked to prevent additional people from entering.

The lobby should act as an environmental buffer, minimizing potential drafts from frequently opened doors and glare from lobby windows.

10.1 Winter Garden/Public Entrance, Lower Level (continued)

A double door to allow simultaneous entrance and exit is required.

The lobby may contain a bench for those waiting for transportation.

Distribution and posting of community information will be limited to the lobby area. This area should contain slat wall with various sizes of acrylic holders for posted and distribution items. Brochures, flyers and posters up to 11" x 17" can be accommodated in this manner. Built-in adjustable bins for distribution of larger items are also needed. There should be a minimum of 50 sq. ft. of slat wall with bins. A community bulletin board may also be needed.

Spatial Relationships and Visual Control: This main library entrance is obvious to visitors arriving from the walkways and nearby bus stops. The Program Room should be accessible from this entrance. Prior to entering the lobby, library visitors will have convenient access to the materials return slot which will be located on exterior of this side of the Winter Garden, slightly north of the double entrance doors.

The Program Room and the Public Restrooms need to be adjacent to this entrance. Clear sight lines must be established to provide intuitive approach to the children's services area, located on this level.

Adjacencies:

10.2	Materials Returns Slots/Room
10.3	Program Room
10.4	Public Restrooms

Sight Lines To:

11.2	Children's Service Center
11.3	Children's Reference, New Books, Magazines
11.6	Children's Audiovisual Media Elevator

Proximate: None

Occupancy: public, 4-12 standing

Access: Doors at the main entrance should be automatic sliding or similar type doors for easy opening by people of all ages and abilities. Access to the Public Restrooms and the Program Room will be via this entrance. The lobby area should be generous enough to allow up to 12 people to pass through, stop to visit with one another or browse displays/handouts.

Acoustics: Day-to-day activity in the lobby, such as conversations, can be amplified by the hard flooring that is used here. Sound insulation should be employed to reduce transmission of noise from the lobby to the library proper.

Collections: A rotating collection of free handout fliers, newspapers, forms and brochures will be available here, shelved in display bins and on slatwall with hanging bins.

Fenestration and Daylighting: The lobby is a transitional area from outside to inside so it should provide the shelter of interior space and a daylight connection with the exterior. The lobby design should include fenestration in fixed glazing and in the entry doors. Expanses of

10.1 Winter Garden/Public Entrance, Lower Level (continued)

glass in exterior walls should be planned with exposures and overhangs to control glare and heat gain. Some walls in the lobby should not include glazing, so that they can be used for wall-hung displays, announcements, etc. The interior wall between the lobby and the library proper should include generous glazing to facilitate sight lines from the children's services area.

Finishes: High traffic volume will require unusually durable floor and wall finishes in the lobby area. The lobby floor should be a hard, non-slip surface with floor grates or mats for dirt and debris removal from visitor's shoes. Wall and floor finishes should not require special cleaning routines and finishes should be selected that can withstand repeated cleaning. All lobby finishes must be vandal resistant. The former exterior of the Carnegie that is incorporated into the interior space of the Winter Garden must be historically accurate in finish, color and tone. Consultation with an historic preservationist is required.

Flexibility and Expandability: The lobby will be used for handouts and displays and should have sufficient space to accommodate these activities. Wall surface space and finishes should allow flexibility for changing styles of free standing and wall-hung display units.

To allow for flexibility in displays and activities in the lobby, provide one standard duplex communications outlet (one voice and one data) co-located with associated power for any/all specialized equipment that may be used here.

HVAC: Due to frequent opening of doors, temperatures will fluctuate in the lobby. To promote energy efficiency, the HVAC system should be zoned to allow for appropriate variation of temperature and humidity in the lobby.

Lighting, Artificial: The entrance and lobby should be adequately lit for safety and security and to support viewing of handouts and notices—15-25 foot-candles average. Use accent lighting for art display areas and low-heat lights inside display cabinet.

Plumbing: If elevated walk-off grates are used, they should include a floor drain underneath the grates.

Seating: None, bench may be added in future

Security: This lobby entrance/exit to the library proper should include a pair of materials theft security portals. These portals will sound an alarm if users pass through them before materials have been desensitized during checkout. The theft security system must be compatible with Express Checkout equipment and RFID technology.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, an exterior sign with the name of the library will act as a "signature" and needs to be located prominently on the exterior of the building. It should be clearly visible to vehicles and pedestrians both at night and during the day.

All public entrances will require an OPEN/CLOSED sign that is easily visible from the street at all times of the day/night. An hours sign, which is easily manipulated/programmed by staff will be required at the main entrance and should be easily read from the street. From the interior of the library, fire and safety signage will be required at all exits and at restrooms.

10.1 Winter Garden/Public Entrance, Lower Level (continued)

All signage used in association with the Carnegie section of the Richmond Branch Library must be historically sensitive, yet ADA compliant. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Donor appreciation signs/plaques may be included here.

Technology/Power/Audiovisual: The lobby will include theft security portals installed between the lobby and the library proper. Planning for the portals must be coordinated with the vendor's technical staff to assure proper placement, wiring and avoidance of electrical interference with computers or other electronic/magnetic equipment. Care must be taken not to locate any electromagnetic materials or equipment close to the materials theft detection system. The exact required distance from metallic/magnetic materials should be confirmed with vendor technical staff during design.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for any/all specialized equipment that may be used here.

Provide tamper-proof, grounded duplex electrical outlets to meet general power needs.

Outlets can be wall-mounted 15" above the finished floor, or in recessed floor boxes.

The library's public address system should be audible here.

Components:

Winter Garden and Public Entrance Lower Level	Quantity	Item	SF/Item	Total SF	SF Needed
theft security gates	1.0	pair	24.00	24	
floor mats	some	mats	na	na	
water fountain, multiple height	1.0	set	na	na	
community information area, slatwall w/acrylic holders	1.0	wall display	na	na	
Total				24	24

10.2 Materials Return Room

in GSF

Functional Space Summary: Library users will return their materials to the branch library through return slots located either at the Adult Service Center on the second floor, the Children’s Service Center on the first floor, or on the exterior face of the building at the lower level.

These exterior return slots must be accessible to the public 24 hours per day. They must be under an overhang that will protect both the person using the slots and the materials being returned from adverse weather.

This small room will accommodate materials returned from the exterior, through two drop slots—one for books and one for audiovisual materials. Returned materials will deposit into depressible book return bins located in this space. The enclosed room must be fire-rated and vandal resistant.

Adult materials returned here will be moved upstairs, via the elevator, for check-in and sorting. Children’s and teen materials will be taken directly to the Children’s Service Center for check-in and sorting. Required space here will be part of the building’s non-assigned square footage, and will need to accommodate return slots with depressible bins, extra return bins and book trucks. For informational purposes those square footage requirements are shown below.

The exterior book drop slots must be under an overhang that will protect both the person using the slots and the materials being returned from adverse weather.

Spatial Relationships and Visual Control: Materials return slots must be conveniently located so that library visitors can return materials either at this prominent exterior wall of the building or as they pass through the library lobby area and into the children’s services area, or move to the upper level to the Adult Services Center.

Main paths of travel should allow library users to reach either the exterior or the interior return slots.

Adjacency: Elevator
10.1 Winter Garden/Public Entrance

Sight Lines: None

Proximate: None

Occupancy: 1

Access: Return slots must be conveniently located so that library visitors can easily find them either on this prominent exterior wall of the building or as they pass through the library lobby area and into the children’s services area, or move to the upper level to the Adult Services Center.

The height of the slots must accommodate adults, children and individuals in wheel chairs.

Acoustics: Materials dropping through return slots into sorting bins can be noisy and potentially distracting for staff and users. Sound insulation should be employed to reduce transmission of noise from the return slots and the resulting materials handling to the adjacent Teen Area and Winter Garden.

10.2 Materials Return Room (continued)

Collections: None

Fenestration and Daylighting: None

Finishes: Finishes around both exterior and interior slots should be durable, washable and easy to renew. Wall finishes here must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available.

Flexibility and Expandability: The design should include sufficient space in the return slot walls to accommodate additional slots or updated models in the future.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: The exterior return slots should be well-lighted for the convenience and safety of library users.

Plumbing: N/A

Security: In order to prevent possible vandalism and damage to the building, a fire-rated enclosure will be required at the point of building entry for the exterior return slots.

Seating: None

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, each return slot should have signage that simply and clearly indicates what materials are to be returned here—i.e. Books/Media. In the case of the exterior slot, lighting will need to illuminate the signage. Signage at the return slots should include Grade 2 Braille.

Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: None

Components:

Materials Return Room	Quantity	Item	SF/Item	Total SF	SF Needed
exterior return slots w/ bins	2.0	slots	12.00	(24)	
extra return bins	3.0	bins	12.00	(36)	
Total				(60)	in GSF

10.3 Program Room

724 sq. ft.

Functional Space Summary: Dedicated space for community meetings and library-sponsored programs is a high priority for the Richmond Branch Library. This space needs to comfortably accommodate audiences of up to 50 people when chairs are arranged auditorium-style.

The current space used for programs is a window-less room off the existing children's area. It is uninviting, with hard flooring, and a drape on a clothesline that is used to separate part of the staff work area that also shares this space. The room is full of clutter, as it also serves as a storage closet. It is too small to serve the multitude of children that come to the library for programs.

The room needs to be equipped with adjustable lighting levels and a ceiling-mounted video projection system. The room should be wired and cabled to support a variety of audiovisual activities, including cable TV reception, video programming and interactive demonstrations of online or Internet resources.

The space needs to provide a good line of sight for all program attendees with no columns or other obstructions to limit visibility from any part of the room.

It is expected that the branch library and the community may use this space for informal as well as more formal events, and so may need to move smoothly from an auditorium-style set-up to tables and chairs to facilitate discussions, hands-on programs and other interactive activities. It is important then that chairs and folding tables for this room be light, sturdy and easy to move and reconfigure.

A lockable, adjacent storage room is required to serve the needs of the Program Room. This storage room must accommodate a laptop computer cabinet, chairs and folded tables.

This will be a heavily used space and must be flexible and durable. It will include access to library provided laptop computers with wireless and/or hardwired service to facilitate interactive learning opportunities.

This room needs to accommodate groups of 50 people when chairs are arranged auditorium-style. Half of the chairs will have tablet arms to facilitate the use of laptop computers (note: swing-out tablet arms are more durable than fold-down tablet arms). There will also be folding tables available for meetings, arts and crafts, etc. When programs for young children are conducted here, the children will usually sit on the floor.

The variety of audiovisual capabilities in the room will make it essential that all windows be equipped with durable, easily adjusted darkening shades so that the space can be conducive to media presentations at any hour of the day.

The room needs a movable lectern, a ceiling or wall-mounted projection screen, a wall-mounted white board and some tackable wall surfaces.

Because this space will be used to conduct children's story time programs, the décor should be warm and casual enough to be appealing to children.

An adjacent, enclosable refreshment preparation area is required, with a microwave oven, work counter and lockable cabinets above and below and a commercial grade sink that is deep enough to accommodate filling a 30-cup coffee urn.

10.3 Program Room (continued)

This room may be used to display wall-mounted artwork on either a permanent or a rotating basis. An attractive and convenient picture hanging system should be installed on at least two walls.

The floor should be carpeted in all areas except the area closest to the refreshment preparation area. That area needs hard flooring to prevent carpet damage when food is served. A lockable, adjacent storage room is required.

Adjacency to the children's services public space is necessary, to allow children visiting the library to attend programs in this space without moving through the rest of the library's public spaces.

Spatial Relationships and Visual Control: The Program Room should be accessible from the both library entrances.

Program Room storage must be immediately accessible to the room.

Because children's programs will also be held here, children's groups will need to be able to conveniently enter the room without passing through the entire library.

Seating: 50 stacking chairs

Adjacencies: 10.1 Winter Garden Public Entrance
10.3.1 Program Room Storage
10.4 Public Restrooms
Semi-adjacency to children's area of the Library

Proximate: Exterior walkways adjacent to room as part of the planned patio space.

Occupancy: 10-50, seated auditorium style

Access: Doorways into the Program Room must be wide enough for wheelchairs to pass through easily and thresholds should be flush with the floor. When stacking chairs are arranged auditorium style, side aisles must be large enough to accommodate wheelchairs, at least 36" and preferably 42" to 48".

It should be intuitive for library users to move from the Program Room to the Public Restrooms, located adjacent to one another.

Acoustics: Sound insulation should be employed to reduce transmission of program noise from this space to the library proper and to avoid "echo" problems in the room itself.

Loudspeakers for the sound associated with the projection system should be located as close as possible to the projection screen.

Collections: None.

10.3 Program Room (continued)

Fenestration and Daylighting: Interior windows are needed here to provide sight lines into the space in order to monitor activity here. Natural light through windows in exterior walls is highly desirable in this space, but must include durable, easily adjusted darkening shades.

Finishes: Walls finishes should be durable, washable and renewable without undue expense. Some walls in this space should have tackable surfaces. Corner guards should be used throughout the space to avoid damage from movement of chairs, tables and other portable furnishings and equipment. This room may be used to display wall-mounted artwork on either a permanent or a rotating basis so an attractive and convenient picture hanging system should be installed on at least two walls. The floor should be carpeted in all areas except the space closest to the refreshment preparation area. That area needs hard flooring to prevent carpet damage when food is served.

Windows will require durable, easily adjusted darkening shades.

Flexibility and Expandability: This room will be used for a variety of purposes, so no columns or other obstructions should restrict audience sight lines, and columns should be located for maximum flexibility of use.

To provide use flexibility, consider using several different types of lighting in the room—downlights, coves, sconces, etc., that can be combined in various ways to suit different activities.

Wireless service is required in this space to support flexible use of laptop computers and other hand-held computing devices now and in the future.

An under floor access system will be installed in the Program Room to provide for ease of response to future library service needs.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

As an energy conservation measure, this space should be on a separate HVAC zone so that it can be programmed to use less energy when it is not in use. When in use, building systems will need to provide comfortable temperatures, humidity and air quality without undue noise levels.

Consider using CO2 sensors here so that the mechanical system can “know” when there are more people needing more fresh air, and can respond by increasing the rate of outside air entering the ventilation system

Lighting, Artificial: Provide 30-40 foot-candles with all lights on. Provide separately controlled lighting for the podium or front of the room. The lighting should be dimmable or switchable to produce approximately 2 foot-candles for note taking during AV presentations, and the note-taking light should not spill onto the projection screen.

To provide use flexibility, there might be several different types of lighting in the room—downlights, coves, sconces, etc., that can be combined in various ways to suit different activities.

Windows will require durable, easily adjusted darkening shades.

10.3 Program Room (continued)

Plumbing: The kitchen/refreshment area of the room will require a water supply and drain pipes.

Security: Provide some visual surveillance of this area.

Seating: 50 stacking chairs, 25 with tablet arms to be used either auditorium style, or seating for 15 at 3 folding tables included for the room.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Program Room.

Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign.

Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

The interior of the room should include all required fire and safety signs and an occupancy sign that is in compliance with local fire codes.

Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: The room needs to be equipped with adjustable lighting levels, a ceiling-mounted video/data projection system and a loudspeaker system to support projection functions. Planners should consult with projection system vendor technical staff for installation specifications regarding electrical connections, junction boxes, plenum cables and outlets to serve the projector, the sound system, and projection system components which will be located in the adjacent storage room.

Refer to the *San Francisco Public Library Branch Library Improvement Program Audiovisual Guidelines*⁵ document for guidance.

