

LIBRARY PROGRAM

FEBRUARY 2009

NEEDS ASSESSMENT FOR THE RICHMOND PUBLIC LIBRARY

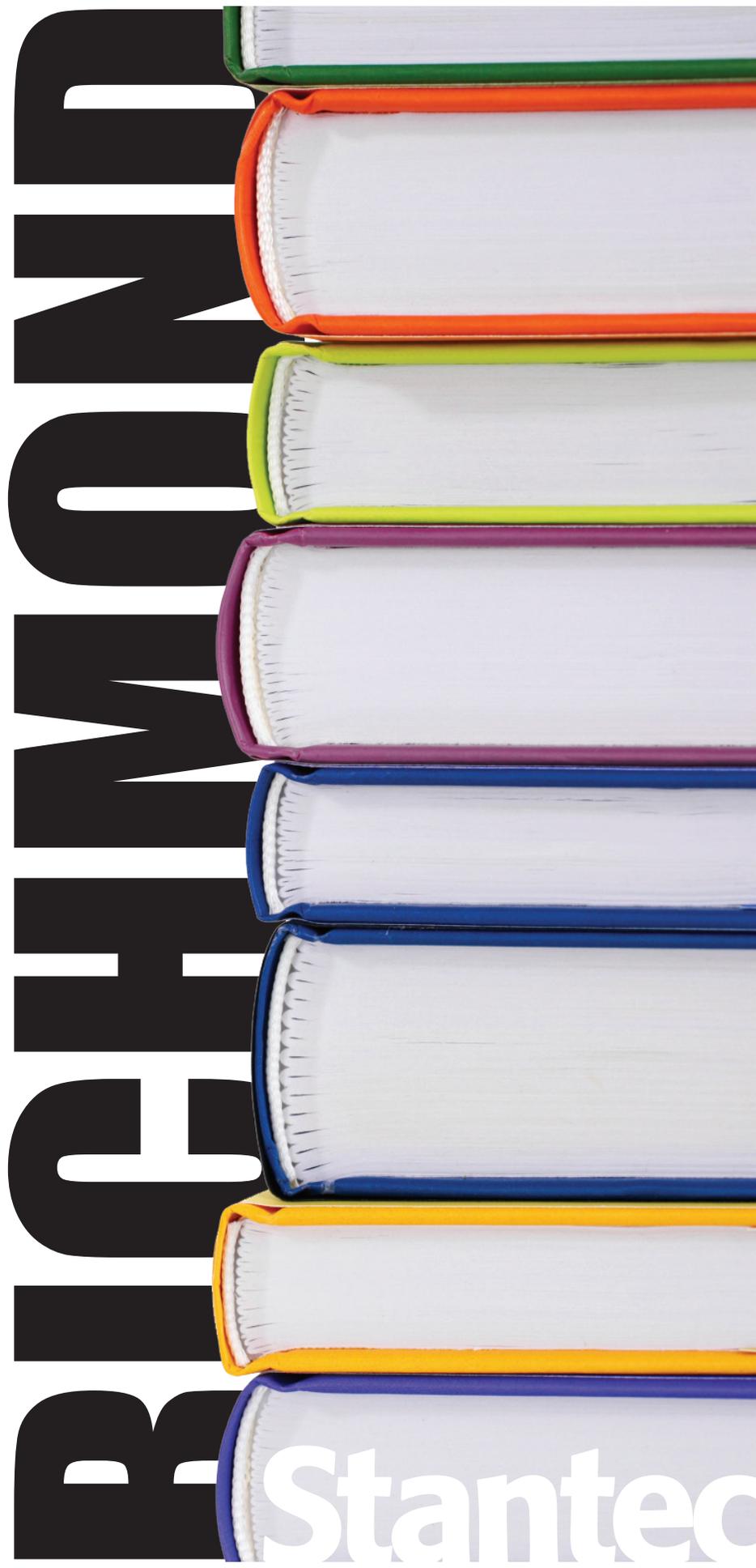


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LIBRARY PROGRAM

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RICHMOND

01

INTRODUCTION



PROJECT SCOPE

This project proposes the construction of a new Richmond Main Library of approximately 65,300 square feet to meet the library service needs of Richmond residents through the year 2030. It will replace the current 31,245 square foot facility that can no longer adequately serve this diverse and growing community.

BACKGROUND

The residents of Richmond are served by the independent municipal Richmond Public Library through two small branches, a bookmobile, and a Main Library. The Main Library has been a treasure in the community for almost 60 years. Over the years, however, the building has aged. Originally, high ceilings and an open floor plan provided a feeling of space. Now the space is crowded with extra shelves for materials. It does not have the infrastructure to support critically important electronic technologies. With a flat roof and an addition that slopes toward the main building, the library's roof and windows leak and mold remediation has been required.

Areas for children and teens are too small for the large number of school-aged children in the area. Demographics have changed in this dynamic community, requiring that new services be provided: homework assistance; after school programs for children and teens; literacy instruction; materials in languages other than English; and informational and cultural programs of interest to residents of all ages and life circumstances.

Throughout 2007, the City of Richmond engaged in a Community Library Needs Assessment (CLNA) to clarify current and anticipated library service needs. Representatives of all segments of the community participated through the Richmond Library Building Advisory Committee, a library survey with 1,100 responses, 13 focus groups with special constituencies, and 47 interviews with key stakeholders and community leaders. The CLNA includes information from these sources, the analysis of demographics, the review of current library use statistics, the study of City data, and the observations of the current library facility and operations.

The CLNA proposes a new Main Library based upon service level guidelines similar to comparable municipal libraries:

Facility Size	.5 - .61 square feet per capita
Collections	2.75 – 3 items per capita
Seating	2.5 – 3 seats per 1,000 population
Public Use Computers	1 – 1.1 computers per 1,000 population

A new Main Library of approximately 65,300 square feet will accommodate a collection of approximately 358,000 books and media, 383 seats and 135 public computers. Each conforms to the proposed service level guidelines. In addition, it will include special service spaces, staff workstations and meeting rooms that will meet the needs of the Richmond community through 2030, when the population is expected to grow to 128,000.

There is tremendous community support for a new Main Library. A National Citizen Survey conducted in Richmond in 2007 reported that 67% of respondents ranked a new library as essential or very important.

CHARACTERISTICS OF THE RICHMOND COMMUNITY

During the CLNA process, participants identified characteristics of the Richmond community that will impact the services delivered and the building plan:

- Richmond is engaged in a renaissance after a severe fiscal crisis; the new Main Library is part of this renaissance.
- The population of Richmond is expected to increase by 24% to approximately 128,000 by 2030; a larger facility is needed to meet the needs of a community of this size.
- The population is diverse in all ways: cultures, ethnicities, languages spoken, economics, education, age, ethnicities; diverse constituencies have equally diverse service needs.
- A significant percentage of the population has limited educational attainment (25% with less than a high school diploma) and/or limited English language skills (over 36% speak languages other than English at home); an estimated 58% have significant literacy limitations. Tutoring and ESL services and materials in languages other than English will be needed in the library.
- Only one of the area public schools meets the Academic Performance Index interim statewide goal of 800; students need support in their academic studies.
- Violence is a concern for many residents; the library must both be and appear to be safe.
- Richmond has high unemployment, a high poverty rate, low per capita income, and lower property values than many communities in the Bay Area. The library needs to provide employment and business resources for the unemployed, under-employed and the many small business owners in the community.
- Richmond is a compassionate City with many community organizations serving the needs of the most vulnerable; the library must be inviting to all, a building of opportunity, exploration and enrichment.
- Richmond has a long history of supporting the arts and a rich cultural heritage; both should be reflected in a new library.
- Many residents espouse green values; the library must be energy efficient and universally accessible.

LIBRARY SERVICE NEEDS

Any library in a community as diverse as Richmond has tremendous demands upon it for provision of service. In an environment of finite resources, it is necessary to prioritize services. The CLNA identified general library service needs, materials, services and qualities/spaces to emphasize in a new library to help Richmond residents meet their personal, cultural, educational and professional needs:

General

A stimulating environment, welcoming to all, universally accessible; the community's living room, with many activities occurring simultaneously and comfortably; helpful staff; collections that are broad and deep enough to respond to diverse needs; and expanded service hours. There was also support for a branch library in the Hilltop area.

Technology

Access to computers and computer training, with software useful to job-seekers, students, business persons, literacy and ESL students; technology that maximizes operational efficiency.