The space needs to be wired and cabled to support a variety of audiovisual and telecommunications activities, including cable TV reception, video programming and interactive demonstrations of online or Internet resources.

Wireless service is required in this space to support the use of laptop computers and other hand-held computing devices.

Provide two-four standard duplex communications outlets (one voice and one data) co-located with associated power throughout the room. Provide one standard quad communications outlet (two voice and two data) co-located with associated power to support computer use with the projection system.

Outlets can be wall-mounted at 15" above the finished floor, or in recessed floor boxes.

⁵ *San Francisco Public Library Branch Library Improvement Program Audiovisual Guidelines* are included as Appendix J.

10.3 Program Room (continued)

If an automatic projection screen is installed, it will require power and switching at the front of the room.

Provide a telephone service outlet at the front of the room.

The library's public address system should be audible here.

An under floor access system will be installed in the Program Room to provide for ease of response to future library service needs.

Components:

Program Room	Quantity	Item	SF/Item	Total SF	SF Needed
seating @ stacking chairs	50.0	seats	12.50	625	
ceiling mounted projection system w/console	1.0	system	10.00	10	
wall/ceiling mounted pull-down screen	1.0	screen	0.00	0	
white board, wall-mounted	1.0	board	0.00	0	
lectern	1.0	lectern	10.00	10	
parking space for A-V or laptop cart	1.0	space	15.00	15	
kitchen/refreshment prep area w/ counter 6'Lx3'D	1.0	sideboard	60.00	60	
Clock	1.0	Clock	0	0	
Waste receptacle	1.0	Basket	4.00	4	
Coffee maker, 30 cup	1.0	coffemkr	0	0	
DVD player	1.0	Dvd	0	0	
Total				724	724

10.3.1 Program Room Storage

55 sq. ft.

Functional Space Summary: This storage room will accommodate a self-contained mobile laptop storage cart, controls for the Program Room overhead projection system, folding tables, dollies for chair storage and programming supplies associated with the Program Room.

The room should have double doors, and must be lockable. Hard floor coverings are required in this space, and immediate access to the Program Room is required.

Spatial Relationships and Visual Control: This storage space directly supports activities in the Program Room, so it must be immediately adjacent to that room.

Because items from the Program Room, and elsewhere in the library will be moved in/out of this storage space, if design allows, include a proximate relationship between the storage room and the main interior doors of the Program Room.

Adjacencies: 10.3 Program Room

Sight Lines To: None

Proximate: Main interior entrance/exit of Program Room

Occupancy: none

Access: Access to the storage space should be immediately off of the Program Room. The door to this storage room should be locking and should be extra wide to facilitate moving furniture and equipment in/out. Access will be limited to library staff.

Acoustics: Sound transmission is not of significant concern in this non-occupied space.

Collections: None, though program support materials may be stored on shelving here.

Fenestration and Daylighting: Natural light is not required here and windows are not needed/wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. Wall bumper guards should be installed here to avoid damage from movement of chairs, tables and other portable furnishings and equipment. The floor should be a hard surface to facilitate the movement of furnishings and equipment.

Flexibility and Expandability: This is a storage room, but to insure future flexibility, it should include HVAC system ducts, a communications outlet and a standard number of electrical outlets.

HVAC: This is a storage room, but to insure future flexibility, it should include HVAC system ducts.

Lighting, Artificial: Provide 15-25 foot-candles for this space, switched next to the entry door. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: None

10.3.1 Program Room Storage (continued)

Security: Access to this space is limited to staff. The door should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Seating: None, though seating will be stored here on dollies.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, the interior of the room should include any required fire and safety signs. Room number identification and purpose must be posted outside the room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60” above the floor to the centerline of the sign. Letters must be at least 5/8” and no more than 2” high, must be raised 1/32”, and must be accompanied by Grade 2 Braille.

Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: System components to support the Program Room ceiling mounted projection system will be housed here. Planners should consult with projection vendor technical staff for installation specifications regarding electrical connections, junction boxes, plenum cables and outlets to serve the system components.

Refer to the *San Francisco Public Library Branch Library Improvement Program Audiovisual Guidelines* document for guidance.

Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space, and dedicate one duplex outlet to the self-contained mobile laptop storage cart for recharging needs.

Provide one standard duplex communications outlet (one voice & one data) co-located with associated power to allow for conversion of the space to other uses in the future, if necessary/desired.

Outlets should be wall-mounted at 15” above the finished floor.

Components:

Program Room Storage	Quantity	Item	SF/Item	Total SF	SF Needed
5 folding tables on dolly shelving, 84", for programming props, puppets	1.0	Dolly sections	10.00	10	
Dolly for stacking chairs	1.0	Dolly	10.00	10	
mobile AV cart	1.0	cart	10.00	10	
mobile laptop storage cart (self-contained power) w/ 20 laptops	1.0	cart/laptops	15.00	15	
Total				55	55

10.4 Public Restrooms

in GSF

Functional Space Summary: Locate the public restrooms adjacent to the Program Room. Each restroom needs to meet local code requirements for quantity of fixtures and stalls. Avoid single-use public restrooms.

Restrooms must be designed for durability, easy maintenance and resistance to vandalism. For ease of cleaning, fixtures should be wall or counter-mounted and cubicle partitions should be ceiling-mounted. Floor and wall covering should be tile. Sloping floors and floor drains are essential.

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install electronic hand dryers, a baby changing counter in both the men's and women's restrooms, parcel/purse shelves or baskets in each stall.

Ensure effective acoustic separation and excellent ventilation of the restrooms from other occupied areas of the building.

Spatial Relationships and Visual Control: Occupants in the Program Room will require access to public restrooms during library hours.

In order to reduce inappropriate use of public restrooms, they should be located near a heavily traveled area of the library so that staff and library users, will naturally notice unusual activity. Consider the use of security cameras if the location of the Public Restrooms appears to be too isolated.

Adjacencies: 10.1 Winter Garden Public Entrance
10.3 Program Room

Sight Lines To: None

Proximate: Main Paths of Travel

Occupancy: Meet or exceed local code requirements

Access: Public restrooms must be easy to find and well-marked.

Occupants in the Program Room will require access to public restrooms during library hours.

Meet all ADA requirements and consider using an exterior restroom door that can be operated electronically or is designed on the doorless airport model for ease of wheelchair access.

Acoustics: Provide excellent acoustical separation of restrooms from other occupied areas of the building. Sound insulation should be employed to reduce transmission of noise from this space to the library proper.

Collections: None

Fenestration and Daylighting: Natural lighting is not required here and windows should not be included in the design of this space.

10.4 Public Restrooms (continued)

Finishes: Design restrooms to be highly durable, vandal resistant and easy to clean and maintain. Restroom fixtures should be wall-mounted and cubicle partitions should be ceiling-mounted for ease of cleaning. Floor and wall coverings should be hard surface (non-slip on floors), such as tile, with the walls covered to a height of at least five feet. Cubicle partitions should be highly durable (e.g. Duraflex™, stainless steel or equivalent).

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install electronic hand dryers, a baby changing counter in both the men's and women's restrooms, and parcel shelves or baskets in each stall.

Flexibility and Expandability: Meet all ADA requirements and consider using an exterior restroom door that can be operated electronically or is designed on the doorless airport model for ease of wheelchair access.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Install high-quality industrial strength exhaust system vents in the restrooms.

Lighting, Artificial: Provide 15-25 foot-candles. As an energy-saving feature, consider motion-activated light sensors in this space. Public restrooms should be on a separate circuit so that library users are not inadvertently left in darkened restrooms when library lights are turned out at closing time.

Plumbing: Water and/or sewer service will be required at all toilets, sinks, hose bibs and floor drains. Hot water will be required at all sinks. Floors should be sloped to a floor drain, and the restroom should include a locking hose bib. Toilets should be low-flush and sinks should have timed shut-off of water flow.

Security: The main door to all public restrooms should not be lockable by users. Only staff should be able to lock public restrooms, with a keyed mechanism, if they are out-of-service or otherwise unavailable. Avoid single-use public restrooms.

In order to reduce inappropriate use of public restrooms, they should be located near a heavily traveled area of the library so that staff and library users will naturally notice unusual activity.

Consider the use of security cameras if the location of the Public Restrooms appears to be too isolated.

Seating: None

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, public restrooms must be easy to find and well-marked. Room identification and purpose must be posted outside the room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

10.4 Public Restrooms (continued)

Pictogram signs, frequently used for restrooms, must include the verbal equivalent placed directly below the symbol.

The interior of restrooms should include all required fire and safety signs.

Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Toilets should be low-flush and sinks should have timed shut-off of water flow.

Include tamper-proof, grounded duplex electrical wall outlets outside of restrooms. The outlets should be close enough to the restroom to provide cleaning equipment cord reach.

Outlets should be wall-mounted 15” above the finished floor.

The library’s public address system should be audible here.

Components and Furnishings:

Public Restrooms	Quantity	Item	SF/Item	Total SF
stall partition, restroom	TBD	partition	n.a.	n.a.
toilet, quantity to be determined by code requirements	TBD	toilet	n.a.	n.a.
shelf, parcel, restroom	TBD	shelf	n.a.	n.a.
coat hook, restroom	TBD	hook	n.a.	n.a.
sink, lavatory, restroom	TBD	sink	n.a.	n.a.
mirror, scratch resistant, restroom	TBD	mirror	n.a.	n.a.
baby changing station, one for each public restroom	TBD	station	n.a.	n.a.
hand dryer, electronic, restroom	TBD	dryer	n.a.	n.a.
receptacle, waster, restroom	TBD	receptacle	n.a.	n.a.
sanitary disposal unit, restroom	TBD	unit	n.a.	n.a.
dispenser, soap, restroom	TBD	dispenser	n.a.	n.a.
total				in GSF

10.5 Family Restroom

in GSF

Functional Space Summary: One unisex, single occupancy family restroom is needed for the convenience of parent and child, adjacent to the Children's Service Center and reasonably close to the Children's Services Staff Workroom.

The restroom must be designed for low maintenance and durability. Fixtures should be wall-mounted for ease of cleaning. Floor and wall coverings should be tile. A sloping floor and floor drains are essential.

Waste receptacles should be recessed and/or wall-mounted. Liquid/foam soap and towel dispensers should be located directly over sinks to prevent soap leaks and to avoid water drips on the floor. Install hand dryers as well as towel dispensers, a parcel/purse shelf, coat hanger/hook and bench for changing clothes in the restroom.

Spatial Relationships and Visual Control: The family restroom should be adjacent to the Children's Service Center and reasonably close to the Children's Services Staff Workroom.

Adjacencies: 11.2 Children's Service Center

Sight Lines To: None

Proximate: 13.1 Children's Services Staff Workroom

Occupancy: Not continuously occupied, 1-2 public (1 adult, 1 child) when in use

Access: Meet or exceed all ADA requirements.

Acoustics: Provide excellent acoustical separation of the restroom from other occupied areas. Sound insulation should be employed to reduce transmission of noise from this space to adjacent areas.

Collections: None

Fenestration and Daylighting: Natural lighting is not required here and windows should not be included in the design of this space.

Finishes: Design the restroom to be highly durable and easy to clean and maintain. Restroom fixtures should be wall-mounted and cubicle partitions should be ceiling-mounted for ease of cleaning. Floor and wall coverings should be hard surface (non-slip on floors), such as tile, with the walls covered to a height of at least five feet. Cubicle partitions should be highly durable (e.g. Duraflex™, stainless steel or equivalent).

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install an electronic hand dryer, a paper towel dispenser, a bench for changing clothes, and a parcel shelf.

Flexibility and Expandability: Meet or exceed all ADA requirements. It is not expected that this space will change functions in the future.

10.5 Family Restroom (continued)

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Install high-quality industrial strength exhaust system vents in the restrooms.

Lighting, Artificial: Provide 15-25 foot-candles. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: Water and/or sewer service will be required at the toilet, sink, and floor drain. Hot water will be required at the sink. Floors should be sloped to a floor drain. Toilet should be low-flush.

Security: A parent or guardian should be able to securely lock the restroom door from inside. Door hardware should include a safety feature so that in the event a member of the public becomes incapacitated; the lock can be tripped in order to enter the restroom.

Seating: None

Signage: Room identification and purpose must be posted outside the Family Restroom. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Pictogram signs, frequently used for restrooms, must include the verbal equivalent placed directly below the symbol.

Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Toilets should be low-flush and power will be required for the electronic hand dryer.

Include tamper-proof, grounded duplex electrical wall outlets outside the restrooms. The outlets should be close enough to the restroom to provide cleaning equipment cord reach.

Outlets should be wall-mounted 15" above the finished floor.

10.5 Family Restroom (continued)

Components and Furnishings:

Staff Restroom, One, Single Occupancy	Quantity	Item	SF/Item	Total SF
toilet	1.0	toilet	n.a.	n.a.
shelf, parcel, restroom	1.0	shelf	n.a.	n.a.
bench, for changing clothes	1.0	bench	n.a.	n.a.
coat hook, restroom	1.0	hook	n.a.	n.a.
sink, lavatory, restroom	1.0	sink	n.a.	n.a.
mirror, scratch resistant, restroom	1.0	mirror	n.a.	n.a.
hand dryer, electronic, restroom	1.0	dryer	n.a.	n.a.
paper towel dispenser	1.0	dispenser	n.a.	n.a.
receptacle, waster, restroom	1.0	receptacle	n.a.	n.a.
sanitary disposal unit, restroom	1.0	unit	n.a.	n.a.
dispenser, soap, restroom	1.0	dispenser	n.a.	n.a.
total	1.0			

11.1 Express Checkout , Lower Level

114 sq. ft.

Functional Space Summary: To promote customer convenience and operational efficiency, the Richmond Branch Library will provide two Express Checkout machines adjacent to the Children’s Service Center. These machines are similar to bank ATM’s and allow children, teens and adults to check-out their own materials rather than taking them to the Children’s Service Center. It is expected that many library users will use the Express Checkout machines.

To encourage and facilitate customer service, the Express Checkout machines should be placed in a prominent and easily visible area, close to the Children’s Service Center. Each machine should have plenty of circulation space and sufficient separation to give users some sense of privacy. One or both of the units needs to be accessible to people in wheelchairs. Additionally, each machine will need some counter surface on both sides for user’s books and belongings to be put down while using the equipment. Several standard library furniture vendors are now offering customized stands for express checkout machines that include wire management systems. Refer also to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Queuing space for the machines should allow for up to four people waiting to use the two machines.

Library users who need additional assistance or who prefer having staff checkout their materials will take their materials to the Children’s Service Center.

Spatial Relationships and Visual Control: Staff at the Children’s Service Center may need to assist users if they are first time Express Checkout users. Therefore, the staff should be able to see and quickly move to the Express Checkout stations.

Once library users have used the Express Checkout equipment, they will want to efficiently exit the library, so the machines should be proximate to the Winter Garden/Public Entrance, Lower Level.

Adjacency: 11.2 Children’s Services Center

Sight Lines To: Main Path of Travel

Proximate: 10.1 Winter Garden/Public Entrance, Lower Level

Occupancy: public, 2 – 6 standing

Access: To encourage use, the Express Checkout machines should be placed in a prominent area. Each Express Checkout station should have plenty of circulation space and sufficient separation to give users some sense of privacy. One or both of the units needs to be accessible to people in wheelchairs.

Acoustics: Standard

Collections: None

11.1 Express Checkout , Lower Level (continued)

Fenestration and Daylighting: Filtered natural light here is desirable, but great care must be taken with orientation in order to avoid screen glare at the Express Checkout stations. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. Some original wood and wood detailing is in the current children's room. The wood is shabby and worn and must be restored and finished appropriately to reflect the historic nature of the building. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Paint finishes and colors must be selected in consultation with an historic preservationist who can appropriately advise as to the correct colors, tones, and finishes.

This will be a high traffic area, so carpeting, which is the preferred floor finish, should be highly durable and able to stand up to repeated cleaning.

Each Express Checkout machine will need some counter surface on both sides for user's books and belongings to be put down while using the equipment and furnishings/counters should include wire management. Several standard library furniture vendors are now offering customized stands for express checkout machines, which include wire management systems. Refer also to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: If an additional Express Checkout machine is needed at a future date, it is likely that the reduced queuing space needed for staff-assisted checkouts would allow for the addition of a third machine.

Provide one additional standard quad communications outlet (two voice and two data) co-located with associated power to accommodate the possible expansion of the Express Checkout area in the future.

Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

An under floor access system will be installed in the children's area to provide for ease of response to future library service needs.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Current lighting in the children's room is woefully inadequate. The environment in this bustling children's room does not provide appropriate foot-candles for the different tasks and activities that take place in the room. The renovated children's room should provide excellent lighting.

11.1 Express Checkout , Lower Level (continued)

Originally designed to be a Lecture Hall for the Carnegie, natural daylighting in this room is limited to a few windows and one door that currently is used to enter and exit the children's room. Architects should make every effort to bring more natural light into this space.

Provide 20-30 foot-candles measured horizontally at the Express Checkout station work surface. Plan lighting carefully to avoid screen glare.

Plumbing: None

Security: The Express Checkout machines should be placed so that they give users some sense of privacy. The equipment should be within sight of staff to discourage vandalism.

Seating: None

Signage: For reasons of operational efficiency, the library will want to encourage public use of the Express Checkout machines, so signs that are part of a uniform, multi-lingual, flexible, easily updated signage system will be needed to help library users locate and use the equipment.

Signs will also be needed to help library users find/identify the reserve/hold shelves.

Overhead signs must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

All signage used in the original Carnegie sections of the Richmond Branch Library must be historically sensitive, yet ADA compliant. This section was originally the Lecture Hall. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide one standard quad communications outlet (two voice and two data) co-located with associated power for each Express Checkout machine. The machines will be networked with the library's online circulation system.

Provide one additional standard quad communications outlets (two voice and two data) co-located with associated power to accommodate the possible expansion of the Express Checkout area in the future.

These outlets, to serve the Express Checkout equipment, can be wall-mounted at 6" above the work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes.

Wire management must be included in all furnishings to accommodate Express Checkout equipment.

Provide safety capped, grounded duplex electrical outlets to meet general power needs in this space.

An under floor access system will be installed in the children's area to provide for ease of response to future library service needs.

11.1 Express Checkout , Lower Level (continued)

Components:

Express Checkout, Lower Level	Quantity	Item	SF/Item	Total SF	SF Needed
express self-checkout machines	2.0	machines	45.00	90	
queuing space	4.0	people	6.00	24	
Total				114	114

11.2 Children's Service Center

341 sq. ft.

Functional Space Summary: The Children's Service Center or counter is the central hub of the lower level of the Richmond Branch Library, and will be staffed at all times that the Children's Library is open.

The present configuration of staff work areas in the children's room are haphazardly placed, based upon where electrical capacity exists, rather than on efficiency, customer service or function. At the circulation area, a series of pieces of functionally mismatched furniture has been cobbled together to form a dysfunctional public and staff service area. The two children's librarian's desks are floating in what should be public space. They are each next to a different column that provides electrical and computer power, not because it is the correct location to greet children and parents and offer assistance to them.

The new Children's Service Center will have a total of three staff positions:

- One circulation position should be equipped with a tall stool that will allow staff to either sit or stand as preferred. There should be lateral counter surface of at least seven feet. Equipment at this position will include an online workstation, a materials checkout and scanner/desensitizer unit, receipt printer, a telephone handset and below counter storage for manuals and brochures. Space for a secure cash register, centrally located at the Children's Service Center is required.
- The information/reference position will be at sitting height. No undue barriers should be created at this position—library users should feel welcome to approach this staff member and ask for assistance. While this service position is located at the shared Children's Service Center, it can either be a continuation of the desk, or it can break somewhat from the desk if this design will increase a sense of accessibility for the public. The staff person here will need to be able to move quickly from the Children's Service Center to help visitors in the collections and at the public access computers. Equipment at the information station will include an online workstation, a telephone and shelving for ready reference resources.
- An additional, non-assigned computer workstation will be located at the service desk to facilitate workflow during especially busy times. This third staff position should be an ADA compliant, wheelchair accessible workstation that is part of the Children's Service Center. Staff members at this position may/may not require ADA accommodation, so the work surface height should be adjustable. Equipment at this position will include an online workstation, a materials checkout and scanner/desensitizer unit, receipt printer, a telephone handset and below counter storage for manuals and brochures. This position will serve as an additional service point for either circulation or reference/information as the flow of library users will determine during the course of any given day.

Shared staff space should include under counter shelf storage for manuals, brochures, space for a shared printer, space for book truck parking, and space for a centrally located cash register.

Staff at the Children's Service Center will answer questions, help orient visitors to the children's and teen areas, accept payment of fines for lost and overdue materials, monitor the children's and teen areas of the library, monitor the theft security gates, checkout materials for users who do not wish to use the Express Checkout machines, explain library policies and procedures, and provide

11.2 Children's Service Center (continued)

other assistance, as needed. Space for two Express Checkout machines will be nearby and in plain view for visitors to checkout their own materials.

Interior materials return drop slots located in the Children's Service Center will deposit into bins behind the desk. Two return slots, one for books and one for audiovisual materials are required.

The Children's Service Center will be an active, sometimes noisy area of the branch library. It will need to be planned with acoustical buffering and generous circulation space on both sides of the counter. Combined queuing space for the Children's Service Center and Express Checkout machines should accommodate up to 9 people. Staff needs to be able to move quickly and easily between the service counter, and the theft security gates and the collections, so the Children's Service Center desk should not be monolithic, but should have breaks in the structure to allow ease of movement between both sides.

Staff here must have a clear sight line into the lobby and into the Children's Area.

The desk must be designed with ergonomic and disabled access principles in mind and flooring on the staff side of the Children's Service Center must be highly resilient, as staff will spend long hours on their feet in this area. The desk counter height should vary so that it can accommodate library users or staff in a wheelchair, and to allow staff to assist library users who are filling out forms or handling lengthy transactions.

Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance on ergonomics and design of staff work areas.

Spatial Relationships and Visual Control: The Children's Service Center is the visual hub of the children's area of the library and the first stop for children and families who want assistance. Staff at the desk will monitor all areas of this floor of the library, and will work between duties at the public Children's Service Center and back-of-house areas. They will need to have direct adjacency to the Express Checkout area, the Family Restroom, the Children's Reference, New Books, Magazines area, and the Children's Services Staff Workroom.

In order to maintain visual control over general library areas and respond to service needs, staff here will need to have clear lines of sight to the Winter Garden/Public Entrance/Lower Level, the Children's Circulating Books area, the Computers for Children area, the Children's Picture Books area, and the Teen Area.

In order to reduce inappropriate use of Public Restrooms, staff at the Children's Service Center should have a proximate relationship to the general Public Restrooms.

Adjacencies:

- 10.5 Family Restroom
- 11.1 Express Checkout
- 11.3 Children's Reference, New Books, Magazines
- 13.1 Children's Services Staff Workroom

Sight Lines To:

- 10.1 Winter Garden/Public Entrance
- 11.4 Computers for Children
- 11.5 Children's Circulating Books
- 11.7 Children's Picture Books

11.2 Children's Service Center (continued)

12.1 Teen Area

Proximate: 10.4 Public Restrooms

Occupancy: 1-4 staff, 1-5 public

Access: A section of the Children's Service Center counter must be at a height to accommodate library users and/or library staff in a wheelchair. Counter height for this position should be between 28" and 34" above the finished floor, with knee-space on the staff side of the counter that is at least 19" deep. The desk must be designed with ergonomic and disabled access principles in mind. The service desk area will need generous circulation space on both the staff and public sides of the desk, with queuing space for up to six people waiting for assistance.

Acoustics: Activity at the Children's Service Center will often be brisk and sometimes noisy, and will require acoustical buffering. Use sound-absorbing materials, ceiling soffits or other architectural strategies to buffer the Children's Service Center area from the adjacent spaces so that noise from this active space does not intrude unduly into other areas.

Collections: Staff ready reference materials will be housed here in one section of 84" steel shelving units.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but should come from windows that are adjacent to the area rather than being part of the service desk space proper. Great care must be taken with orientation in order to avoid screen glare here. Interior glazing (relites) may be used here for visual control of other library spaces.

Finishes: Wall and floor finishes at the Children's Service Center should be durable, cleanable and renewable without undue expense. The service desk surface must be scratch resistant and the service desk face must resist scuffing. The staff workstations at the Service Desk must be planned and designed to meet ergonomic standards so as to support staff health and well-being.

The design of the service desk should discourage library users from moving to the staff side of the desk, but it must not be monolithic, because it should feel highly approachable for the children and families, and also because staff here will need to be able to move quickly and easily from behind the desk to respond to user's needs and to monitor the materials security system, so the desk design must include conveniently located openings.

Staff, especially circulation staff, are on their feet for long hours, so it is very important that the flooring on the staff side of the desk be highly resilient and/or cushioned. If cushioned, the flooring must remain even with surrounding flooring. Counter height for standing positions should be at approximately 36"-39". Counter height for sitting positions should be at approximately 29"-30". A position at Service Center must meet ADA standards for staff members and library users with disabilities. Counter height for this position should be between 28" and 34" above the finished floor, with knee-space on the staff side of the counter that is at least 19" deep.

11.2 Children's Service Center (continued)

Design and equip the Children's Service Center as follows:

- Resilient flooring that allows a task chair/stool on casters to move easily;
- Counter tops that are deep enough to accommodate a computer terminal and keyboard and other equipment, but not so deep as to be ergonomically unsound due to the need to reach too far across the desk for materials (approximately 29"-30");
- Counter tops constructed of durable, scratch resistant, easily cleaned material that can be replaced at a future date at reasonable cost;
- Staff computer terminal placement so that it does not block interaction between library users and staff;
- Concealed wire management for all equipment and a shield at the back of each computer workstation to conceal wiring;
- Toe space at the base of the desk on the customer side for comfort;
- Storage space, drawers, knee-holes, shelves, etc. on the staff side of the desk—design details to be decided in consultation with the library staff when the circulation desk is selected or designed; and
- ADA compliance.

Flexibility and Expandability: The Children's Service Center should be of a weight and quality that suggests permanence and importance, but it should not be installed as a permanently fixed, built-in unit that cannot be moved or modified in the future. Desk details such as drawers, shelves, etc. should be as modular as possible to allow for change.

An under floor access system will be installed in the children's area to provide for ease of response to future library service needs.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Staff at the Children's Service Center are up and down, working quickly to serve library users throughout the day. Cooling and ventilation must be excellent in the area, providing plenty of fresh air.

Lighting, Artificial: Current lighting in the children's room is woefully inadequate. The environment in this bustling children's room does not provide appropriate foot-candles for the different tasks and activities that take place in the room. The renovated children's room should provide excellent lighting.

Provide 20-40 foot-candles measured horizontally at the work surface. Plan lighting carefully to avoid screen glare.

Plumbing: None

Security: It will be important to follow adjacency and sight line requirements to assure that staff at this desk have extensive visual control over library spaces. This visual control will increase security for both staff and library users.

11.2 Children's Service Center (continued)

A secure cash register will be located at the Children's Service Center. The library's materials theft security system portals will be located adjacent to the Children's Service Center and will be monitored by staff here. Include a panic alarm behind the Children's Service Center in case staff require emergency assistance from co-workers in the staff work room.

Seating: One adjustable, staff task stool and two adjustable staff task chairs at desk.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, this major service point requires a prominent sign to identify it. The sign should have a width-to-height ratio between 3:5 and 1:1 for letters and numbers. Signs placed overhead must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high. Characters should contrast light-to-dark or dark-to-light with the sign background.

All signage used in the original Carnegie sections of the Richmond Branch Library must be historically sensitive, yet ADA compliant. This section was originally the Lecture Hall. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide one standard duplex communications outlet (one voice and one data) co-located with associated power every 4' along the work counter. Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for the printer and the cash register. Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each of the four computer workstations.

Provide telephone service outlets to accommodate one handset at the circulation zone of the Children's Service Center and one at the reference/information zone of the Children's Service Center.

Outlets can be wall-mounted at 6" above the work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes.

Provide a generous number of standard, grounded duplex electrical outlets to meet the considerable general power needs in this space.

Microphone input for the branch library's public address system will be located here.

As part of the building security system, include wiring for an emergency panic alarm at the Children's Service Center.

There is an abundance of electrical/data equipment at the Children's Service Center. Wire management must be included in all furnishings here to manage the numerous cables and cords safely and attractively.

An under floor access system will be installed in the children's area to provide for ease of response to future library service needs.

11.2 Children's Service Center (continued)

Components:

Children's Service Center	Quantity	Item	SF/Item	Total SF	SF Needed
staff counter positions (1 circ, 1 ref, 1 dual-use)	3.0	positions	75.00	225	
ready reference support shelf	1.0	sections	10.00	10	
receipt printer	2.0	printers	0	0	
cash register	1.0	machine	0	0	
return slots, set horizontally, in service desk	2.0	slots	12.00	24	
shelving for reserves/holds	1.0	Section	10.00	10	
parking for book trucks	3.0	trucks	8.00	24	
networked printer atop supply cabinet	1.0	printer	12.00	12	
display of Library handouts, blt into desk	1.0	unit	6.00	6	
queuing space	5.0	people	6.00	30	
Waste receptacle, under counter	1.0	Basket	0	0	
Security system sensitizer/desensitizer	1.0		0	0	
Material's reader	2.0		0	0	
Total				341	341

11.3 Children's Reference, New Books & Magazines

175 sq. ft.

Functional Space Summary: This area will include children's reference books, both circulating and non-circulating, as well as shelving for new and/or highlighted children's books, and shelving for children's magazines. Magazines will be shelved on slanted, display shelves that lift-up, providing flat shelf storage of recent back issues. Reference shelving will include a center rollout shelf to support heavy reference books that are being used at the shelf site. A cable television drop should be available here.

This is a small area with big impact. It will serve as the gateway to the children's section of the children's area of the library and should set the tone of the children's area, acting as a transition zone to a more child-focused space. It is important that this transitional space be interesting and colorful to draw children and families into the rest of the area. The space needs to be highly visible from the main path of travel toward the children's area. It will include 48" high magazine display shelving for children's periodicals and 66" high shelving for children's new and display books.

During the extensive community input process, the community clearly articulated their concern that the library provide a Family Restroom within the children's area. The community realized the trade-off that was necessary in other service areas in order to provide the square footage necessary for the Family Restroom. When the next community meeting is held, the Library will check again with the community to see if they remain satisfied with the planning for the provision of collections and services to children and feel that those collections and services are in balance. The Library is prepared to increase the amount of square footage assigned to children's collections and services by deleting the Family Restroom, if that is the direction given to the Library by the community. Following outcome of Cycle 2 review, the Library has worked with the project architects, re-evaluating every square foot of space available, and the use and configuration of those spaces, to accommodate an increase in children's collections.