Children's Services

Robust library service for children that includes a large collection; adequate space; an emphasis on early literacy, homework support, English language skill development, and development of lifelong learners; and productive activities in the library after school.

Teen Services

Services that support both the recreational and academic lives of predominantly middle school aged youth; a distinct teen space with an acoustically-isolated teen-friendly environment; and constructive activities that contribute to the reduction of violence.

Adult Services

Services, materials and programs that promote lifelong learning in its broadest sense.

Services to Those with Special Needs:

Specialized materials and programs for the unemployed, small businesses, and those with limited English skills or participating in adult education classes.

Library as Community Resource:

Exhibit space, café, meeting rooms, local history archives, and distribution of community information.

These services are described in the Library Plan of Service document, and are translated into spaces for a new facility in this Building Program.

SITE SELECTION

The proposed site for the Main Library is on or close to its current location, on the City's major thoroughfare. It is adjacent to the newly renovated City Hall and City Auditorium and close to the Richmond Art Center. The proposed site is owned by the City. The City of Richmond has no real "center"; locating the library near the Civic Center reinforces this complex as a community gathering place. A Master Plan for the Civic Center that includes the library is in process.

PLANNING PROCESS

Schedule

The project timeline is keyed to securing funds for construction. Funding for the design is proposed in the 2009-2010 budget. The known dates, milestones and/or time needed for each activity are included below.

ACTIVITY	Time Estimate
Library Needs Assessment, Library Plan of Service Building Program	Complete April 2008
Site Identified (City-owned)	In Process
Conceptual Design through Construction Documents	12 months
Project Advertised for Bid	3 months
Construction	18 – 24 months

Relationship of the Library Building Program to the Architectural Design Process

The Building Program translates the library service needs and Library Plan of Service into physical space. It guides the architect in a number of ways:

- It defines the scope and expectations for the proposed project, identifies constraints, and provides a context for the project. As the design proceeds, the Building Program is amended to reflect changes and to document decisions.
- It provides general requirements for the design in order to meet local preferences and design criteria.
- It defines the function and the size of each service space, including furnishings, equipment and shelving needed to deliver the services.
- It provides the specific requirements of each space for such elements as communications, acoustics, finishes, etc.
- It defines adjacencies of spaces to optimize service.
- it documents the thinking that went into the space allocation.
- It estimates a percentage of gross square feet that will be non-assignable, set aside for circulation, restrooms, hallways, utility rooms, wall thickness and entry spaces.

The design of the library is an iterative process. During the course of design, the architect recommends revisions to the building program consistent with the function and services to be provided as design opportunities present themselves, unexpected constraints are uncovered or economies of space are introduced.

Roles and Relationships of Library Building Team Members

The library building team during the planning process included the Director of Library & Cultural Services, Library Commission, the Richmond Library Building Advisory Committee and architectural firm of Stantec. The City Manager and City Council review the planning documents and authorize the continuation of the project.

Monique le Conge, Director of Library & Cultural Services, initiated the library study, provided guidance and data, and reviewed the planning documents. She is instrumental in shepherding the project through its design and construction phases.

The Library Commission is a citizen's advisory group that makes recommendations to the Library Director and City Council about the library and its services. Members will continue to provide insight and review documents and plans as the design and construction take place, representing the community. Commissioners originally involved were Deirdre Cerkanowitz, Nick Despota, Luis Perez, and Ellen Liebman (also Acting President of the Friends of the Richmond Public Library).

Appointed by the Director of Library & Cultural Services, the Richmond Library Building Advisory Committee (RLBAC) includes respected community leaders, library administrators, and managers from other City Departments. Committee members represent the government, business, education, and arts communities; the Library Commission; the City's Planning Department; West Contra Costa County; and the Neighborhood Councils.

The committee met at critical points during the needs assessment, beginning in January 2007, and will continue to participate as the project moves into the design phase. During the course of the CLNA, this group identified important organizations and individuals in the community for interviews, focus groups and survey distribution; reviewed data collected; participated in a role setting discussion; and developed recommendations for the use of space in a new library. It met from January through June of 2007. The Committee will also review the Library Plan of Service and Building Program.

RLBAC Committee Membership

Terrance Cheung

Chief of Staff for Contra Costa County Supervisor John Gioia

Emma Clark

Community Member

Monique le Conge

Director of Library & Cultural Services

Rosemary Corbin

Community Member

Nick Despota

Former Library Commissioner

Sherry Drobner

Literacy Program Manager

Wylendia Eastman

Administrative Librarian

Sandi Genser-Maack

Richmond Neighborhood Coordinating Council

Kathy Haug

Administrative Librarian

Arnie Kasendorf

Commission on Aging Commissioner

Francie Kunaniec

WCCUSD Media Librarian

Richard Mitchell

Lina Velasco

Planning Department

Michele Seville

Arts & Culture Manager

John Ziesenhene

Chamber of Commerce

Stantec and its library consultants conducted interviews and focus groups and developed the library survey; facilitated meetings of the RLBAC; analyzed demographics and library use statistics; and reviewed City planning documents. They prepared the Needs Assessment, Library Plan of Service and Building Program.

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ALLOCATION OF BOOK COLLECTION



ALLOCATION OF THE LIBRARY'S BOOK COLLECTION

Category/Subcategory/Volume Type	Percent of Collection	Projected Total Volumes	Percent in Collection	Projected Volumes on Shelf	Volumes/Linear Foot
Adult/Young Adult	62.95%	204,180	18.31%	166,803	8.58
English Language Development					
<i>Literacy English As A Second Language (ESL)</i>	0.77%	2,500	30.00%	1,750	18
Fiction					
<i>Fiction</i>	12.02%	39,000	20.00%	31,200	8
<i>Mysteries</i>	3.70%	12,000	25.00%	9,000	8
<i>Paperbacks</i>	0.77%	2,500	30.00%	1,750	10
<i>Science Fiction & Fantasy</i>	1.08%	3,500	25.00%	2,625	8
<i>Short Stories</i>	0.31%	1,000	20.00%	800	8
<i>Westerns</i>	0.77%	2,500	20.00%	2,000	8
International Languages					
<i>International Languages</i>	1.03%	3,350	20.00%	2,680	14
<i>Spanish Language</i>	4.62%	15,000	30.00%	10,500	12
Large Print					
<i>Large Print</i>	0.62%	2,000	15.00%	1,700	8
Local History					
<i>Local History</i>	1.23%	4,000	0.00%	4,000	8
Non-Fiction					
<i>Automotive Repair Manuals</i>	0.22%	700	10.00%	630	7
<i>Careers</i>	1.08%	3,500	15.00%	2,975	10
<i>Non-Fiction</i>	27.75%	90,000	15.00%	76,500	8
Popular Library					
<i>New Books</i>	0.45%	1,450	50.00%	725	8
<i>New Books (Face Out)</i>	0.02%	50	50.00%	25	1
Reference					
<i>Grants</i>	0.15%	480	0.00%	480	10
<i>Ready Reference</i>	0.05%	150	0.00%	150	6
<i>Reference</i>	1.16%	3,750	0.00%	3,750	6
<i>Special Books</i>	0.77%	2,500	10.00%	2,250	8
<i>Telephone Books</i>	0.09%	300	0.00%	300	5
Reference-Closed Storage					
<i>Closed Storage Reference Books</i>	1.08%	3,500	0.00%	3,500	10
Teen					
<i>New Books</i>	0.06%	200	50.00%	100	2
<i>Teen Fiction</i>	1.08%	3,500	30.00%	2,450	13
<i>Teen Non-Fiction</i>	1.46%	4,750	25.00%	3,563	10
<i>Teen Paperbacks</i>	0.62%	2,000	30.00%	1,400	12