Spatial Relationships and Visual Control: This is the entrance to the entire children's area, which will provide core services to children and families of the Richmond neighborhood. The area should be located prominently, along the main path of travel to the children's area, to capture children's interest and to draw children and families into the space beyond—into the children's services area of the library.

It will be important to provide an adjacency and a clear line of sight between this space and the Children's Services Center so that staff there can provide children and families with assistance and can monitor activity in the children's area.

A line of sight should exist between this high use area and the Children's Audiovisual Media area, to facilitate ease of use of both of these important high use areas by children and parents.

Users of the children's area will be able to reach this space without passing through the adult or teen areas of the library.

Adjacency: 11.2 Children's Service Center

Sight Lines To: 10.1 Winter Garden/Public Entrance/Lower Level
11.6 Children's Audiovisual Media

Proximate: None

11.3 Children's Reference, New Books & Magazines (continued)

Occupancy: public, 2-8 standing

Access: Collections here will be shelved in 48" and 66" high shelf units so that children will be able to access the collections. Stack aisles will be at least 42" wide to accommodate access by children and family members of all abilities.

Acoustics: This space and the entire children's area needs to be acoustically buffered to allow for boisterous and animated children's activities. Use sound-absorbing materials, ceiling soffits or other architectural strategies to prevent the noise appropriately generated by children here from intruding unduly into the Teen Area, located adjacent to the children's area. Although this area is part of the original Carnegie design, as a Lecture Hall, the ceilings are not architecturally significant, so architects may have greater acoustical treatment flexibility here than in the main reading room on the upper level.

Collections: Children's collections in this small area will include:

- New and display books, shelved in 66" high shelves with 8" or 10" shelves, with some books displayed face out;
- Reference non-circulating and reference circulating children's books shelved in 66" high shelves; and
- Children's magazine current issues, shelved in 48" high shelf units on slanted display shelves that are hinged to lift up, exposing a flat shelf below.

Collection aisles in this entry/display area will be at least 42" wide to accommodate browsing and easy access by children and families of all abilities.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

All 48" and 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Originally designed to be a Lecture Hall for the Carnegie, natural daylighting in this room is limited to a few windows and one door that currently is used to enter and exit the children's room. Architects should make every effort to bring more natural light into this space.

Finishes: This space should set the tone for the children's area of the library, so the interior design should be colorful and playful and child appropriate, while retaining the vision of the overall design package. Include wall mounted display boards here to help set the tone of the space.

11.3 Children's Reference, New Books & Magazines (continued)

The main sign identifying this area should be appropriately designed to lead users into a child-focused space.

Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Carpeting is the preferred floor finish here for comfort and sound control.

All 48" and 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

An under floor access system will be installed in the children's area to provide for ease of response to future library service needs.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Current lighting in the children's room is woefully inadequate. The environment in this bustling children's room does not provide appropriate foot-candles for the different tasks and activities that take place in the room. The renovated children's room should provide excellent lighting.

Ensure that the materials displayed in this space are well-lighted, enhancing the retail merchandising quality of the space. Consider using downlights to emphasize the area and provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the book stack face.

Plumbing: None

Security: Staff at the Children's Services Center must be able to visually monitor activity here.

Seating: None

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signs will be needed to help library users locate the children's area, and the main sign here should be appropriately designed to lead users into a child-focused space. If overhead signage is used it must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

All signage used in the original Carnegie sections of the Richmond Branch Library must be historically sensitive, yet ADA compliant. This section was originally the Lecture Hall. Refer to

11.3 Children's Reference, New Books & Magazines (continued)

the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.

Outlets can be wall-mounted 15" above the finished floor.

An under floor access system will be installed in the children's area to provide for ease of response to future library service needs.

Components:

Children's Reference, New Books & Magazines	Quantity	Item	SF/Item	Total SF	SF Needed
shelving, 66"w/12" shelf, for non-circulating reference w/ center rollout shelf	6.4	sections	10.30	65	
shelving, 66"w/12" shelf, for circulating reference w/ center rollout shelf	5.4	sections	10.30	55	
shelving, 66" display for J new bks	2.6	sections	9.40	25	
shelving, 48" slanted for magazines	2.9	sections	10.30	30	
wall-mounted display boards for posters etc.	TBD	boards	n.a.	n.a.	
Total				175	175

11.4 Computers for Children

197 sq. ft.

Functional Space Summary: Continuing the response to community input regarding computer access, computers for children will be available in the children's area of this branch library. This section of the library will include five sit-down computers for children to use either on their own or with friends and family. One of the computer workstations includes two seats to facilitate sharing and collaboration. One networked printer will be available to support the children's computers.

Spatial Relationships and Visual Control: Computer access will be a core service for the children's area of the library, so the Computers for Children area should be easily seen by children and parents as they enter the children's area.

Staff from the Children's Services Center will frequently move through this computer area, monitoring activity, responding to questions and providing support for electronic research. Therefore, it will be important for users at the Computers for Children area and staff at the Children's Services Center to have a clear line of sight to one another.

Adjacencies: Children's Area

Sight Lines To: 11.2 Children's Service Center

Proximate: None

Occupancy: public, 1-6 seated at computer workstations

Access: Workstations must be sized to provide a work surface sufficient for users to work at the computers using books and papers.

These public computers should include the availability of specialized keyboards or international keyboards, and software to accommodate users who speak/write in English or in other languages.

Task chairs at the workstations should be height adjustable, with simple mechanisms that offer a wide range of heights to accommodate children and family members.

Acoustics: The clicking of computer keys and conversations between people working together or with library staff at computer stations can be somewhat distracting. Use sound-absorbing materials, ceiling soffits or other architectural strategies to prevent the noise generated by the computers from intruding unduly into surrounding areas.

Although this area is part of the original Carnegie design, as a Lecture Hall, the ceilings are not architecturally significant, so architects may have greater acoustical treatment flexibility here than in the main reading room on the upper level.

Collections: None

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Carpeting is the preferred floor finish here for comfort and sound control. Task chairs will be repeatedly rolled/scooted across the floor in front of the computer

11.4 Computers for Children (continued)

stations, so the carpet must hold up to heavy wear and have a low loop that does not catch in casters.

Finishes on computer workstation furniture must be highly durable, vandal resistant and easily cleaned, as the computer stations will be used constantly. Task chairs should be adjustable for individual differences. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning. Furnishing styles and colors should be in keeping with the children's area and the interior design package for the library. Wire management will be required at each workstation to manage wires/cabling safely and attractively.

Fenestration and Daylighting: Filtered natural lighting is desirable here, but great care must be taken with orientation in order to avoid screen glare.

Flexibility and Expandability: The library should be designed with a technology infrastructure that can support approximately twice the number of public computer stations that are called for in this building program—so up to 42 public workstations for both floors, combined. Although the computers in this area will have hard-wired connections, the building should include wireless service for future flexibility and the use of hand-held computing devices. Computer workstations should be modular rather than permanently fixed in place, and task chairs should be height adjustable. Do not use ganged furnishings, as these limit future layout adjustments.

An under floor access system will be installed in the children's area to provide for ease of response to future library service needs.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Current lighting in the children's room is woefully inadequate. The environment in this bustling children's room does not provide appropriate foot-candles for the different tasks and activities that take place in the room. The renovated children's room should provide excellent lighting.

Provide 20-30 foot-candles. Great care should be taken with lighting to eliminate or reduce screen glare.

Plumbing: None

Security: Staff must be able to monitor activity here, so, while each person at a computer station should have a minimal level of privacy, staff also need to have excellent visual control of the area to avoid inappropriate behavior.

Equipment and service cables will need to be secured against vandalism and theft.

Seating: One, adjustable task chair will be required at each of 4 sit-down computer workstations, and the 5th sit-down computer workstation must provide seating for two users, a child and parent. Chairs will need to be highly durable, adjustable, and easily cleaned.

11.4 Computers for Children (continued)

Signage: At the discretion of the library staff and planners, signage identifying the computer area here may be required. If overhead signage is used it must be placed a minimum of 89” above the floor and must have letters and numbers at least 3”high.

All signage used in the original Carnegie sections of the Richmond Branch Library must be historically sensitive, yet ADA compliant. This section was originally the Lecture Hall. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide one standard quad communications outlet (two voice & two data) co-located with associated power at each computer workstation. All computer workstations must be networked to have access to the printer located here.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power for the printer located here.

Provide safety capped, grounded duplex electrical outlets to meet general power needs in this space.

Outlets can be wall-mounted at 6” above the work surface, wall-mounted 15” above the finished floor, or in recessed floor boxes.

Provide wire management for all computer workstation furnishings to manage wires/cables safely and attractively.

Wireless service is required in the building to provide flexibility for use of hand-held computing devices.

An under floor access system will be installed in the children’s area to provide for ease of response to future library service needs.

Components:

Computers for Children	Quantity	Item	SF/Item	Total SF	SF Needed
computers, sit-down workstns w/1 seat	4.0	wkstns	35	140	
computers, sit-down workstns w/2 seats	1.0	wkstns	45.00	45	
networked printer atop supply cabinet	1.0	prtr	12.00	12	
Total				197	197

11.5 Children's Circulating Books

934 sq. ft.

Functional Space Summary: The majority of the children's collections will be housed here, interspersed with four-place tables and chairs to allow children to use the collections. This area will include children's nonfiction, fiction, paperbacks, and easy readers in English and other languages. The various collections will need to be defined through interior design, shelf arrangement and signage.

This space will include shelving for children's fiction, children's holiday collections, children's nonfiction, children's mass market paperbacks, and children's international language books.

Mass-market paperbacks will be shelved on rotating racks inserted into standard shelf units, and standard shelves will include slatwall stack ends for display.

Seating at 4-place tables for reading and study by elementary and middle school age children will be adjacent to the shelving.

During the extensive community input process, the community clearly articulated their concern that the library provide a Family Restroom within the children's area. The community realized the trade-off that was necessary in other service areas in order to provide the square footage necessary for the Family Restroom. When the next community meeting is held, the Library will check again with the community to see if they remain satisfied with the planning for the provision of collections and services to children and feel that those collections and services are in balance. The Library is prepared to increase the amount of square footage assigned to children's collections and services by deleting the Family Restroom, if that is the direction given to the Library by the community. Following outcome of Cycle 2 review, the Library has worked with the project architects, re-evaluating every square foot of space available, and the use and configuration of those spaces, to accommodate an increase in children's collections.

Spatial Relationships and Visual Control: The Children's Circulating Books area will provide a core service. While this large space within the children's area should be highly visible, it should not be the first thing that library visitors should see as they enter the children's area. Instead, library users should be drawn into the children's area and then into the Children's Circulating Books area as their interest is piqued. These circulating collections should be central to children's services, and there should be sight lines between them and each children's collection and service area.

Staff at the information Children's Service Center, will sometimes work with families and children in these collections to help them locate the books they need for information, schoolwork and entertainment, so these collections should have a proximate relationship with the service desks.

To facilitate visual control, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily.

Sight Lines To: 11.2 Children's Service Center

Adjacencies: children's area

Proximate: None

11.5 Children's Circulating Books (continued)

Occupancy: public, 4-12 seated at tables

Access: Collections here will be shelved on 66" high shelf units so that children can reach them. Aisles will be between 36" and 42" wide to accommodate access by young library visitors and families of all abilities.

One of the three, 4-place tables here should be ADA compliant, to accommodate young users in wheelchairs.

Acoustics: The Children's Circulating Books area should not pose unusual noise or sound control issues within the children's services area. Use sound-absorbing materials, ceiling soffits or other architectural strategies to prevent the noise appropriately generated by children here from intruding unduly into the Teen Area, located adjacent to the children's area.

Although this area is part of the original Carnegie design, as a Lecture Hall, the ceilings are not architecturally significant, so architects may have greater acoustical treatment flexibility here than in the main reading room on the upper level.

Collections: In the Richmond Branch Library, the Children's Circulating Books will include:

- Children's English language fiction, shelved in 66" high units with 8" or 10" shelves;
- Children's International languages collections, shelved in 66" high units with 8" or 10" shelves;
- Children's mass-market paperbacks; and
- Children's English language nonfiction and holiday books, shelved in 66" high units with 8" or 10" shelves.

All collection aisles in the children's circulating books will be between 36" and 42" wide to accommodate access by young library visitors and families of all abilities. To facilitate visual control, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

Slat-wall stack ends will be used here to allow for display and highlighting of the collections and to maximize the space's marketing appeal.

All 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections or seating should be avoided. All exterior windows that are not

11.5 Children's Circulating Books (continued)

protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Originally designed to be a Lecture Hall for the Carnegie, natural daylighting in this room is limited to a few windows and one door that currently is used to enter and exit the children's room. Architects should make every effort to bring more natural light into this space.

Finishes: Finishes and furnishing styles and colors should be in keeping with the children's area and the interior design package for the library. Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Carpet, for comfort and sound control, is the preferred floor finish.

Finishes on the 4-place tables and the chairs should be durable and vandal resistant. The tabletops should be replaceable or able to be refinished. If upholstery is used on the chairs, it must be easily cleaned and able to stand up to repeated cleaning.

All 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Wireless service should be available at the user tables in this area to allow for use of laptop computers and other hand-held computing devices.

An under floor access system will be installed in the children's area to provide for ease of response to future library service needs.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Current lighting in the children's room is woefully inadequate. The environment in this bustling children's room does not provide appropriate foot-candles for the different tasks and activities that take place in the room. The renovated children's room should provide excellent lighting.

For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face. Overhead lighting over book stacks should be placed perpendicular to the stacks to provide more flexibility for any future reconfiguration of stack areas.

At the reader tables located here, provide 30-40 foot-candles.

11.5 Children's Circulating Books (continued)

Plumbing: None

Security: To facilitate visual control and safety, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily.

Seating: Seating at 4-place tables for reading and study by elementary and middle school age children will be adjacent to the shelving. Twelve reader seats will be required at 3 tables. One table should be ADA compliant for children.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, include end panel signs on all stacks to identify range contents.

All signage used in the original Carnegie sections of the Richmond Branch Library must be historically sensitive, yet ADA compliant. This section was originally the Lecture Hall. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide wireless service for the user tables in this area to allow for use of laptop computers and other hand-held computing devices.

Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space. Outlets can be wall-mounted 15" above the finished floor.

An under floor access system will be installed in the children's area to provide for ease of response to future library service needs.

Components:

Children's Circulating Books	Quantity	Item	SF/Item	Total SF	SF Needed
seating @ 4-pl tables	12.0	seats	25.00	300	
shelving, 66" for J fiction & genre (includes paperbacks)	20.6	sections	9.40	194	
shelving, 66" for J nonfiction (includes paperbacks)	34.1	sections	9.40	321	
shelving, 66" for J International languages bks	12.7	sections	9.40	119	
Clock	1.0	Clock	0	0	
Total				934	934

11.6 Children's Audiovisual Media

74 sq. ft.

Functional Space Summary: Children and their families will browse through this collection to find audiovisual materials to checkout for home use. This will be an active area with collections of videos, DVDs, CDs, and children's audiovisual kits shelved in 66" high shelving units, some equipped with browsing bins.

All audiovisual materials in both English and non-English languages for children will be housed here.

Audio and video material in several formats circulates well in the current facility. The audiovisual media collection will be larger in the restored, renovated and expanded Richmond Branch Library, and it is expected that this area will be visited frequently. Children and their parents will visit this area for their AV materials. It will contain music on compact discs, books on tape and CD, videos and DVDs, computer software and children's AV kits.

The various collections housed here need to be clearly defined and differentiated through the shelving arrangement and signage.

During the extensive community input process, the community clearly articulated their concern that the library provide a Family Restroom within the children's area. The community realized the trade-off that was necessary in other service areas in order to provide the square footage necessary for the Family Restroom. When the next community meeting is held, the Library will check again with the community to see if they remain satisfied with the planning for the provision of collections and services to children and feel that those collections and services are in balance. The Library is prepared to increase the amount of square footage assigned to children's collections and services by deleting the Family Restroom, if that is the direction given to the Library by the community. Following outcome of Cycle 2 review, the Library has worked with the project architects, re-evaluating every square foot of space available, and the use and configuration of those spaces, to accommodate an increase in children's collections.

Spatial Relationships and Visual Control: Two of the most popular areas in the children's area of the library are likely to be the Children's Reference, New Books and Magazines area, and Children's Audiovisual Media area. By placing these spaces within clear sight lines to one another, and along the path of travel from the main entrance, the library will have an effective marketing tool that will draw young visitors and their families as soon as they enter the children's area.

Once visitors find what they need here, they will find it convenient to proceed to the Express Checkout area which should have a proximate relationship with the Children's Audiovisual Media area.

This busy, and potentially noisy area should be located away from quieter areas of the library.

Adjacencies: None

Sight Lines To: 11.3 Children's Reference, New Books and Magazines
Main Path of Travel

Proximate: 11.1 Express Checkout & Reserves

11.6 Children's Audiovisual Media (continued)

Occupancy: 2 -8

Access: To facilitate browsing of the audiovisual collections, the moderately low height 66" shelves here will include both standard shelves and AV browsing bins. Stack height and aisles, to be at least 42" wide, will accommodate access by library visitors of all abilities.

Acoustics: Locate this busy space away from quieter areas of the children's area and the Teen Area.

Use sound-absorbing materials, ceiling soffits or other architectural strategies to prevent the noise appropriately generated by children here from intruding unduly into the Teen Area, located adjacent to the children's area.

Although this area is part of the original Carnegie design, as a Lecture Hall, the ceilings are not architecturally significant, so architects may have greater acoustical treatment flexibility here than in the main reading room on the upper level.

Collections: Audiovisual resources will be shelved here on 66" high shelf units. The shelf uprights will accommodate standard shelves for videos, audiobooks, CD-ROMs, computer software and language learning materials, children's AV kits, and also AV browsing bins for CDs, and DVDs. Aisles will be between 36" and 42" wide.

Shelving will be steel book stack adjustable shelving/browser bins, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is desirable here, but direct sunlight on the collections should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Originally designed to be a Lecture Hall for the Carnegie, natural daylighting in this room is limited to a few windows and one door that currently is used to enter and exit the children's room. Architects should make every effort to bring more natural light into this space.

Finishes: Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Carpeting is the preferred floor finish, and it must be highly durable and able to be frequently cleaned in order to stand up to the level of traffic expected in this busy area.

Shelving with an epoxy powder finish is preferred over enamel coatings.

All 66" shelf units must include canopy tops so that the stacks in these lower shelves will look finished and tidy.

11.6 Children's Audiovisual Media (continued)

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Shelving choices continue to evolve, and by using steel upright, standardized shelving units, different types of audiovisual shelving styles can be hooked into the basic uprights as needed/desired.

An under floor access system will be installed in the children's area to provide for ease of response to future library service needs.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Current lighting in the children's room is woefully inadequate. The environment in this bustling children's room does not provide appropriate foot-candles for the different tasks and activities that take place in the room. The renovated children's room should provide excellent lighting.

Ensure that the materials displayed in this space are well-lighted, enhancing the retail merchandising quality of the space. Provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

Plumbing: None

Security: Standard

Seating: None

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signage will be needed to help library users find/identify the audiovisual shelves. If an overhead sign is used, it must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

Signs will be needed on the shelf units and/or end panels to identify what is housed there and to differentiate between formats in the audiovisual collections.

All signage used in the original Carnegie sections of the Richmond Branch Library must be historically sensitive, yet ADA compliant. This section was originally the Lecture Hall. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space.

Outlets can be wall-mounted 15" above the finished floor, or in recessed floor boxes.

11.6 Children's Audiovisual Media (continued)

An under floor access system will be installed in the children's area to provide for ease of response to future library service needs.

An under floor access system will be installed in the children's area to provide for ease of response to future library service needs.

Components:

Children's Audiovisual Media	Quantity	Item	SF/Item	Total SF	SF Needed
shelving, 66" for J videos	3.3	sections	9.40	31	
shelving, 66" AV browsing for DVDs	0.4	sections	9.40	4	
shelving, 66" AV browsing for J music CDs	1.0	sections	9.40	10	
shelving, 66" for J audiobooks	2.0	sections	9.40	19	
shelving, 66" w hanging rods for AV kits	0.8	sections	9.40	8	
shelving, 66" for new format	0.2	sections	9.40	2	
Total				74	74

11.7 Children's Picture Books

541 sq. ft.

Functional Space Summary: Reading to and with young children is critical to children's reading readiness when they enter school. The Richmond Branch Library will foster early childhood reading experiences by providing a strong collection of picture books in an appealing setting, where youngsters and parents can select books to take home and/or to read in the library.

Books here will be shelved on appropriately low shelving, with canopy tops for displays, placement of learning toys/tools and baskets of board books, etc. Seating here will include toddler-sized tables and chairs, soft, easily washable floor seating mats, and a two-place lounge seat and built-in window/wall "banco" type seats where parents, siblings or caregivers can read with a young child.

The space will include a small open area for play, where children can use hands-on learning toys/tools.

This space will be devoted to serving the branch's youngest clientele—babies, toddlers, preschoolers and younger elementary school age children as well as their parents and caregivers.

Located in a highly visible space within the children's area, this area needs to be child-friendly, safe and secure and acoustically separated from areas for adults. It needs to be laid out so that it "contains" its visitors, discouraging young children from wandering away unattended. There must be a clear line of sight into this space from the Children's Service Center.

Books here will be shelved on appropriately low shelving, with canopy tops for displays, placement of learning toys/tools and baskets of board books.

This space needs a comfortable ambience in which families can enjoy finding and reading books together. Seating includes toddler sized table seating and a 2-person lounge chair so that parents, siblings or caregivers can sit and read with young children.

There is a small, open play area for hands-on learning toys such as puzzles and alphabet blocks, etc.

Children from this area will move to the Program Room for story times.

During the extensive community input process, the community clearly articulated their concern that the library provide a Family Restroom within the children's area. The community realized the trade-off that was necessary in other service areas in order to provide the square footage necessary for the Family Restroom. When the next community meeting is held, the Library will check again with the community to see if they remain satisfied with the planning for the provision of collections and services to children and feel that those collections and services are in balance. The Library is prepared to increase the amount of square footage assigned to children's collections and services by deleting the Family Restroom, if that is the direction given to the Library by the community. Following outcome of Cycle 2 review, the Library has worked with the project architects, re-evaluating every square foot of space available, and the use and configuration of those spaces, to accommodate an increase in children's collections.

Spatial Relationships and Visual Control: The Children's Picture Books collection will provide one of the most popular services in the library. This collection will be central to

11.7 Children's Picture Books (continued)

children's services, and there should be sight lines between it and other children's collection and service areas.

Parents/caregivers will generally be with young children in these collections, but library staff at the Children's Services Center will need to have a clear line of sight into this area to monitor activity and assist users as needed.

A proximate relationship should exist between the Children's Picture Books area and the Program Room, to allow for ease of movement between story time and other children's program activities and the Children's Picture Book area.

Adjacency: None

Sight Lines To: 11.2 Children's Service Center

Proximate: 10.3 Program Room

Occupancy: public, 2-16, 4 seated at toddler-sized table, 2 seated at 2-person lounge seat, or others browsing the collections

Access: Collections here will be shelved on 48" high shelf units so that young children can reach them. Aisles will be between 36" and 42" wide to accommodate access by young library visitors and families of all abilities.

The 4-place table here will be toddler sized so that very young children can get in and out of the seats.

Acoustics: This area of the library will generate significant noise, because enthusiastic and energetic young children will play, read, and browse books with parents and siblings. The area should be designed so that young children can be appropriately noisy without infringing on the needs of other library users. Designers should use sound absorbing materials, and other architectural strategies to buffer this area from the adjacent spaces to prevent noise from intruding unduly into other areas. Sound insulation should be employed to reduce transmission of conversation and other noise from this space to the library proper.

Although this area is part of the original Carnegie design, as a Lecture Hall, the ceilings are not architecturally significant, so architects may have greater acoustical treatment flexibility here than in the main reading room on the upper level.

Collections: In the Richmond Branch Library, the Children's Picture Books collection will include:

- Picture books, shelved in 48" high units with 12", slotted shelves

All collection aisles in the children's picture books will be between 36" and 42" wide to accommodate access by young library visitors and families of all abilities. To facilitate visual

11.7 Children's Picture Books (continued)

control, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

All 48" shelves will need to have durable canopy tops to give a finished look to the area and to provide additional display space—wood core/laminate canopy tops are much preferred over metal canopy tops on these lowest shelf units for appearance and sturdiness.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections or seating should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

Originally designed to be a Lecture Hall for the Carnegie, natural daylighting in this room is limited to a few windows and one door that currently is used to enter and exit the children's room. Architects should make every effort to bring more natural light into this space.

Finishes: Finishes and furnishing styles and colors should be in keeping with the children's area and the interior design package for the library. Wall finishes here must be especially durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Carpet, for comfort and sound control, is the preferred floor finish, and must be able to stand up to frequent cleaning.

Finishes on the 4-place table and the chairs should be durable and washable. The tabletop should be replaceable or able to be refinished. Avoid using upholstery on the chairs at the toddler's table. Upholstery at the 2-place lounge seat must be highly durable, easily cleaned and able to stand up to repeated cleaning.

Shelves will need to have durable canopy tops to give a finished look to the area and to provide additional display space—wood core/laminate canopy tops are much preferred over metal canopy tops here for appearance and sturdiness.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

An under floor access system will be installed in the children's area to provide for ease of response to future library service needs.

11.7 Children's Picture Books (continued)

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Current lighting in the children's room is woefully inadequate. The environment in this bustling children's room does not provide appropriate foot-candles for the different tasks and activities that take place in the room. The renovated children's room should provide excellent lighting.

For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face.

At the reader table located here, provide 30-40 foot-candles.

Plumbing: None

Security: This area should "contain" its young visitors so that toddlers do not wander off, out of sight of parents/caregivers. The picture book area should provide excellent, casual visual control by parents, staff and general library users throughout the picture book area, including between stacks.

Seating: Seating will be at a 4-place table that is toddler sized and at one 2-place lounge seat where children and parents/caregivers/siblings will read together.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, include end panel signs on all stacks to identify range contents. To identify the picture book area, it will be a library and planning staff decision whether to use signage or design/décor elements, or both to define the usage. If overhead signage is used, it must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high.

All signage used in the original Carnegie sections of the Richmond Branch Library must be historically sensitive, yet ADA compliant. This section was originally the Lecture Hall. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space. Outlets can be wall-mounted 15" above the finished floor.

An under floor access system will be installed in the children's area to provide for ease of response to future library service needs.

11.7 Children's Picture Books (continued)

Components:

Children's Picture Books	Quantity	Item	SF/Item	Total SF	SF Needed
seating @ 4-pl tables, round for toddlers	4.0	seats	22.00	88	
seating, 2-place lounge chairs	1.0	seats	45.00	45	
seating, informal, toddler's floor seating system, washable	10.0	seats	10.00	100	
seating @ window or wall seats/banco	4.0	seats	18.00	72	
shelving, 48"w/12" shelf, for picture bks	15.5	sections	10.30	160	
Baskets, for board books	2.0	Basket	0	0	
open play space for toddlers with learning toys/activities	n.a.	space		76	
Total				541	541

12.1 Teen Area

576 sq. ft.

Functional Space Summary: While teens will be encouraged to use the entire facility, it is important to establish an area that they can identify as “their own”. After school, evenings and on the weekends, this will be a lively space with small groups of teens and pre-teens chatting and working together. Therefore, the space needs some separation from other areas. At the same time, it needs to be within a line of sight from the Children’s Service Center to allow staff to monitor activity. The space should have more design and esthetic relationship to the adult spaces of the building than to the children’s spaces.

As part of the extensive public input on the Richmond project, teens stated a clear preference to be in their own defined space that was not on the upper level with the adult materials. Therefore, the new Teen Area will be incorporated into the new north wing addition adjacent to the children’s area. It will be self-contained and allow teens to gather and socialize and have a fun place to be in the library. Community input from neighborhood educators shows an interest in having collections and spaces that encourage teen use of the Richmond Branch Library.

Paperback and some hardback books, graphic novels, audiovisual materials and magazines for teens will be shelved here. A variety of comfortable seating is needed, including some built-in window/wall “banco” type seating, a round table and lounge chairs with tablet arms for maximum flexibility of use.

Teens will need access to computers in this area, so three workstations are included—one of the workstations has two seats so that teens can work together. A dedicated, networked printer is included in this space.

Wall-mounted display space is needed for posters, artwork and announcements of upcoming events of interest to this age group.

A photocopy machine will be available here.

Seating and décor here should be age appropriate. Seats are likely to be tipped back, and moved around the space, and some seating should allow for “sprawling”. The space needs some separation from other areas, especially those intended for quiet reading. At the same time, this area needs to be within a clear line of sight from the Service Center, to allow staff to monitor activity here.

Spatial Relationships and Visual Control: The Teen Area will provide core services to Richmond neighborhood youth. The area should be located prominently to capture teen interest and to draw them into the space. However, this is likely to be an active and sometimes noisy space, so it must not be located too close to areas of the library meant for quiet reading and study.

The area will offer a variety of fiction, graphic novel, computers and magazine collections of special interest to this age group, but teens will also need to make connections with other areas of the library to satisfy their need for collections to support their studies and personal interests. It will be important to provide a clear line of sight between this space and the Children’s Services Center so that staff there can provide assistance and can monitor the Teen Area.

Adjacencies: None

Sight Lines To: 11.2 Children’s Service Center

12.1 Teen Area (continued)

Proximate: None

Occupancy: public, 3-10 seated at lounge chairs or table

Access: New and display books and also magazines in the Teen Area will be shelved in 84" high shelf units. Magazines will be on slanted magazine display sections of the 84" high shelving. Fiction and graphic novels will be shelved in 84" units. Stack aisles will be between 36" and 42" wide to accommodate access by teens of all abilities.

The table here must be ADA compliant, to provide ease of access for teens with disabilities.

Acoustics: This area needs to be acoustically separated from the general public space and well away from quiet reading areas. Use sound-absorbing materials, ceiling soffits or other architectural strategies to prevent the noise generated by teens here from intruding unduly into surrounding areas.

The Teen Area will be incorporated into the new north wing, so no historical restrictions apply.

Collections: The teen book/magazine collections will include:

- New and display books, shelved in 84" high units with 8" or 10" shelves;
- English and Chinese graphic novels, shelved in 84" high units with 8" or 10" shelves;
- Mass market paperbacks, shelved on spinner units inset into standard steel, 84" shelving uprights, with each spinner unit having a capacity of 288 volumes; and
- Teen magazine current issues, shelved in 84" high units on slanted display shelves that are hinged to lift up, exposing a flat shelf below.