Category/Subcategory/Volume Type	Percent of Collection	Projected Total Volumes	Percent in Collection	Projected Volumes on Shelf	Volumes/Linear Foot
Children/Juvenile	37.05%	120,152	27.95%	86,566	14.4
Children's New Books					
<i>New Books (Face Out)</i>	0.02%	72	50.00%	36	1
Children's Reference					
<i>Children's Ready Reference</i>	0.06%	200	0.00%	200	8
<i>Children's Reference</i>	0.17%	550	0.00%	550	8
Easy Chapters, ABCs, Toddlers					
<i>Children's Easy Readers</i>	1.39%	4,500	30.00%	3,150	20
Holiday Books					
<i>Holiday Books</i>	0.77%	2,500	10.00%	2,250	10
Homework					
<i>Homework</i>	0.09%	280	0.00%	280	8
Juvenile Fiction					
<i>Juvenile Fiction</i>	4.62%	15,000	30.00%	10,500	13
<i>Juvenile Paperbacks</i>	0.77%	2,500	30.00%	1,750	16
Juvenile International					
<i>Juvenile International Languages</i>	0.62%	2,000	25.00%	1,500	26
<i>Juvenile Spanish Language</i>	4.62%	15,000	30.00%	10,500	20
Juvenile Non-Fiction					
<i>Juvenile Non-Fiction</i>	16.03%	52,000	25.00%	39,000	13
Parent/Teacher Books					
<i>Parent/Teacher Books</i>	0.15%	500	20.00%	400	8
Picture Books					
<i>Children's Picture Books</i>	6.78%	22,000	35.00%	14,300	22
Professional Collection					
<i>Children's Special Books</i>	0.39%	1,250	0.00%	1,250	20
'Tween Books					
<i>Anime</i>	0.37%	1,200	50.00%	600	20
<i>Graphic Novels</i>	0.18%	600	50.00%	300	20
Totals:	100.00%	324,332	21.88%	253,369	10.80

ALLOCATION OF THE LIBRARY'S MULTIMEDIA COLLECTION

Category/Subcategory/Volume Type	Percent of Collection	Projected Total Volumes	Percent in Collection	Projected Volumes on Shelf	Volumes/Linear Foot
Adult/Young Adult	67.46%	22,800	38.31%	14,065	17.8
Audio Book Compact Disc					
<i>Audio Book CD (CD ROM)</i>	7.40%	2,500	25.00%	1,875	7
Audio Compact Disc (CD)					
<i>Audio Compact Disc (CD)</i>	17.75%	6,000	30.00%	4,200	30
<i>CD-ROM</i>	2.96%	1,000	50.00%	500	15
DVD					
<i>DVD</i>	14.79%	5,000	50.00%	2,500	30
International Languages					
<i>International Language Audio Books</i>	1.48%	500	25.00%	375	8
<i>International Language CDs</i>	1.92%	650	40.00%	390	15
<i>International Language DVDs</i>	1.92%	650	50.00%	325	15
Teen					
<i>Audio Compact Disc (CD)</i>	5.92%	2,000	40.00%	1,200	30
Video Cassette					
<i>Video Cassette</i>	13.31%	4,500	40.00%	2,700	10
Children/Juvenile	32.54%	11,000	46.77%	5,855	19.4
Audio Compact Disc (CD)					
<i>Audio Book CD (CD ROM)</i>	1.48%	500	20.00%	400	7
<i>Audio Compact Disc (CD)</i>	12.43%	4,200	50.00%	2,100	30
DVD					
<i>DVD</i>	14.79%	5,000	50.00%	2,500	30
Media Kits					
<i>Media Kit (Audio Cassette W/ Book)</i>	1.48%	500	25.00%	375	20
Video Cassette					
<i>Video Cassette</i>	2.37%	800	40.00%	480	10
Totals:	100.00%	33,800	41.07%	19,920	18.35

ALLOCATION OF THE LIBRARY'S PERIODICAL COLLECTION

Category/Subcategory/Volume Type	Percent of Collection	Projected Total Volumes	Percent in Collection	Projected Volumes on Shelf	Volumes/Linear Foot
Adult/Young Adult	94.38%	302	0.00%	302	1.4
Current Magazines					
<i>Current Magazines</i>	62.50%	200	0.00%	200	1
Current Newspapers					
<i>Current Newspapers</i>	3.13%	10	0.00%	10	1
International Language					
<i>International Language Magazines</i>	7.50%	24	0.00%	24	1
Popular Magazines					
<i>Popular Magazine Titles</i>	15.63%	50	0.00%	50	1
Teen Magazines					
<i>Teen Magazines</i>	5.62%	18	0.00%	18	1
Children/Juvenile	5.62%	18	0.00%	18	1
Children's Current Magazines					
<i>Children's Current Magazines</i>	5.62%	18	0.00%	18	1
Totals:	100.00%	320	0.00%	320	1.33

SHELVING THE LIBRARY'S COLLECTION

TYPE	Projected Volumes on Shelf	Volumes/Linear Foot	Shelving Unit Quantity	Shelving Sq. Ft.	TOTAL Sq. Ft.
CATEGORY					
Volume Type					
Shelving Type					
BOOKS					
ADULT/YOUNG ADULT	166,803	7.75	--	--	11,014
Automotive Repair Manuals	630	7	4	20	80
42" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top					
Careers	2,975	10	9	20	180
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels					
Closed Storage Reference Books	3,500	10	10	18	180
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels					
Fiction	31,200	8	93	20	1,860
42" Aisle DF 90"H Steel Shelving W/14 Shelves 3'W x 20"D unit with end panels					
Grants	480	10	2	100	200
Index Table 72"w x 48"d - two tier (4 Person)					
International Languages	2,680	14	5	20	100
42" Aisle DF 90"H Steel Shelving W/14 Shelves 3'W x 20"D unit with end panels					
Large Print	1,700	8	8	20	160
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top					
Literacy English As A Second Language (ESL)	1,750	18	5	10	50
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels					
Local History	4,000	8	14	20	280
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels					
Mysteries	9,000	8	27	20	540
42" Aisle DF 90"H Steel Shelving W/14 Shelves 3'W x 20"D unit with end panels					
New Books	100	2	5	12	60
44" Aisle SF 66"H Magazine Display Shelving W/4 Shelves 3'w x 12"D unit with flip up sloping shelf & storage underneath					
New Books	725	8	4	30	120
42" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves					
New Books (Face Out)	25	1	1	30	30
42" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves					
Non-Fiction	76,500	8	266	20	5,320
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels					
Paperbacks	1,750	10	5	20	100
42" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels					

TYPE CATEGORY Volume Type Shelving Type	Projected Volumes on Shelf	Volumes/ Linear Foot	Shelving Unit Quantity	Shelving Sq. Ft.	TOTAL Sq. Ft.
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BOOKS (CONT.)

ADULT/YOUNG ADULT (CONT.)

Ready Reference 36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top	150	6	3	10	30
Reference 36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	3,750	6	18	18	324
Science Fiction & Fantasy 42" Aisle DF 90"H Steel Shelving W/14 Shelves 3'W x 20"D unit with end panels	2,625	8	8	20	160
Short Stories 42" Aisle DF 90"H Steel Shelving W/14 Shelves 3'W x 20"D unit with end panels	800	8	3	20	60
Spanish Language 42" Aisle DF 90"H Steel Shelving W/14 Shelves 3'W x 20"D unit with end panels	10,500	12	21	20	420
Special Books 42" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	2,250	8	7	20	140
Teen Fiction 42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	2,450	13	7	20	140
Teen Non-Fiction 42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	3,563	10	12	20	240
Teen Paperbacks 42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	1,400	12	4	20	80
Telephone Books 42" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	300	5	2	20	40
Westerns 42" Aisle DF 90"H Steel Shelving W/14 Shelves 3'W x 20"D unit with end panels	2,000	8	6	20	120

TYPE CATEGORY Volume Type Shelving Type	Projected Volumes on Shelf	Volumes/ Linear Foot	Shelving Unit Quantity	Shelving Sq. Ft.	TOTAL Sq. Ft.
BOOKS					
CHILDREN/JUVENILE	86,566	14.4	--	--	4,260
Anime <i>36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top</i>	600	20	2	10	20
Children's Easy Readers <i>36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top</i>	3,150	20	6	18	108
Children's Picture Books <i>36" Aisle DF 45"H Steel Shelving W/6 Divider Shelves 3'W x 24"D unit w/end panels & canopy top</i>	14,300	22	37	18	666
Children's Ready Reference <i>30 3'W x 12"D unit w/end panels & canopy top</i>	200	8	3	10	30
Children's Reference <i>42" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top</i>	550	8	3	20	60
Children's Special Books <i>36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top</i>	1,250	20	5	10	50
Graphic Novels <i>36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top</i>	300	20	1	10	10
Holiday Books <i>42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top</i>	2,250	10	8	20	160
Homework <i>36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top</i>	280	8	4	10	40
Juvenile Fiction <i>42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top</i>	10,500	13	27	20	540
Juvenile International Languages <i>42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top</i>	1,500	26	2	20	40
Juvenile Non-Fiction <i>42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top</i>	39,000	13	100	20	2,000
Juvenile Paperbacks <i>Paperback SF 66" Shelving Unit W/ 5 Divider Shelves 3'W x 12"D unit</i>	1,750	16	10	10	100
Juvenile Spanish Language <i>42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top</i>	10,500	20	18	20	360
New Books (Face Out) <i>44" Aisle SF 66"H Magazine Display Shelving W/4 Shelves 3'w x 12"D unit with flip up sloping shelf & storage underneath</i>	36	1	3	12	36
Parent/Teacher Books <i>42" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels</i>	400	8	2	20	40
TOTALS FOR BOOKS	253,369	10.6	--	--	15,274