All collection aisles in the teen area will be between 36" and 42" wide to accommodate access by teens of all abilities. To facilitate visual control, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily. This will also visually draw users into the aisles between the stacks, rather than presenting a formidable wall of shelves.

Slat-wall stack ends will be used here to allow for display and highlighting of the collections and to maximize the space's marketing appeal.

Shelving will be steel book stack adjustable shelving, each shelf 36" in length, hung on vertical uprights braced in accordance with current seismic resistance standards for libraries in California. Shelves must be steel cantilever or bracket-type shelving, manufactured at a minimum 16 gauge for uprights and 18 gauge for shelves. Unitary construction of legs and uprights is required, with minimal bolting. Shelving must be welded-frame and internally braced, with gusseted uprights, to conform to California seismic design criteria for shelving. Basic floor live load capacity needs to be 150 pounds per square foot, the standard for areas supporting freestanding book stacks.

Fenestration and Daylighting: Filtered natural lighting is highly desirable here, but direct sunlight on the collections or seating should be avoided. All exterior windows that are not protected by seasonally calculated exterior overhangs should include easily operable interior shades or blinds to control the penetration of direct sunlight and glare.

12.1 Teen Area (continued)

Finishes: Interior design in the Teen Area should provide an age appropriate, contemporary, hip atmosphere. The space should have more relationship to the adult spaces of the building than to the children's spaces, but should have a youthful ambience.

Wall finishes here and throughout the public areas of the library must be durable and washable. If paint finishes are selected, choose standard, high-quality paint in mixtures/colors that are widely available. Carpeting is the preferred floor finish here for comfort and sound control.

Finishes on the 4-place, round table and chairs here should be durable and vandal resistant. The tabletop should be replaceable or able to be refinished. If upholstery is used on the reader chairs, it must be easily cleaned and able to stand up to repeated cleaning. Consider specifying chairs here with a sled base so that they can be scooted on the carpeted floor and can tip back without being as likely to topple over. Wire management must be included at the table to manage cables and cords safely and attractively.

Lounge seats shown here should be casual and comfortable, with tablet arms that swing in/out so that the tablet surface can be used for writing/computing or pushed out of the way as each user prefers.

Display space is needed for wall-mounted posters, artwork and announcements of upcoming events of interest to this age group.

Shelving with an epoxy powder finish is preferred over enamel coatings.

Flexibility and Expandability: Provided floor live load capacity throughout the library meets 150 pounds per square foot, the standard for areas supporting freestanding book stacks, the shelving located here can be relocated elsewhere, allowing flexibility of this space.

Wireless service and/or hardwiring should be available at the user table in this area to allow for use of laptop computers and other hand-held computing devices. Wireless service should be available at the lounge seats with tablet arms, to allow for use of laptop computers and other hand-held computing devices.

An under floor access system will be installed in the children's area to provide for ease of response to future library service needs.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: For collection stacks, provide 6 foot-candles minimum at a height of 12", and 35 foot-candles maximum, measured vertically at any height to achieve an approximate 6:1 maximum to minimum ratio across the stack face. Overhead lighting over book stacks should be placed perpendicular to the stacks to provide more flexibility for any future reconfiguration of stack areas.

At the reader table and lounge seats located here, provide 30-40 foot-candles.

Plumbing: None

12.1 Teen Area (continued)

Security: Staff at the Children's Service Center should be able to visually monitor activity here.

To facilitate visual control and safety, the layout of the shelf units should allow library users and staff to glance into the stack aisles easily.

Seating: Seating and décor here should be age appropriate. Seats are likely to be tipped back, and moved around the space, and some seating should allow for "sprawling".

Four reader seats will be required at the round, 4-place table here, and two lounge seats, with tablet arms are required.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signs will be needed to help library users locate the teen area. If an overhead sign is used it must be placed a minimum of 89" above the floor and must have letters and numbers at least 3" high. Signage here should include end panel signs on all stacks to identify range contents.

Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide wireless service and/or hardwiring at the user table in this area to allow for use of laptop computers and other hand-held computing devices. For hardwiring purposes this will require one single data drop (jack) per reader seat at the table, with associated power of one duplex power receptacle for every data drop provided. Outlets here can be wall-mounted 6" above the tables, wall-mounted 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). Data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Wireless service is required in the teen area to provide flexibility for use of hand-held computing devices, especially at the lounge seats with tablet arms.

Provide wire management for the reader table to manage wires/cables safely and attractively.

Provide safety capped, grounded duplex electrical outlets to meet the general power needs in this space. Outlets can be wall-mounted 15" above the finished floor.

An under floor access system will be installed in the children's area to provide for ease of response to future library service needs.

12.1 Teen Area (continued)

Components:

Teen Area	Quantity	Item	SF/Item	Total SF	SF Needed
computers, sit-down workstns w/1 seat	3.0	wkstns	35.00	105	
computers, sit-down workstns w/2 seats	1.0	wkstns	45.00	45	
networked printer atop supply cabinet	1.0	printer	12.00	12	
seating @ 4-place table, round	4.0	seats	22.50	90	
seating, lounge chairs w/ tablet arms	2.0	seats	35.00	70	
seating, @ window seats	3.0	seats	19.00	57	
shelving, 84" for teen fiction & genre (includes paperbacks)	4.5	sections	9.40	43	
shelving, 84" for teen nonfiction (includes paperbacks)	5.4	sections	9.40	51	
shelving, 84" for teen graphic novels	1.4	sections	9.40	13	
shelving, 84" for teen international languages	2.7	sections	9.40	25	
shelving, 84" for teen videos	0.1	sections	9.40	1	
shelving, 84" for teen DVDs	0.2	sections	9.40	2	
shelving, 66" AV browsing, teen music CDs	0.4	sections	9.40	4	
shelving, 84" for teen audiobooks	0.3	sections	9.40	3	
shelving, 84" for new format	0.1	sections	9.40	1	
shelving, 84" slanted for magazine display	1.0	sections	9.40	9	
copy machine	1.0	machine	45.00	45	
wall-mounted display boards for posters, teen art projects, etc.	TBD	boards	na	na	
Total				576	576

13.1 Children's Services Staff Workroom

402 sq. ft.

Functional Space Summary: When children's services staff is not working directly with the public at the Children's Services Center, public areas or offsite, they will use this space to accomplish back-of-the-house tasks.

The space should facilitate collaboration, but also allow individual staff members to concentrate on demanding tasks. People and book trucks will constantly move or be moved through this space, so considerable care needs to be given to planning traffic patterns and acoustics. Lighting must be sufficient to accomplish deskwork and must also avoid screen glare on computers.

Four modular workstations will be used here—three will be librarian's workstations, and one will be a clerical workstation. Each workstation will need a computer, a phone handset, and a set of under-desk files. Furnishings, including task chairs and work surfaces, should be selected to meet ergonomic standards and should be adjustable to individual needs.

A programming preparation work island, which includes a wet-sink, will be located here for preparing materials to support children's library programs, etc. This counter should have a variety of storage below to include drawers and some flat storage, either vertical or horizontal, for posters, poster board, large sheets of paper, etc.

Entrances to this space need to be extra wide, designed so that doors are either unnecessary, or are easily opened when pushing carts, etc. between this and adjacent spaces. The staff workspace should be screened from direct view.

This area includes space for mail receipt and sorting, with a counter and staff mail boxes, or "pigeon holes".

When designing the workroom space, the architects and interior designers should work closely with the Library and Richmond Branch Library staff and administrators.

Three main functions will take place within this space:

- Branch staff work on back-of-house tasks;
- Materials returns and sorting; and
- Delivery, mail sorting and transfer of shared borrowing materials.

This work area will need to be convenient to the Children's Services Center so that staff can quickly move to the public area to assist library users. At the same time, it should be screened from direct public view.

Three individual, modular workstations will be available in the work area for the children's librarians. Each workstation will need a computer, a phone handset, and a set of under-desk files. Furnishings, including task chairs and work surfaces, should be selected to meet ergonomic standards and should be easily adjustable to individual needs.

A shared worktable or counter will be used by Library Pages and others working on a variety of tasks. Storage below this work surface should include some flat storage for posters, poster board, large sheets of paper, etc.

Library users will return their borrowed materials through sets of return drops located either on the exterior or the interior of the building. The exterior return drops will deposit into the nearby

13.1 Children’s Services Staff Workroom (continued)

Materials Return Room. Additionally, there will be two return slots for materials in the Children’s Services Center. A large, depressible book bin will be placed under each slot.

Staff in this area will clear the returned items and place them on book trucks for re-shelving. The return slot area needs to be designed to prevent the noise of materials dropped through the slots from intruding unduly on either public or staff spaces.

The workroom area needs to accommodate up to 4 book trucks at one time.

An adjustable height returns worktable will be located in the workroom, to accommodate an online terminal and sensitizer/desensitizer. There must be sufficient space here to maneuver book trucks, and the area should be equipped with wall and corner bumpers to protect against bumps from book trucks.

Workstation/Work Counter Summary	
Modular workstations	4
Worktable or counter	1

When designing the workroom space and furnishings, the architects and interior designers should work closely with the library and branch library staff. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Spatial Relationships and Visual Control: The Children’s Services Staff Workroom is the hub of back-of-house areas in the children’s area of the library. A variety of duties will take place here, both “deskwork” at modular workstations and constant activity associated with handling and sorting returned collection items. Efficiency requires an adjacency to this area of the Children’s Services Center so that staff can quickly move between the work room and the desk.

Clear sight lines will be needed between the workroom and the Staff Break Room.

For the convenience of staff in the workroom, if possible establish a proximate relationship between this space and the Library Storage room.

Adjacency: 11.2 Children’s Service Center

Sight Lines To: 13.2 Staff Break Room

Proximate: 14.1 Library Storage

Occupancy: staff, 1–4 at workstations and worktable

Access: Access to the staff work area should be from a main path of travel through the library, which is at least 42” wide. The doorway into the area must be at least 36” wide to accommodate passage of a wheelchair. Access to this space will be limited to staff. The modular workstations located here must have height adjustable work surfaces and task chairs so that staff members with either differences or disabilities can use the workstations efficiently and comfortably.

Acoustics: The Work Room area of the space should be open, but also allow individual staff members to concentrate on demanding tasks, so excellent acoustics will be needed. Use sound-

13.1 Children's Services Staff Workroom (continued)

absorbing materials, ceiling soffits or other architectural strategies to buffer the staff work area from the adjacent spaces to prevent noise from intruding unduly and causing problems with concentration.

Collections: 84" shelving to support sorting and returns functions will accommodate returned materials that require additional attention. 84" shelving to support workroom duties, such as program collections, mending, and materials being processed will also be housed here.

Fenestration and Daylighting: Originally designed to be a Lecture Hall for the Carnegie, natural daylighting in this room overall is limited to a few windows and one door that currently is used to enter and exit the children's room. Architects should make every effort to bring more natural light into this space. However, it is recognized that the preference to have natural lighting in this area may not be feasible, given the design focus on public spaces as a first priority, and the historic structure itself.

Finishes: Walls here should have finishes that are durable, washable and easy to renew. Corners and walls should be equipped with bumpers, because numerous book trucks will be moved in/out of this space. Carpet is the preferred flooring for comfort and sound control.

Staff workstations must be adjustable and must be planned and designed to meet ergonomic standards so as to support staff health and well-being. Work surfaces should be scratch resistant, and the choice of finishes for workstation, etc. should be in keeping with the interior design package for the library. Metal equipment such as files, should have an epoxy finish for durability.

Flexibility and Expandability: All staff workstations should be modular so that they can be moved and/or reconfigured as necessary, and they must be adjustable to meet the needs of staff with differences or disabilities. Technology and power should be sufficient to allow the workstation to be placed elsewhere in the room.

An under floor access system will be installed in the children's area to provide for ease of response to future library service needs.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Good ventilation in this area will be important, because returning materials will produce dust and other particulates as they are handled and sorted.

Lighting, Artificial: Provide 20-40 foot-candles average, measured horizontally at the work surface and carefully planned to avoid computer screen glare. Provide a task light at each modular workstation.

Plumbing: One wet sink at programming preparation island.

Security: If windows in this area are operable they must be coordinated with the building security alarm system.

13.1 Children's Services Staff Workroom (continued)

Seating: One staff adjustable task stool will be needed at the clerical counter, four staff adjustable task chairs will be needed for the modular workstations.

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/name/function of the Staff Work Room. Room signage must be installed on an exterior wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

A "staff only" designation sign should also be included here if the room is accessible from a public area.

All signage used in the original Carnegie sections of the Richmond Branch Library must be historically sensitive, yet ADA compliant. This section was originally the Lecture Hall. Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each modular workstation location, mounted on the wall 6" above the work surface or 15" above the finished floor or in recessed floor boxes, and provide an additional outlet of this type on another wall that could accommodate the workstation if it is relocated in the future. Provide a telephone service outlet to accommodate one handset at each modular staff workstation.

Provide one standard quad communications outlet (two voice & two data) co-located with associated power at the returns workstation mounted on the wall 6" above the work surface or 15" above the finished floor.

Provide two standard, duplex communications outlets (one voice and one data) co-located with associated power to accommodate the staff printer and fax machine.

Provide a generous number of standard, grounded duplex electrical outlets to meet the general power needs in this space. These outlets can be mounted on the wall 15" above the finished floor.

Wire management must be included in all furnishings here to manage cables and cords safely and attractively.

An under floor access system will be installed in the children's area to provide for ease of response to future library service needs.

13.1 Children's Services Staff Workroom (continued)

Components:

Children's Services Staff Workroom	Quantity	Item	SF/Item	Total SF	SF Needed
Staff work stations, 6' x 6' & 25% circ space	4.0	wkstns	45.00	180	
programming preparation island, w/ wet sink, 8'x3.5' w/drawers & slotted lateral storage below	1.0	counter	34.00	34	
One work table, 6'x4'	1.0	Table	45.00	45	
sections full-ht shelving	3.0	sections	10.00	30	
lateral files, under workstations	4.0	files	n.a.	n.a.	
shelving, 84" for programming collection	3.0	sections	10.30	31	
book truck parking for work support	4.0	trucks	8.00	32	
supply cabinet	1.0	cabinet	12.00	12	
shared, networked printers	1.0	printer	12.00	12	
bulletin board & white board	2.0	boards	n.a.	n.a.	
mail/delivery sorting counter, 6' x 3', w/ fax on counter & pigeon holes for mail boxes above	1.0	counter	18.00	18	
delivery tote box stacking space (4 box cap)	2.0	stacks	4.00	8	
Clock	1.0	Clock	0	0	
Waste receptacle, under table	1.0	Basket	0	0	
Security system sensitizer/desensitizer	1.0		0	0	
Material's reader	2.0	Reader	0	0	
Total				402	402

13.2 Staff Break Room

208 sq. ft.

Functional Space Summary: This room is for Library Staff to use for meals and breaks. The space needs comfortable seating, with a quiet ambience and sufficient space for several individuals to use the space at the same time. It should be somewhat adjacent to Children's Services Staff Workroom. A telephone for staff use will be installed within this space. An Internet connection should also be available in case staff want to use a laptop while in the room.

A sofa should be included for seating and to be available if a staff member needs to lie down. Careful attention needs to be paid to the venting and acoustical separation of this space from the rest of the building to prevent cooking smells from penetrating the rest of the branch library.

This room will need to have natural light from windows and/or clerestories.

Spatial Relationships and Visual Control: The Staff Break Room location is spatially related to all of the staff back-of-house areas. A direct adjacency is needed to the Staff Restroom.

If possible, staff using this room will very much want to have a window, or at least a clerestory/skylight that connects them to natural light and the outdoor environment.