TYPE	Projected Volumes on Shelf	Volumes/ Linear Foot	Shelving Unit Quantity	Shelving Sq. Ft.	TOTAL Sq. Ft.
CATEGORY					
Volume Type					
Shelving Type					
MULTIMEDIA					
ADULT/YOUNG ADULT	14,065	17.7	--	--	642
Audio BookCD (CD ROM)	1,875	7	9	18	162
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top					
Audio Compact Disc (CD)	4,200	30	11	10	110
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 audio CD's / box					
Audio Compact Disc (CD)	1,200	30	4	10	40
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 audio CD's / box					
CD-ROM	500	15	3	10	30
CD-ROM SF Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 CD-ROM's / box					
DVD	2,500	30	7	10	70
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 DVD / box					
International Language Audio Books	375	8	4	10	40
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top					
International Language CDs	390	15	3	10	30
CD-ROM SF Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 CD-ROM's / box					
International Language DVDs	325	15	2	10	20
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 DVD / box					
Video Cassette	2,700	10	7	20	140
42" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels					
CHILDREN/JUVENILE	5,855	19.4	--	--	246
Audio Book CD (CD ROM)	400	7	2	18	36
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top					
Audio Compact Disc (CD)	2,100	30	6	10	60
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 audio CD's / box					
DVD	2,500	30	7	10	70
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 DVD / box					
Media Kit (Audio Cassette W/ Book)	375	20	2	20	40
42" Aisle DF 45"H Steel Shelving W/ 4 Shelves 3'W x 24"D unit w/end panels & canopy top					
Video Cassette	480	10	4	10	40
Video Cassette SF 66" Shelving Unit W/ 5 Divider Shelves 3'W x 12"D unit - 28 video cassettes / shelf					
TOTALS FOR MULTIMEDIA	19,920	18.36	--	--	888

TYPE CATEGORY Volume Type Shelving Type	Projected Volumes on Shelf	Volumes/ Linear Foot	Shelving Unit Quantity	Shelving Sq. Ft.	TOTAL Sq. Ft.
PERIODICAL					
ADULT/YOUNG ADULT	302	1.4	--	--	364
Current Magazines	200	1	17	12	204
<i>44" Aisle SF 66"H Magazine Display Shelving W/4 Shelves 3'w x 12"D unit with flip up sloping shelf & storage underneath</i>					
Current Newspapers	10	1	1	22	22
<i>44" Aisle DF 45"H Newspaper Display Shelving W/4 Shlvs 3'W x 24"D unit w/ fixed sloping shelf</i>					
International Language Magazines	24	1	2	12	24
<i>44" Aisle SF 66"H Magazine Display Shelving W/4 Shelves 3'w x 12"D unit with flip up sloping shelf & storage underneath</i>					
Popular Magazine Titles	50	1	5	18	90
<i>36" Aisle DF 45"H Magazine Display Shelving W/ 4 Shelves 3'W x 24"D unit w/ flip up sloping shelf & shelf underneath</i>					
Teen Magazines	18	1	2	12	24
<i>44" Aisle SF 66"H Magazine Display Shelving W/4 Shelves 3'w x 12"D unit with flip up sloping shelf & storage underneath</i>					
CHILDREN/JUVENILE	18	1	--	--	40
Children's Current Magazines	18	1	2	20	40
<i>42" Aisle DF 45"H Magazine Display Shelving W/ 4 Shelves 3'W x 24"D unit w/ flip up sloping shelf & shelf underneath</i>					
TOTALS FOR MULTIMEDIA	320	1.333	--	--	404

03

**NEEDS, GOALS
+ OBJECTIVES**



EXTERIOR REQUIREMENTS

This section deals with the exterior of the library, including general design issues, parking, landscaping, and lighting; the book drop, bike racks, and trash area, delivery space, public telephone, flag pole, and dedication plaque; and exterior finishes and signage.

The proposed site for the Richmond Main Library is adjacent to the Civic Center. The renovated City Hall and Auditorium and the new Main Library will provide a focal point in the City. While the library's design should have its own identity and vitality, it should be compatible in scale and design with the Civic Center facilities.

Systems such as landscaping and watering, parking lot design and composition, signage, exterior finishes, and external lighting should be consistent/compatible with those of the Civic Center buildings.

PARKING

It is anticipated that most or all parking for the Main Library will be included in a parking structure within the Civic Center. Disabled accessible parking may be needed, depending upon the proximity of the parking structure.

A garage is needed for two library vehicles – a bookmobile and a smaller van. The garage may be part of the library design or the vehicle parking may be provided in an adjacent parking structure, depending upon the final Civic Center Master Plan.

If attached to the library, the garage should be approximately 700 square feet to accommodate the two vehicles, supplies, and space for loading the bookmobile. The Outreach Services Workroom would open to the garage in this case.

Parking in a more remote structure will require easy access and turning, and the provision of a loading zone very close to the Library's Staff/Delivery Entrance in which the bookmobile and van can be parked for loading and unloading each day.

LANDSCAPING & OUTDOOR SEATING

Landscaping should be an integral part of the overall site plan, with the purpose of enhancing building design, and providing public views to the landscaped exterior. Landscape considerations should include visual appearance, parking lot screening, and clear sight visibility at driveways and pedestrian connections.

Outdoor seating associated with the proposed café is desirable. Landscaping in this area should provide an inviting environment for café diners and for informal gatherings of community members.

Any exterior bench seating for patrons waiting for rides must be designed to discourage sleeping or long-term occupancy.

LIGHTING

Lighting is provided on the exterior of the library for security, safety and identification of the library. It should be architecturally integrated with the building style, materials and colors. Exterior lighting should be designed so that light is not directed off the site and the light source is shielded downward from direct off-site viewing.

BOOK DROPS

Exterior book drops should be available for the return of materials when the library is closed. Ideally, one should be a drive-through return, with the return slots accessible from the driver's side of both standard and SUV vehicles. A safe path from the library to the book drop must be provided for staff to bring the return bins into the library for processing.

A second set of exterior return chutes with a real-time check-in feature will allow patrons to sort returned materials that then drop into the Circulation and Materials Handling Room for re-shelving. This area should have some covering so that it can be used in inclement weather.

BIKE RACKS

Low profile bike racks should be provided as close to the entrance as possible, in a visible location, with covering for spells of bad weather. They should accommodate bicycles with heavy-duty locks. If the Code is silent regarding the number of spaces required, provide 16-20.

TRASH AREA

The trash enclosure should not be attached to the library building, but should be accessible through a sturdy lockable gate. In addition, provide attractive trash/ash receptacles outside any public entrance.

DELIVERY AND SERVICE VEHICLE PARKING SPACES

Deliveries will be through the Staff/Delivery Entrance. This must be at ground level, with a door that can be opened double-wide to accommodate large equipment. Deliveries among the library agencies occur daily, and new books arrive frequently. Deliveries will be brought to the delivery counter on the first floor. A delivery vehicle parking space should be identified close to the entrance. This will also be used by service vehicles.

FLAG POLE

A flag pole will not be needed on the library site.

PUBLIC TELEPHONES

There will be no public telephones at the library.

PLAQUE

A dedication plaque will be placed at the entrance to the library. The Library will provide specifications. It may be on the exterior or interior of the building depending upon the design. Plaques on the exterior and interior of the existing library may be relocated to the new library.

EXTERIOR FINISHES

Exterior wall finishes should be selected for low maintenance, graffiti resistance, permanence and aesthetics. Use of durable, high quality materials such as brick, stone, tile and some forms of concrete are encouraged; materials should be able to withstand climatic changes. Anti-graffiti coatings should be clear and not affect the basic characteristic of the exterior finish.

SIGNAGE

Exterior signage identifying the library should be visible from Macdonald Ave. and from the Civic Center plaza. If the library has frontage on 25th Street, an additional sign will be needed visible from that street also. Consider putting the library's web address on the exterior of the building. Entrances should have an "Open/Closed" sign (consider neon) that informs patrons before they leave their cars. Signage will also be needed at the entrance to the Literacy Center and Café. Any other exterior doors will have signs indicating that they are for staff use only.

EXTERIOR RECEPTION AREA

If the library is designed with two floors and a partial third floor, consider developing part of the remaining third floor roof area as an outdoor reception area for community functions, with a view of the Civic Center and gardens. The requirements for this area include:

- Standing room for 100 people
- Lighting and sound system; multiple electrical outlets
- Attractive exterior floor covering
- Kitchenette for preparing snacks
- Storage Room for serving tables
- Access from the elevator without going through the Administration Area
- Access to rest rooms

GENERAL BUILDING REQUIREMENTS

This section covers the general design considerations for the new library, as well as requirements for occupancy by staff and patrons, type and size of collections, flexibility and expandability, staff efficiency, fenestration, space finishes, access for the disabled, acoustics, environmental conditions, illumination, power and communication requirements, security systems and visual supervision, signs, and audio-visual systems. Specific requirements for individual spaces are included in the Facilities Space Requirements Chapter.

GENERAL DESIGN ISSUES

There are ten issues of a general nature that inform the library design.

1. Welcoming and Enriching User-Friendly Environment

The library should provide a warm and welcoming environment, with particular emphasis on making it family friendly. Community leaders see a new library as a keystone in the renaissance of Richmond, something of which residents can be proud, telling a story about Richmond other than the negative publicity associated with crime. They are not interested in a “monument” or in an architectural landmark, but rather a functional, inviting facility that provides an atmosphere of discovery and enrichment. Many library users do not travel beyond their own neighborhoods; the library will provide a window into literature, art, and reading as a lifelong and enjoyable pursuit.

The design, signage and equipment of the library should facilitate independent use of the library. Spaces should unfold logically and clearly as one enters the library.

2. Entrance

Depending upon the final site determination, there may be two public entrances. These should be architecturally significant and easily identified. A third public entrance should be provided to the LEAP Literacy Center, to accommodate its schedule of hours.

A Staff/Delivery Entrance is also needed. An additional staff entrance may be needed for the Outreach Services Workroom to facilitate the loading of the bookmobile. If a garage is attached to the library for the bookmobile and library van, this entrance will connect the Outreach Services Workroom and the Garage.

3. Supervision

The library should be designed so that all public spaces are visible from one or more service desks, with no visually isolated public spaces or rooms. If this is not feasible, provide for security cameras in visually obscured areas. There will be five service points staffed during all hours the library is open: Children’s Desk, LEAP Literacy Center, Greeter/Information Desk, Customer Service Desk (first floor) and Reference Desk (second floor). Additional staff service desks are provided for specific programs or specific

times: Homework Center, Teen Area, Computer Lab, and Local History Room. Spaces such as Study/Tutoring Rooms and the Copy/Print Centers should have walls that are at least partly glass to facilitate supervision.

4. Accessibility

The facility should be designed to be universally accessible. There should be no barriers to access or use of services by those with disabilities, by patrons of any age, or by persons with limited English language proficiency.

5. Economy of space

Maximizing public space should be a goal, providing the most useable interior space possible. Minimize corridors and hallways. There should be a sense of openness and light.

6. Storage

Provide sufficient storage and “give-away” display/distribution space to maintain an uncluttered appearance. The need for storage is often underestimated in library buildings.

7. Energy efficiency

Energy efficiency should be considered in the design of roofs, window placement and specifications, and the heating and cooling system. The City of Richmond strongly supports the design of sustainable buildings as part of its own strategic planning. This facility should be a model for future public buildings in Richmond.

8. Displays

Provide display opportunities throughout the library, creating an atmosphere of discovery and excitement. Richmond has a strong tradition of support for the arts; the library can provide a venue for art displays. Local schools will display student artwork to the community in the library. The attractive display of materials will entice visitors to read.

9. Public Art

The City of Richmond supports public arts projects at the level of 1½ % of the public project construction cost. If the library qualifies for this program, an artist will be selected to work with the architect and integrate an appropriate arts project into the design of the facility.

10. Multi-Level Building

The Main Library will have at least two floors. While there is some flexibility in the division of spaces between the floors, there are some required adjacencies described in Chapter 4. The recommended distribution of spaces is shown below. For public spaces, it corresponds generally to the areas with the greatest traffic flow and noise on the first floor and the more quiet spaces on the second floor. If a third floor is needed, the Administration spaces can be located on this level; if necessary, the Conference Room might also be relocated to a third floor. General Building Services are located throughout the building.

FIRST FLOOR

Adult Fiction
Adult Languages
Adult Popular Library
Children's Library
Circulation Services
Library Entrances
Literacy Center (LEAP)
Teen Services
Technical Services & Technology
Public Meeting Rooms (except Conference Room)

SECOND FLOOR

Administration
Adult Non-Fiction
Adult Periodicals
Adult Reference Services
Local History Room
Staff Services
Conference Room

OCCUPANCY BY STAFF AND PATRONS

Library staff occupancy will vary to meet the service needs of patrons. Generally there will be more staff in the hours after school, when there is a rush of students. The total number of full and part-time staff will be 74; typical staffing during the busiest times of the day will be 40.

Patron occupancy will ebb and flow, depending upon the time of day and activities in the library and its meeting rooms. The most popular browsing materials for adults (new materials, audio-visual materials and fiction) and self-service opportunities will be near the entrance to facilitate quick in-and-out visits to the library.

In other areas of the library, while there may be patrons browsing in book stacks or moving from one area of the library to another, the occupancy is computed by the number of patron seats and technology workstations. In the public meeting rooms, the occupancy is determined by the number of seats provided.

TYPE	OCCUPANCY
Reader Seats	383
Public Technology Stations	135
Meeting Room Seats	292

If all seats are occupied, the total patron occupancy would be 786. This includes the 810 from the chart above, minus the 24 seats of the Homework Center already included in the Auditorium meeting room seating.

TYPE AND SIZE OF COLLECTIONS

The proposed collection profile is based upon current use and requests from community members expressed through the library survey, interviews, and focus groups with stakeholders. The total number of materials at build out is approximately 358,000. This was derived from comparison with similar libraries and represents 2.8 items per capita for the anticipated population of 128,000 in 2030.

The collection includes books, magazines and newspapers, media in a number of formats and electronic information resources. There are materials for children, teens and adults. There are eight major collections to be housed in the library; the scope of each is described below.

Children's Materials

The Children's Library houses books, media and magazines for children from infancy to about age 12. The children's collection includes materials for three age levels.

Toddlers, preschoolers and primary age children use picture books and board books. These books will be housed on 45" high shelving for easy access by young children. This is one of the most popular segments of the entire library collection and has been considerably increased. The picture book collection will include both multiple copies of perennial favorites and a deep collection for enrichment. Picture books and books for toddlers in English, Spanish (and other locally spoken languages as available) and bilingual books will support parents, teachers, and literacy students encourage early literacy and enjoyment of reading.

The collection for older children includes general fiction and non-fiction books, older "easy readers", paperbacks, audio-visual items, juvenile periodicals, and materials in languages other than English for young readers. They will be on 66" high shelving. A comprehensive and greatly expanded non-fiction collection will supplement those of the school libraries that are small and have limited hours. The collection will include curriculum related materials in multiple copies, and on differing reading levels to match the reading skills of children, many of whom are English Language Learners. Although the majority of the collection will be in English, the library will provide a core collection of curriculum-related materials in Spanish (or bilingual materials) that can be used by students independently or with their parents whose English skills may be limited. The languages collection will be expanded to more than four times its current size, with particular emphasis on Spanish materials and smaller collections of Asian languages, matching the languages spoken by Richmond residents. These will support early and family literacy, academic excellence and lifelong learning.

Library staff will also develop a core reference collection for general information needs of children and for use in the Homework Center. Recreational materials to encourage lifelong enjoyment of reading will be increased, including paperbacks, popular fiction and books in series.

The third collection is for "tweens" and features anime and graphic novels for recreational reading.