Adjacency: 13.3 Staff Restroom

Sight Lines To: 13.1 Staff Work Area

Proximate: Exterior Window

Occupancy: staff, 0-4 seated at table or lounge chair

Access: Access to the Staff Break Room should be from a main path of travel that is at least 42" wide. The doorway into the lounge must be at least 36" wide to accommodate passage of a wheelchair. This will be a space that is lockable, and depending on location, may be routinely locked when not in use, with access limited to staff. The table here should be high enough to accommodate users in a wheelchair.

Acoustics: Sound insulation should be employed to reduce transmission of conversation and other noise from this space to the library proper.

Collections: None

Fenestration and Daylighting: Natural lighting is highly desirable here. Exterior windows in staff areas can be operable and should be provided with easily operable interior shades or blinds to control the penetration of direct sunlight and glare. If windows here are operable they must be coordinated with the building security alarm system. The current schematic drawings include a door to the outside, landscaped patio. This door should include glass as a significant part of the door, or door frame area.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be carpeted for comfort and sound control. The table surface should be scratch resistant and easily washed.

13.2 Staff Break Room (continued)

Flexibility and Expandability: It is not expected that this space will be changed or expanded, but provide sufficient technology and power access to allow for change if it does become necessary.

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Install high-quality industrial strength exhaust system vents in the staff lounge.

Lighting, Artificial: Provide 20-40 foot-candles average. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: Water/sewer service will be required at the wet sink included here at the kitchen counter.

Security: Access to this space is limited to staff. The door should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

If windows here are operable they must be coordinated with the building security alarm system.

Seating: Four staff seats at the table plus 1 staff seat in a lounge chair.

Signage: Signage on the exterior of the room must indicate the number/name/function of the Staff Room. Room/space signage must be installed on an exterior wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide one standard duplex communications outlet (one voice and one data) co-located with associated power mounted on the wall 15" above the finished floor to accommodate staff hand-held computing devices.

Include wireless service in this space.

Include power for all appliances here—a microwave, coffee maker, television, or refrigerator will require standard power from duplex or quad outlets.

Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15" above the finished floor.

13.2 Staff Break Room (continued)

Components:

Staff Break Room	Quantity	Item	SF/Item	Total SF	SF Needed
lockers, helf-height @ 5sf per stack	12.0	lockers	2.50	30	
coat rack	1.0	rack	10.00	10	
seating @ 4-pl table	4.0	seats	22.50	90	
Sofa/couch	1.0	Sofa	40.00	40	
wall-mounted magazine display unit 37" x 30" with 12 pockets	1.0	unit	0.00	0	
wall-mounted television, 27"	1.0	t.v.	n.a.	n.a.	
kitchen w/ microwave, sink & counter 8'Lx3'D & cabinets, full ht refrigerator	1.0	kitchen	34.00	34	
bulletin board	1.0	board	n.a.	n.a.	
Clock	1.0	Clock	0	0	
Coffe maker, 10 cup	1.0	Coffmkr	0	0	
recycling containers	1.0	containr	2.00	2	
waste containers	1.0	containr	2.00	2	
Total				208	208

13.3 Staff Restroom

in GSF

Functional Space Summary: One unisex, single occupancy staff restroom is needed, adjacent to the Children's Services Staff Workroom and reasonably close to the Staff Break Room.

The restroom must be designed for low maintenance and durability. Fixtures should be wall-mounted for ease of cleaning. Floor and wall coverings should be tile. A sloping floor and floor drains are essential.

Waste receptacles should be recessed and/or wall-mounted. Liquid/foam soap and towel dispensers should be located directly over sinks to prevent soap leaks and to avoid water drips on the floor. Install hand dryers as well as towel dispensers, a parcel/purse shelf, coat hanger/hook and bench for changing clothes in the restroom.

Spatial Relationships and Visual Control: The staff restroom should be adjacent to the Staff Break Room, and reasonably accessible from the Children's Services Staff Workroom.

The restroom should not be accessible to the public.

Adjacency: 13.2 Staff Break Room

Sight Lines To: None

Proximate: 13.1 Children's Services Staff Workroom

Occupancy: Not continuously occupied, 1 staff when in use

Access: Meet or exceed all ADA requirements.

Acoustics: Provide excellent acoustical separation of the restroom from other occupied areas. Sound insulation should be employed to reduce transmission of noise from this space to adjacent areas.

Collections: None

Fenestration and Daylighting: Natural lighting is not required here and windows should not be included in the design of this space.

Finishes: Design the restroom to be highly durable and easy to clean and maintain. Restroom fixtures should be wall-mounted and cubicle partitions should be ceiling-mounted for ease of cleaning. Floor and wall coverings should be hard surface (non-slip on floors), such as tile, with the walls covered to a height of at least five feet. Cubicle partitions should be highly durable (e.g. Duraflex™, stainless steel or equivalent).

Waste receptacles should be recessed and/or wall-mounted. Soap and towel dispensers should be located directly over sinks to prevent soap leaks and avoid water drips on the floor. Install an electronic hand dryer, a paper towel dispenser, a bench for changing clothes, and a parcel shelf.

Flexibility and Expandability: Meet or exceed all ADA requirements. It is not expected that this space will change functions in the future.

13.3 Staff Restroom (continued)

HVAC: Provide a temperature range of 70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Install high-quality industrial strength exhaust system vents in the restrooms.

Lighting, Artificial: Provide 15-25 foot-candles. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: Water and/or sewer service will be required at the toilet, sink, and floor drain. Hot water will be required at the sink. Floors should be sloped to a floor drain. Toilet should be low-flush.

Security: Staff should be able to securely lock the restroom door from inside. Door hardware should include a safety feature so that in the event of a staff member becoming incapacitated, the lock can be tripped in order to enter the restroom.

The public should not have access to this restroom.

Seating: None

Signage: Room identification and purpose must be posted outside the Staff Restroom. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Pictogram signs, frequently used for restrooms, must include the verbal equivalent placed directly below the symbol.

Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Toilets should be low-flush and power will be required for the electronic hand dryer.

Include tamper-proof, grounded duplex electrical wall outlets outside the restrooms. The outlets should be close enough to the restroom to provide cleaning equipment cord reach.

Outlets should be wall-mounted 15" above the finished floor.

13.3 Staff Restroom (continued)

Components and Furnishings:

Staff Restroom, One, Single Occupancy	Quantity	Item	SF/Item	Total SF
toilet	1.0	toilet	n.a.	n.a.
shelf, parcel, restroom	1.0	shelf	n.a.	n.a.
bench, for changing clothes	1.0	bench	n.a.	n.a.
coat hook, restroom	1.0	hook	n.a.	n.a.
sink, lavatory, restroom	1.0	sink	n.a.	n.a.
mirror, scratch resistant, restroom	1.0	mirror	n.a.	n.a.
hand dryer, electronic, restroom	1.0	dryer	n.a.	n.a.
paper towel dispenser	1.0	dispenser	n.a.	n.a.
receptacle, waster, restroom	1.0	receptacle	n.a.	n.a.
sanitary disposal unit, restroom	1.0	unit	n.a.	n.a.
dispenser, soap, restroom	1.0	dispenser	n.a.	n.a.
total	1.0			

14.1 Library Storage

in GSF

Functional Space Summary: This storage area will be the primary storage space for office supplies, paper stock, forms, handouts and brochures, staff computer and copy machine supplies and other items needed to maintain operations. The supplies will be stored on standard and industrial full height shelving, or stacked in boxes on the floor.

There will also be storage space adjacent to the Program Room and in its kitchen area for meeting supplies, as well as separate storage in custodial and building maintenance supply areas.

Spatial Relationships and Visual Control: While no direct adjacencies or sight lines are required, the storage area should be convenient to staff in the Children's Services Staff Workroom.

Adjacencies: None

Sight Lines To: None

Proximate: 13.1 Children's Services Staff Workroom

Occupancy: not continuously occupied, occasionally occupied by 0-1staff

Access: Access to the storage space should be off of a corridor/room with at least 42" of available width to maneuver dollies/boxes, and wheelchairs in/out of the storage area. The door to this room should be locking and should be extra wide to facilitate moving materials in/out. Access will be limited to library staff.

Acoustics: Sound transmission is not of significant concern in this non-occupied space.

Collections: None, though materials will be stored on shelving here.

Fenestration and Daylighting: Natural light is not required here and windows are not needed/wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be a hard surface to facilitate the movement of materials and equipment.

Flexibility and Expandability: This is a storage room, but to insure future flexibility, it should include HVAC system ducts, a communications outlet and a standard number of electrical outlets.

HVAC: This is a storage room, but to insure future flexibility, it should include HVAC system ducts.

Lighting, Artificial: Provide 15-25 foot-candles for this space, switched next to the entry door. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: None

14.1 Library Storage (continued)

Security: Access to this space is limited to staff. The door should be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Seating: None

Signage: As part of a uniform, multi-lingual, flexible, easily updated signage system, signage on the exterior of the room must indicate the number/number/name/function of the Storage Room. Room/space signage must be installed on an exterior wall next to a door, mounted on the latch side of the door, 60” above the floor to the centerline of the sign. Letters must be at least 5/8” and no more than 2” high, must be raised 1/32”, and must be accompanied by Grade 2 Braille.

The interior of the room should include any/all required fire and safety signs.

Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space.

Provide one standard duplex communications outlet (one voice & one data) co-located with associated power to allow for conversion of the space to other uses in the future, if necessary/desired.

Outlets should be wall-mounted at 15” above the finished floor.

Components and Furnishings:

Supplies & Equipment Storage	Quantity	Item	SF/Item	Total SF
shelving, 84", for general storage needs	1.0	section	10.30	10
shelving, industrial, 80", for storage needs	1.0	section	15.00	15
clear floor space for box storage	1.0	space	40.00	40
total				65

14.2 Custodial Closet, Lower Level

in GSF

Functional Space Summary: The branch library needs a custodial operations and supply closet that can accommodate up to two weeks of supplies for the building, with a separate, lockable space within it for storage of cleaning chemicals or potentially hazardous materials (at whatever size meets local ordinances). The room will need to include a mop sink and some storage for cleaning equipment.

Spatial Relationships and Visual Control: The custodial closet and janitorial supplies room should be located with a sight line or casual adjacency to the Children's Services Workroom and elevator so that custodians can conveniently reach outside areas for refuse, etc.

Adjacencies: None

Sight Lines To: None

Proximate: None

Occupancy: No continuous occupancy, 1 staff person when in use

Access: Access to the custodial closet should be from a main path of travel that is at least 42" wide. The doorway into the room must be at least 36" wide to accommodate passage of a wheelchair. This will be a space that is routinely kept locked, with access limited to staff or personnel admitted by staff.

Acoustics: Sound transmission should not be a serious concern here.

Collections: None

Fenestration and Daylighting: Natural light is not wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be a hard, non-slip surface to allow for wet spills/drips.

Flexibility and Expandability: This space is not expected to expand or change function in the future.

HVAC: Provide a temperature range of 60-70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Install high-quality industrial strength exhaust system vents in the custodial closet to disperse chemical fumes/odors.

Lighting, Artificial: Provide 15-25 foot-candles average with switching at the inside of the entry door. As an energy-saving feature, consider motion-activated light sensors in this space.

Plumbing: Water/sewer service will be required at the wet mop sink included here.

14.2 Custodial Closet, Lower Level (continued)

Security: This space will be routinely locked, with access limited to staff or personnel admitted by staff. The door must be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Include a locking cabinet for chemical storage here at whatever size meets local code requirements.

Seating: None

Signage: Room identification and purpose must be posted outside the Custodial Closet. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: Provide standard, grounded duplex electrical wall outlets to meet general power needs in this space. Outlets should be wall-mounted at 15" above the finished floor.

14.3 Telecommunications Room

in GSF

Functional Space Summary: This space will provide a secure area for computer and telecommunications serving equipment housed in the branch library. If possible, it should be centrally located within the building for efficiency in running wire and cable and approximately 100 square feet in size.

Spatial Relationships and Visual Control: The telecommunications room can be located wherever design needs provide space to accommodate it. However, by locating the room centrally, within the building, some efficiencies are realized when running wire/cable.

Adjacencies: None

Sight Lines To: None

Proximate: Centrally Located Within Building

Occupancy: No continuous occupancy

Access: Access to the telecommunications room should be from a main path of travel that is at least 42" wide. The doorway into the room must be at least 36" wide to accommodate passage of a wheelchair. This will be a space that is routinely kept locked, with access limited to staff or personnel admitted by staff.

Acoustics: Sound insulation should be employed to reduce transmission of equipment hum noise from this space to the library proper.

Collections: None

Fenestration and Daylighting: Natural light is not wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be a hard, non-slip surface to decrease particulates and static electricity.

Flexibility and Expandability: This space should be sufficiently sized so as not to require expansion over the life of the library building. All conduit and cabling channels should be generously sized to allow for growing demands on the building's telecommunications infrastructure.

HVAC: Provide a temperature range of 60-70 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. The telecommunications room needs to be provided with air-conditioning and backup mechanical ventilation units.

Lighting, Artificial: Provide 15-25 foot-candles average with switching at the inside of the entry door

Plumbing: None

14.3 Telecommunications Room (continued)

Security: This space will be routinely locked, with access limited to staff or personnel admitted by staff. The door must be lockable, and the hardware must allow for personnel inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

Seating: None.

Signage: Room identification and purpose must be posted outside the Telecommunications Room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60" above the floor to the centerline of the sign. Letters must be at least 5/8" and no more than 2" high, must be raised 1/32", and must be accompanied by Grade 2 Braille.

Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: The electrical and data consultant for the project will work with designers and library planners to provide specific guidance for technology and power requirements in this room.

Equipment that will be planned for this space will likely include, but may not be limited to the following:

- Telephone system and patch panels
- Intrusion alarm system control panel
- Fire alarm control panel
- Public address system control panel and amplifier
- CATV/satellite distribution system equipment
- Uninterruptible power source (UPS)
- Telephone handset

14.4 Mechanical Room

in GSF

Functional Space Summary: This room will house the operating and control systems for the branch library's mechanical systems.

Architects must coordinate design of this room with the Library's Operations Department.

Spatial Relationships and Visual Control: Mechanical systems must be located and treated to mitigate acoustical impact on the surrounding environment. The mechanical room should have an exterior door to facilitate maintenance.

Adjacencies: None

Sight Lines To: None

Proximate: Exterior Door

Occupancy: Not Continuously Occupied

Access: Access to the mechanical room should be from a main path of travel that is at least 42" wide. The doorway into the room must be at least 36" wide to accommodate passage of a wheelchair. This will be a space that is routinely kept locked, with access limited to staff or personnel admitted by staff.

Acoustics: Mechanical systems must be located and treated to mitigate acoustical impact on the surrounding environment.

Collections: None

Fenestration and Daylighting: Natural light is not wanted in this space.

Finishes: Wall and floor finishes should be durable, washable and renewable without undue expense. The floor should be a hard, non-slip surface.

Flexibility and Expandability: This space is not expected to expand or change function in the future.

HVAC: Provide a temperature range of 55-75 degrees F +/- 4 degrees and a humidity range of 35%-65% RH. Allowing some variation to this guideline, to accommodate seasonal change, will provide greater energy efficiency.

Lighting, Artificial: Provide 15-25 foot-candles average with switching at the inside of the entry door.

Plumbing: Water/sewer service may be required as part of the mechanical systems functionality.