Popular Materials

The Popular Library holds high turnover materials: new books, “hot topics” and the media collections. These are to be located along the major paths of traffic in the library, near the entrance. Shelving for audio-visual materials is for current formats; different formats may emerge before the design of the facility is complete that will affect the shelving type and quantity.

The fiction, genre and paperback collections will be shelved near the Popular Library on 90” high shelving. This is a popular part of the collection and has been maintained at a generous size. Large print books will be shelved with the fiction collection, and will be on 66” high shelving to make them more visible and accessible to those with impaired sight. A permanent collection will be supplemented by a revolving collection rented from a commercial vendor.

A collection of popular periodicals on display shelving will be part of the Popular Library for easy browsing.

Non-Fiction and Reference

The second floor of the library will house a number of non-fiction collections including ready reference, general reference, government documents, general non-fiction, grants, jobs and careers, and local history. Some older, more fragile or very valuable materials will be in the Reference Closed Stacks. Most shelving for these materials will be 90” in height.

A small “ready reference” collection will be provided in shelving associated with both the Adult Reference and Children’s Desks. These are items used frequently to answer general reference questions and may include books and other formats. The remaining reference materials include dictionaries, encyclopedias, telephone books, career materials and specialized and/or high-demand resources that do not circulate. They will be shelved at the beginning of the adult and juvenile non-fiction collections. The number of reference books is decreasing as more information and resources become accessible through the Internet or electronic databases.

Government documents will be arranged by their SuDoc (Superintendent of Documents) number and accessed using the government’s on-line index.

The general non-fiction collection has been enhanced to support the information needs and the personal growth and lifelong learning desires of adults. They also support the library’s role as a regional resource. The materials are arranged in Dewey Decimal order.

Special segments such as business materials and careers, grants, and local history will be pulled out as separate collections in this area. The special collections may change as service needs and demographics change.

Literacy

The library's literacy service, Literacy for Every Adult Program (LEAP), is well respected in the community and responds to the needs of adults who have "fallen through the cracks" in school, as well as those with limited English ability needing the individual attention not always available in large Adult School classes. It is estimated that up to 58% of Richmond adults have significant reading limitations.

The majority of the literacy materials are consumable workbooks. The items are not in the library catalog and are accessed with assistance from LEAP staff. Students and tutors borrow them without formally checking them out. Some materials, like the Families for Literacy books for children, are gifts to the students.

Adult Languages and English Language Development

Over one-fourth of Richmond residents were born outside the United States. Over 36% speak a language other than English at home, and almost one-fifth of adults are linguistically isolated. The percentage of English language learners ranges from 14% to 64% of the students in the Richmond schools. These residents need special services to meet their needs, some of which were identified by the residents themselves, others by community service providers.

The library will provide a large collection in languages other than English, especially Spanish and Asian languages; materials for new readers and those with limited English vocabulary; ESL materials in print and media formats; and information on immigration and citizenship

Teens

The Teen Area will house recreational reading for teens: paperbacks, popular fiction and topics, and magazines and CDs. Teens will use the adult and children's collections for research and homework assignments. Enhancing service to teens is one of the library service goals. This collection has been expanded, as has the space available for teens in the library.

Periodicals

The majority of the library's adult periodicals will be housed in a separate area of the library that also provides comfortable lounge seating for browsing and table seating for research and spreading out newspapers.

Electronic Resources

The library subscribes to a rich array of electronic information databases that are accessed through the library's web site, making them available to anyone with Internet access. The current databases include resources for children, teens and adults and range from Kids InfoBits for beginning researchers to full-text newspapers. The information available in electronic format continues to expand, and the number of databases and topics covered will change in the future with changing community needs. There is no space requirement for these resources.

E-books may be in demand in the future, as the Kindle and other electronic book appliances become more popular. These will not require physical space.

COLLECTION PROFILE AND SHELVING

Collection and shelving information is provided in Chapter 2 of this document. The Allocation of the Library Collections shows collection segments, with collection sizes, the percent of the collection expected to be in circulation at any one time, the number of items for which shelving should be provided and the volumes per linear foot of shelving for each collection type.

Shelving the Library's Collections indicates the quantity and type of shelving for each collection, the conversion of shelving units to square feet and the total square feet needed for shelving. The total square footage is based upon minimum 42" wide aisles. The number of volumes per linear foot of shelving allows for each shelf to be approximately 75% full.

Shelving will be a mix of heights: 45", 66" and 90", according to the materials and the age of the users of various collection segments. Specialized shelving is provided for magazines (slant-top display with a storage shelf underneath) and audio-visual materials (a combination of free-standing flip file browsers and universal shelving). Paperbacks will be on universal shelves. All shelving will be within standard shelving frames, including the rotor towers. With the exception of picture books, magazine and reference shelving (12" deep) most shelving will be 10" in depth.

Display of library materials is a priority. Face-out display of new books will be provided in the browsing area for adults. Slat wall end panels should be provided for displays within the stacks areas for children, teens and adults.

The requirements that follow apply to all spaces, unless otherwise specified in the individual space descriptions. Requirements specific to a particular space will be included in the space descriptions section.

FLEXIBILITY AND EXPANDABILITY

There are likely to be changes in the demographics of the community and its service needs, information formats, and technologies. The building design should allow for as much flexibility as possible to respond to these changes. Specifically, provide:

- Standard shelving for which a variety of shelving types can be used.
- Freestanding furniture rather than built-in counters to allow reallocation of space or re-arrangement of furniture and equipment.
- Carpeting beneath the shelving units in carpeted areas, so that shelving may be moved if necessary.
- Extensive data and electrical throughout the public areas, including the meeting room and some table and lounge seating areas for future technology expansion.
- Defined spaces within the library for various functions and age groups through design elements, minimizing walls that will reduce future flexibility in the use of space.
- Minimal building columns for interior flexibility of use; bay spacing should be as large as economically feasible.
- Floor loading of 150 pounds live load per square foot in areas proposed for expanding shelving.

Consider the possibility of expanding on the site to avoid eliminating future expansion options.

STAFF EFFICIENCY

The library should be designed for supervision by the minimal number of staff. Efficiency of staff operations is a major design consideration. Technology should be integrated to ease workloads and simplify processes, freeing staff to interact with library users. Each staff member should have easy access to a computer.

Designing to incorporate a streamlined materials check-out and return system is important, including both exterior and interior return slots with the capacity for a real-time check-in feature that returns items to the Circulation and Materials Handling Workroom.

Independent use of the library should be facilitated. Upon entering the library, patrons should be able to see its layout. Self-service equipment, such as self-check machines, self-return slots, a self-service “holds” area, minimal but effective signage and copy centers should encourage the use of the library without staff mediation. This will have a positive impact on staff workloads, freeing them to work with patrons on more complex reference and circulation transactions and readers’ advisory tasks.

Ergonomics should be a consideration in the design of all staff workstations to minimize the risk of repetitive stress injuries. Anti-fatigue mats should be provided for any workstations that are standing height. Equipment should be located to facilitate its use without wasted motion. Shelving and storage should be sufficient to keep work areas clear and tidy. The staff workroom workstations should have enough space to accommodate both the equipment needed and a book truck to hold the work in progress. The service desks should be designed to accommodate necessary equipment and also provide unobstructed space for interactions with patrons. Staff workstations should be adjustable to accommodate shared use.

ENERGY EFFICIENCY

This must be an energy efficient building. At a minimum consider:

- Orientation of the building and orientation of spaces within the building to take advantage of daylight
- Utilization of recycled materials for construction & furniture and equipment
- Placement, screening and coating of windows
- Selection of a highly energy efficient mechanical system
- Selection of light fixtures and zoning of light control
- Occupancy sensors in rooms not continuously occupied
- A vestibule at entrances to keep the library clean, reduce the impact of outdoor weather on the conditions inside, and as a “quieting” area for those entering
- Use of plenum flooring
- Use of solar panels and other energy producing technologies
- Incorporation of LEED (Leadership in Energy & Environmental Design) energy efficiency practices

FENESTRATION

Windows should be carefully positioned to maximize the use of controlled natural light and provide views to the exterior while minimizing glazing overall for energy efficiency. Where a view is not needed, consider clerestory windows to increase light penetration. Natural light should be controlled to avoid exposing library materials and furnishings to direct light or limiting the wall shelving capacity. North light is most desirable.

To maximize the use of “daylight”, use a high performance glazing system of insulated glass with a “low-e” rating to reduce radiant heat on the interior of the building. Book stacks should be oriented perpendicular to windows as much as possible, to allow optimum light penetration.

The use of dual-pane glazing will help reduce sound from outside the building and contribute to energy efficiency. Window shades should be provided to control natural light. Blackout shades will be needed in the Community Room, Children’s Multipurpose Room, LEAP Classroom and Computer Lab for audio-visual presentations.

Operable windows are desirable to take advantage of natural ventilation.

Controlled natural light is desirable throughout the library, but is particularly important in the following library spaces:

- Public lounge and table seating areas where patrons may enjoy a view to the exterior landscaping while relaxing or studying
- Staff Workroom and Staff Lounge: natural light provides a comfortable environment with views to the landscaped areas outside
- Popular Library: natural light will help highlight these high-use items located along paths of heavy traffic

- Teen Area: teens like to be in the midst of the action; a view to the exterior will connect them to both inside and outside activities
- Preschool Area: this should be a cheery area, one for children and families; natural light will enhance that feel of warmth and welcome

Windows facing major streets provide a glimpse into the library, inviting people to enter. They also provide opportunities for marketing the library's resources through window displays. The noise from the streets, however, will need to be buffered.

SPACE FINISHES

The primary considerations in the selection of all finishes should be their demonstrated durability, ease of maintenance, attractiveness, enhancement of acoustics, and their resistance to graffiti.

Flooring will be predominantly carpet tiles in the public area, which will assist in noise reduction. Carpet tiles should be anti-static, high-grade and stain-resistant. The color should be coordinated with the interior design; a fleck or mix of colors should be considered to mask stains. Where there are seams or where carpeting joins other floor coverings, attention should be paid to finish and stripping that will avoid fraying. Special or contrasting carpeting may be used to articulate a story telling space in the Children's Area.

The selection of flooring for the Auditorium, Community Room and Children's Multipurpose Room should balance acoustics with the fact that there may be craft and other activities that could stain the floors.

For high traffic areas such as the entrances, service desks, and the main path of travel through the library, consider hard flooring or carpet tiles than can be easily replaced when worn. Slip resistance is important in the selection of hard flooring. Non-carpeted resilient flooring areas might include the Workrooms, Staff Lounge, Storage Rooms, and the utility rooms (telecommunications, electrical, mechanical, and custodial).

Wall finishes should be easy to maintain. Semi-gloss paint should be used in areas expecting heavy use. Where acoustics are a primary concern, tackable acoustical wall panels should be considered.

Ceiling panels should be light in color to increase the light in the library, and should be selected for their acoustical and aesthetic qualities.

Countertops are subject to abuse; wood is not a suitable counter material. Engineered stone is preferred for rest rooms and kitchen counters. Plastic laminate, cultured stone or natural stone are acceptable materials; a granite counter may be used for transaction counters. Any plastic laminate should be edged in wood to discourage chipping or peeling.

The use of environment-friendly materials (recycled, from renewable resources, etc.) is preferred.

DISABLED ACCESS

The library will be fully compliant with requirements of the Americans with Disabilities Act (ADA) of 1990 and any legislation that updates it. This will impact the height of periodical shelving, the arrangement of shelves, the configuration of the service and reference desks and the selection of furniture, as well as other design issues. Some of the current requirements are listed below. Any revisions should be included in the design. Specifically:

- Side aisles that run parallel to stacks will not be longer than 21 feet (7 sections) without a cross aisle.
- Side and range aisles in book stacks will be 42" wide
- Main aisles must be a minimum of 44" wide.
- End aisles that serve a single faced section of book stacks and run perpendicular to side aisles will be 42".
- If an accessible aisle is less than 60" wide, turning and passing spaces of 60"x 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.
- A minimum of 5% but no less than one of all seating, tables, counters and carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. If an adjustable surface is not provided, the knee space must be at least 27" high, 30" wide and 19" deep. The top of the table, carrel or counter shall be from 28" to 34" above the finished floor.
- Audible and visual emergency alarms are required.
- Doorways must be a minimum of 36", with 32" of clearance. Interior doors can require no more than 5 pounds of force to operate, with hardware no more than 48" above the floor.
- Signage will be ADA-compliant.
- Browsing periodical shelving will not exceed 54" front or 48" side reach.
- The Customer Service Desk must have at least one accessible workstation, 28"- 34" in height for a continuous length of at least 36".
- At least one self-check out station will be accessible, at a height of 28"- 34" and with a knee clearance of at least 19".
- Staff rest rooms will be ADA compliant.
- One accessible compartment will be provided for each gender in the Public Rest Rooms, equipped with an automatic closing device. Opening hardware, toilets, sinks and faucets and other rest room fixtures must be ADA compliant.

ACOUSTICS

The library provides spaces for a variety of tasks, including conversations between library users and staff (service desks), use of equipment (copy centers and clusters of computers), group interaction (children's story time and family reading area, community living room, and teen area), and quiet reading and studying at tables and chairs. Acoustical buffering is needed to allow simultaneous use of the library for all these functions. Utilize noise-reducing flooring, wall finishes and ceiling materials. Durable flooring is needed in high-traffic areas, but consider alternatives to the traditional ceramic tiles, which are noisy. Special acoustical treatment will be needed in the following areas:

- Quiet Reading Area - off the primary traffic paths, this alcove should be buffered from the general noise of the library activities.
- Copy/Print Centers - equipment noise should be dampened.
- Auditorium and Community Room - utilize wall, ceiling and floor materials that allow people throughout the room to hear the words of speakers clearly. These rooms will be dividable into two smaller rooms; the separating "wall" should allow comfortable simultaneous use of both without sound overlap.
- Primary Area for Children - this is an area for reading aloud and sharing books. It should be buffered as much as possible so that children and families can read in normal voices without interfering with others in the Children's Library.
- Computer Workstations - banks of computer workstations produce equipment noise as well as conversation during instruction. These areas should be buffered so that others in the library are not disturbed by the keyboard and printer use.
- Public Service Desks - the functions at this desk require interaction between the staff and public and should have a degree of privacy; provide some sound buffering so that conversations are not heard throughout the library.
- Teen Area - this is meant to be an informal gathering place for teens and invites conversation. This area should have a high degree of acoustic isolation to allow teens to be social without disturbing other patrons. Consider decorative ceiling baffles to both deaden sound and articulate the space.

Provide noise and vibration control for mechanical and electrical systems. Locate this equipment away from areas requiring low background noise levels.

ENVIRONMENTAL CONDITIONS (HVAC)

The mechanical system should be selected on the basis of energy efficiency, low-maintenance record and longevity. Consider:

- A central system with multiple zones to control areas of the building independently. The zones should be reviewed to insure that large spaces will not have an adverse effect on smaller adjacent spaces. Controls should be secured so that only staff may access them.
- Room vents located to avoid drafts on occupants.
- Baffling ductwork to prevent unacceptable noise level.
- Providing a separate air conditioning unit that operates continually and maintains a constant temperature of 70 degrees in the Main Telecommunications Room.
- Utilizing a Variable-Air-Volume system for energy efficiency.
- Matching the fan capacity as closely as possible to the cooling load to minimize the use of electrical power if the mechanical equipment is roof-mounted. To reduce energy spent in cooling the outside air, the roof should have a light reflective color. If equipment is screened, use screens that allow air breezes to permeate.
- Maintaining temperatures between 68 and 72 degrees during heating and 72 to 78 degrees during cooling, with a relative humidity of 40-60% for comfort.
- Providing ventilation with adequate air exchanges to maintain a healthy environment, and an adequate supply of exhaust and intake air in rest rooms to protect health and provide comfort, with a minimum of 12 air exchanges per hour.