Security: This space will be routinely locked, with access limited to staff or personnel admitted by staff. The door(s) must be lockable, and the hardware must allow for staff inside the room to exit without a key, so that they cannot be inadvertently locked in the room.

14.4 Mechanical Room (continued)

Seating: None

Signage: Room identification and purpose must be posted outside the Mechanical Room. Room/space signage must be installed on a wall next to a door, mounted on the latch side of the door, 60” above the floor to the centerline of the sign. Letters must be at least 5/8” and no more than 2” high, must be raised 1/32”, and must be accompanied by Grade 2 Braille.

Refer to the *San Francisco Public Library Branch Library Improvement Program Interior Design Standards* for guidance.

Technology/Power/Audiovisual: The electrical and data consultant for the project will work with designers and mechanical consultants to provide specific guidance for technology and power requirements in this room.

VI. Preliminary Project Budget

Construction & site work	\$5,368,105
Construction contingency	\$563,662
Soft costs	\$2,546,195
Furnishings, fixtures & equipment	\$745,715
Total:	\$9,223,677

Appendix A: Richmond Branch Library Collection Growth Plan

	Adult	Teens	Children	Total
Total Book & AV Media Collection:				85,645
Circulating AV Media:				12,495
Circulating Books:				73,150
Books	47,600	4,200	21,350	73,150
A65%.YA6%/J29%				
AV Media	8,650	845	3,000	12,495
A69%/YA7%/J24%				
Total	56,250	5,045	24,350	85,645
AV Media=15% of total collections				
Books	Adult	Teens	Children	Total
Reference	1,300	0	1,640	2,940
New/McNaughton	1,300	0	360	1,660
Fiction & Genre	9,000	1,400	4,600	15,000
Graphic Novels	0	800	0	800
Nonfiction (includes college prep)	19,500	1,400	7,600	28,500
Picture Books/Board Bks/Easy reads	0	0	4,950	4,950
International Languages Asian	10,000	600	2,200	12,800
International Languages Russian	3,500	included w/Asian	included w/Asian	3,500
Paperbacks	3,000	n.a., cataloged	n.a., cataloged	3,000
Total	47,600	4,200	21,350	73,150
English Language Audiovisual Media	Adult	Teens	Children	Total
Videos	900	65	1,000	1,965
DVDs	1,200	250	325	1,775
Music CDs	1,200	400	400	2,000
Cassettes	500	0	500	1,000
Audio Books & AV Kits	1,200	80	700	1,980
New format	500	50	75	625
International Languages AV Media				
Videos	500	included w/ English	included w/ English	500
DVDs	900	included w/ English	included w/ English	900
Music CDs	900	included w/ English	included w/ English	900
Cassettes	300	included w/ English	included w/ English	300
Audio Books & AV Kits	300	included w/ English	included w/ English	300
New format	250	included w/ English	included w/ English	250
Total	8,650	845	3,000	12,495
Total Books & AV Media:	56,250	5,045	24,350	85,645
Collections equate to 1.74 volumes per				

Appendix B: Richmond Branch Library Collections and Shelving

All shelves = 3 ft long											
Each section = single-sided, calculated @ 9.4 sf; except ref @ 10.3 SF, McNaughton @10.3, picture books @10.3, magazines and newspapers @10.3											
		Items Owned	% on Shelf	Items Shlvd	Shelf Type	Items / LF	LF Needed	Sections Needed	Aisle Width	SF Needed	Shelf Code
3.2	Adult Reference Collection:	1,300	100%	1,300	84"/5sh+base, divided, w/ rollout shelf	6	217	14.4	36"	149	D
	<u>Circulating Books</u>										
	Adult Books										
3.1	New/McNaughton	1,300	50%	650	66"/4sh+base	7	93	7.7	36"	73	J
3.4	Fiction & Genre	9,000	70%	6,300	84"/6sh+base	8	788	37.5	36"	353	A
3.4	Nonfiction	19,500	75%	14,625	84"/6sh+base	10	1,463	81.3	36"	764	B
3.7	Intl Languages, Asian	10,000	65%	6,500	84"/6sh+base	8	813	45.1	36"	424	B
3.7	Intl Languages, Russian	3,500	60%	2,100	84"/6sh+base	8	263	14.6	36"	137	B
3.4	Paperbacks	3,000	60%	1,800	84", spinners inset into shelf unit	na	na	6.3	36"	59	F
	Total Adult Books	47,600		33,275			3,635	207		1,958	
	Teen Books										
12.1	Fiction & Genre (includes paperbacks)	1,400	70%	980	84"/6sh+base	12	82	4.5	36"	43	B
12.1	Nonfiction (includes paperbacks)	1,400	70%	980	84"/6sh+base	10	98	5.4	36"	51	B
12.1	Graphic novels	800	50%	400	84"/6sh+base	16	25	1.4	36"	13	B
12.1	Intl Languages	600	65%	390	84"/6sh+base	8	49	2.7	36"	25	B
	Total Teen Books	4,200		2,750			253	14		132	

Appendix B: Richmond Branch Library Collections and Shelving

		Items Owned	% on Shelf	Items Shlvd	Shelf Type	Items / LF	LF Needed	Sections Needed	Aisle Width	SF Needed	Shelf Code
	Children's Books:										
11.3	Reference, Non-circulating	610	100%	610	66"/4sh+base, divided w/ rollout shelf	8	76	6.4	36"	65	K
11.3	Reference, Circulating	1,030	50%	515	66"/4sh+base, divided w/ rollout shelf	8	64	5.4	36"	55	K
11.3	New Books	360	60%	216	66'/4sh+base	7	31	2.6	36"	24	J
11.5	Fiction & Genre	4,600	70%	3,220	66'/4sh+base	13	248	20.6	36"	194	J
11.5	Nonfiction	7,600	70%	5,320	66'/4sh+base	13	409	34.1	36"	321	J
11.5	Paperbacks	shlvd.w/reg. Collection									
11.5	International Languages	2,200	90%	1,980	66'/4sh+base	13	152	12.7	36"	119	J
11.7	Picture Bks/Board Bks/Easy Readers	4,950	75%	3,713	48"/3sh divided	20	186	15.5	36"	159	P
	Total Children's Books	21,350		15,574			1,166	97		938	
	Total Book Collection:	73,150		51,599			5,054	318.2		3,028	
	<u>Audiovisual Media</u>										
	Adult English Language Media:										
3.6	Videos	900	50%	450	84"/6sh + base	10	45	2.1	36"	20	A
3.6	DVDs	1,200	50%	600	84"/6sh + base	30	20	1.0	36"	9	A
3.6	Music CDs	1,200	60%	720	66"/5 sh, AV browse	30	24	1.6	36"	15	L
3.6	Cassettes	500	75%	375	66"/5 sh, AV browse	10	38	2.5	36"	24	L
3.6	Audio Books	1,200	65%	780	84"/6sh + base	10	78	4.3	36"	41	B
3.6	New format	500	70%	350	84"/6sh + base	20	18	0.8	36"	8	A

		Items Owned	% on Shelf	Items Shlvd	Shelf Type	Items / LF	LF Needed	Sections Needed	Aisle Width	SF Needed	Shelf Code
	Adult Intl. Languages Media:										
3.6	Videos	500	40%	200	84"/6sh +base	10	20	1.0	36"		9A
3.6	DVDs	900	50%	450	84"/6sh + base	30	15	0.7	36"		7A
3.6	Music CDs	900	55%	495	66"/5 sh, AV browse	30	17	1.1	36"		10L
3.6	Cassettes	300	75%	225	66"/5 sh, AV browse	10	23	1.5	36"		14L
3.6	Audio Books	300	55%	165	84"/6sh + base	10	17	0.9	36"		9B
3.6	New format	250	70%	175	84"/6sh +base	20	9	0.4	36"		4A
	Total Adult Media:	8,650		4,645			321	17			156
	Teen Media										
12.1	Videos	65	40%	26	84"/6sh +base	10	3	0.1	36"		1A
12.1	DVDs	250	40%	100	84"/6sh + base	30	3	0.2	36"		1A
12.1	Music CDs	400	50%	200	66"/5 sh, AV browse	30	7	0.4	36"		4L
12.1	Cassettes	0	na	na	na	na	na	na	na		na
12.1	Audio Books	80	60%	48	84"/6sh + base	10	5	0.3	36"		3B
12.1	New format	50	70%	35	84"/6sh + base	20	2	0.1	36"		1A
	Total Teen Media:	845		409			19	1.0	36"		9
	Children's Media:										
11.6	Video	1,000	50%	500	66"/5sh +base	10	50	3.3	36"		31H
11.6	DVDs	325	60%	195	66"/5sh + base	30	7	0.4	36"		4H
11.6	Music CDs	400	70%	280	66"/3 sh, AV browse	30	9	1.0	36"		10M
11.6	Audio Books	400	60%	240	66"/4sh + base	10	24	2.0	36"		19J

Appendix B: Richmond Branch Library Collections and Shelving

		Items Owned	% on Shelf	Items Shlvd	Shelf Type	Items / LF	LF Needed	Sections Needed	Aisle Width	SF Needed	Shelf Code
11.6	AV Kits (hang-ups)	300	65%	195	66"/ 4 sh, AV hangup	20	10	0.8	36"		8N
11.6	New format	75	70%	53	66"/4sh + base	20	3	0.2	36"		2J
	Total Children's Media:	3,000		1,838			102	7.8			74
	Total Media Collection:	12,495		6,892			443	25			239
	Total Books & Media:	85,645		58,490			5,325	344			3,268
	<u>Magazines & Newspapers</u>										
3.5	Adult English Lang Magazine Display	110 titles	100%	60	84"/ 5sh slanted w/ shelf below	1	60	4.0	42"		41E
3.5	Adult English Lang. Magazine Backfiles	275 pamboxes	100%	2,275	84"/5sh + base	2.5	138	9.2	42"		94C
3.5	Adult Intl Lang. Magazines Display	20 titles	100%	12	84"/ 5sh slanted w/shelf below	1	12	0.8	42"		8E
3.5	Adult Intl Lang. Magazines Backfiles	50 pamboxes	100%	500	84"/5sh + base	2.5	25	1.7	42"		17C
3.5	Adult English Lang Newsprs Display	6 titles	100%	6	84"/5sh plexi inserts	1	6	0.4	42"		4G
3.5	Adult Intl Lang. Newsprs Display	8 titles	100%	8	84"/5sh plexi inserts	1	8	0.5	42"		5G
12.1	Teen Magazines Display	12 titles	100%	12	66"/ 4sh slanted w/ shelf below	1	12	1.0	42"		10O
11.3	Children's Magazine Display	35 titles	100%	35	66"/4sh slanted w/ shelf below	1	35	2.9	42"		30O
	Total Magazines & Newspapers	191 titles		4,088			296	20.5			211
	Total Linear & Square Ft Needed:						5,621	364.1			3,479
	1.74 vols. Per capita										

Code	Height	Shelves per unit	Features	Purpose
A	84"	6 + base	Standard	Adult fiction/genre, Adult videos, Adult DVDs, Adult new format, Teen videos, Teen DVDs, Teen new format
B	84"	6 + base	Standard	Adult nonfiction, Adult intl. langues, Teen books, Adult audiobooks, Teen audiobooks,
C	84"	5 + base	Standard	Adult magazine backfiles
D	84"	5 + base	12" shelf, depth, divided, w/Roll-out center shelf	Adult reference
E	84"	5 + base	Hinged, slanted, w/ flat shelf below	Adult magazine display
F	84"	Na	Spinner insert	Adult mass market paperbacks
G	84"	5 + base	Hinged, slanted, w/ flat shelf below, w/ plexi inserts	Adult newspapers
H	66"	5 + base	Standard	Children's videos, Children's DVDs,
J	66"	4 + base	Standard	Adult new books, Children's new books, Children's fiction/genre, Children's nonfiction, Children's intl. languages, Children's audiobooks, Children's new format, Teen magazine backissues, Children's magazine backissues
K	66"	4 + base	12" shelf depth, divided, w/Roll-out center shelf	Children's reference
L	66"	5 + base	AV browse	Adult CDs & cassettes, Teen CDs
M	66"	3 + base	AV browse	Children's CDs & cassettes
N	66"	4 + base	AV hangup insert	Children's AV kits
O	66"	4 + base	Hinged, slanted, w/ flat shelf below	Teen magazine display, Children's magazine display

Code	Height	Shelves per unit	Features	Purpose
P	48"	3 shelves	Divided w/ canopy top	Children's picture books
R	66"	2 shelves	Slanted shelves, bottom shelf w/lip, signage above shelves	Immediate returns/just returned area

APPENDIX D: Richmond Branch Library Reader Seating

Space		Seating Type	# Tables	# Seats	SF/Chair	SF Needed
Reader Seating:						
For Adults						
3.4	Adult Circulating Books	4-place tables, rectangular	5	20	25	500
3.5	Adult Magazines & Newspapers	4-place tables, rectangular	1	4	25	100
3.5	Adult Magazines & Newspapers	lounge chairs w/ tablet arms	0	4	35	140
3.7	Adult Intl. Languages	4-place tables, rectangular	1	4	25	100
3.7	Adult Intl. Languages	lounge chairs w/ tablet arms	0	2	35	70
Adult Seating subtotal:				34		910
For Teens						
12.1	Teens Area	4-place table, round	1	4	22.50	90
12.1	Teens Area	lounge chairs w/ tablet arms	0	2	35	70
12.1	Teens Area	window seats	0	3	19	57
Teens Seating subtotal:				6		160
For Children						
11.5	Children's Circulating Books	4-place tables, rectangular	3	12	25	300
11.7	Picture Books	4-place tables, toddler sized, round	1	4	22.50	90
11.7	Picture Books	floor seating system	0	10	10	100
11.7	Picture Books	2-place lounge chairs	0	1	45	45
11.7	Picture Books	window or wall seats/banco	0	4	18	72
Children's Seating subtotal:				31		607
Reader Seating subtotal:				71		1677
1.44 seats per every 1000 people						
Group and Meeting Seating						
3.8	Group study room A	4-place tables, round	1	4	22.50	90
3.9	Group study room B	4-place tables, round	1	4	22.50	90
10.3	Program room	stacking chairs	0	50	12.50	625

APPENDIX E: Richmond Branch Library Computers and Other Public Equipment

Space		Equipment Type	Units	SF/Seat	SF Needed
Public General Access Computers					
3.3	Computers for Adults	sitdown computer wkstn w/ 1 seat	12	35	420
12.1	Computers for Teens	sitdown computer wkstn w/ 1 seat	3	35	105
12.1	Computers for Teens	sitdown coputer wkstn w/ 2 seats	1	45	45
11.4	Computers for Children	sitdown computer wkstn, w/1 seat1	4	35	140
11.4	Computers for Children	sitdown computer wkstn, w/2 seats	1	45	45
	Total Fixed Public Computers		21		755
Other Public Equipment:					
2.1	Express Checkout & Reserves	adult express checkout station	2	45	90
11.1	Express Checkout	children's express checkout station	2	45	90
3.10	Copy Center	copy machine	1	40	40
10.3	Program Room	laptop computers	12	na	na
12.1	Teen area	copy machine	1	40	40
Public Printers/Scanners					
3.3	Computers for Adults	networked printers	3	12	36
3.3	Computers for Adults	networked scanner	1	12	12
12.1	Computers for Teens	networked printers	1	12	12
11.4	Computers for Children	networked printers	1	12	12
	Total Printers/Scanners		6		72
	1 computer per every 2,338 people				

APPENDIX F: Planning Authorities Used and Sources Cited

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