ILLUMINATION

Lighting is a major component in the comfortable use of the library by patrons and staff. It can enhance productivity and create an inviting atmosphere. The two primary goals of the lighting strategy are to provide comfortable lighting levels appropriate to the tasks being done in each area of the library, and to provide this in an energy efficient manner. Consider:

- Maximizing the use of daylighting.
- Providing light colored surfaces, particularly in the stack areas.
- Using lower ambient lighting augmented with task lighting.
- Using compact fluorescent or other energy-saving fixtures developed.
- Lighting system controls that respond to light levels, adjusting light accordingly; lighting should be uniform throughout the public spaces during both daylight and night hours through use of either continuously dimming ballasts or by providing manual bi-level switching.
- Coordinating lighting fixtures with shelving and furniture to insure appropriate illumination.
- Attaching light fixtures to shelving units to provide adequate light on the lowest shelves economically.
- Utilizing zoned lighting for potential energy savings. The Auditorium and Community Room should have separate lighting. A master lighting control unit for the entire facility should be provided at the Customer Service Desk.
- Fixtures that accommodate long-lasting, readily available and inexpensive replacement bulbs and fixture locations that allow for easy maintenance and lamp replacement.
- Minimizing the types of lighting fixtures used; avoiding the use of incandescent lights.
- Indirect lighting, especially to reduce glare at computer stations. Visual comfort (lack of glare) is supported with a 10:3:1 brightness ratio; if the brightness of the reading task is 100%, the brightness of the immediate surroundings should be 30% of that level, and the brightness of the general area should be 10% of that brightness.
- Night lighting (after hours) and emergency lighting separate from general lighting.

Refer to the most recent edition of Illuminating Engineering Society of North American Guidelines for current best practices. General illumination requirements for various tasks are:

Reader Seats	30 – 50 foot candles at table top level, combination of ambient and task lighting
Collection Areas	Evenly distributed lighting at a vertical ratio no higher than 6:1 from top shelf to bottom; bottom shelf at a minimum of 6 foot candles
Computer Areas	30 – 40 foot candles of non-glare lighting
General	15 – 20 foot candles
Displays & Signage	50 foot candles
Staff Workstations	30 - 40 foot candles of ambient lighting with supplemental task lighting of 50 – 75 foot candles

POWER AND DATA COMMUNICATION REQUIREMENTS

Technologies will undoubtedly change in the future. The goal for this facility is to provide a robust telecommunications system now and the infrastructure to accommodate new technologies in the future. Flexibility is an important issue.

Cabling

Fiber optic cable to the Main Telecommunications Room will provide the maximum flexibility and expandability for future technologies.

Extensive data and electrical outlets should be provided throughout the public areas of the library, including the meeting rooms, carrel and table seating areas for future technology expansion. The data infrastructure is a desired redundancy in this “wireless” building. Floor monuments should be flush mount, with mounting plates.

All voice, data and electrical wiring should conform to the City’s standard at the time of design. Standards are developed by the City’s Information Technology Department.

Workstations

All staff workstations should have a standard quad communications outlet (four data jacks) and a quad electrical outlet. Public workstations should have the same, with the exception of the Computer Lab that will have two data jacks and a duplex power outlet for each public workstation. On the following pages, when a computer is indicated for a space, it includes peripherals as well-monitors and keyboards. Data and electrical outlets should be provided to the carrels and some of the tables as well. Public access computers will be multi-functional; staff will be able to dedicate particular workstations to a single function when needed.

Public computer workstations will be in clusters in various areas of the library for ease of patron access: Adult Areas, Children’s Library, Teen Area, LEAP Literacy Center, and Computer Lab. Additional computers will be available for use with documents and for job searching. Laptops will be used by the LEAP and Homework Center staff and patrons.

Wireless Technology

Wireless access in all major library spaces, both staff and public, is important for many baby boomers and younger generations dependent upon electronic communication.

Wireless capability in the Auditorium and Community Room will allow them to be used as additional computer training areas and for homework assistance.

Main Telecommunications Room

The Main Telecommunications Room will house the telephone system, the library's computer network, the public address equipment, the access control system, and the intrusion alarm system. It should be located so that the end run to any data drop does not exceed 275 feet. This room should have its own A/C unit to keep a uniform temperature 24 hours a day. There should be no A/C units, condensate lines, water heaters or any type of water lines other than those required by code placed above this room. It should have dedicated electrical outlets and a dry pipe fire suppression system.

Telecommunications Closets should be stacked above this room on any upper floors, with fiber optic vertical risers.

Miscellaneous

Convenience outlets in easily accessible locations should be provided for custodian use throughout the library.

Technology and furniture planning should be coordinated from the beginning of design, to insure proper wire management. There should be no exposed wires associated with any public or staff workstations.

SECURITY SYSTEMS AND VISUAL SUPERVISION

Security for patrons and staff, materials, and the library facility will be provided to insure safety and to protect from vandalism, theft and fire.

Patron and Staff Security

The library will have two main public entrances, an entry to the LEAP Literacy Center, and a Staff/Delivery entrance. There may also be an entrance to the Outreach Services Workroom. The two main public entrances will be visible from the Customer Service and/or Greeter/Information Desks. The entire public space will be visible from one or more service desks, and staff at service desks should be able to see each other. Visual obstructions must be minimized so that the public area is always monitored. Lines of sight should be taken into consideration in the placement of shelves, the determination of their height, and the arrangement of seating. Separate rooms will have partial glass walls to allow visual supervision. The public restroom will be visible from the service desk.

A public address system will facilitate announcements in case of emergency.

Exterior lighting will provide a well-lit path to parking in the evenings.

Materials Security

A materials security system should be provided to prevent the theft of materials. Three security panels at the two main public entrances will provide two aisles for entry and exit. This may be linked to a real-time returns system in the future.

Facility Security

Provide a security/intrusion entry alarm system that includes all perimeter doors, windows and roof hatches. Intrusion alarm outline specifications will be provided by the City and may include video/digital cameras at all entrances. Provide conduit and fiber optic cable to the roof to facilitate the installation of security cameras if needed in the future for surveillance of the entire Civic Center area.

The security system should be zoned, providing for the de-activation of the alarm system in the area that includes the meeting rooms and restrooms for use after the library is closed. A motorized security grill or sliding gate will secure the rest of the library. The primary alarm keypad should be provided at the public entrance.

The building should include a fire alarm system with sprinklers to Code.

To control access to the library, incorporate the key/keypad access control system used by the City into the design of the facility, integrated with the intrusion alarm system.

Patrons will sort and return materials into slots from the exterior of the building into the Circulation and Materials Handling Workroom. To protect the library from potential vandalism, the area in the workroom that contains return bins may be protected from fire damage by a fire-activated fire retardant door.

SIGNAGE

Signage should be considered an integral part of the library design. Signage should be visible, with good contrast for readability. Use universal signs as much as practical. The Library will work with the architect to determine how best to deal with signage in languages other than English for this diverse community. Each room should have a room identification number, to be assigned by the library.

Provide an Open/Closed sign at the Public Entrances, visible from the streets and parking area.

The purpose of interior signage is to visually reinforce the layout of the library in order to facilitate access to materials and services. Large areas within the library should have identification signs, with terms provided by the Library. The number of area signs, their location and whether they are wall-mounted or ceiling-hung will depend partly upon the organization of spaces and the design of the facility. They must be at least 80" high when suspended over a path of travel and must have characters and numbers appropriately sized for the viewing distance, but no less than 3" in height. Room identification signage must be wall-mounted on the latch side of the door or entrance 60" above finished floor and be 1/32" raised upper case sans serif type characters accompanied by Grade II Braille. Signage color may be designated by the architect as part of the interior design.

Required signage for rest rooms include a door-mounted geometric identification symbol to identify Men's and Women's Rest Rooms, with no pictogram or letters at 60" above the floor, centered on the door, in a color that contrasts with the door. The universal picto-

gram, universal sign of accessibility, and a description of the room (Men, Women, Unisex) must be wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on this sign must be 1/32" raised upper case sans serif type accompanied by Grade II Braille.

Stack end-panels will have sign carriers with window inserts for changeable texts or graphics created by staff to allow for shifting collections. Within shelving sections, some segments of the collection will be identified through shelf-mounted signs.

Provide for a wall-mounted directory of the library in the lobby (ies) that identifies all public spaces.

Fire and life safety lighted exit signs are required.

AUDIO-VISUAL SYSTEMS

Audio-visual systems enhance service in several ways. A zoned overhead public address system will facilitate voice paging throughout the library. Cable TV distribution outlets will be located in the Staff Lounge, Auditorium, Community Room, Computer Lab, Multipurpose Room, Teen Area, Group Study Rooms, Conference Room and the Children's Library. All public access computers will have the capacity to view CDs and DVDs or their electronic successors.

The Computer Lab, Auditorium/Homework Center and Community Room will each be equipped with a recessed motorized projection screen and a ceiling mounted data/audio-visual projector for multimedia presentations. The Children's Multipurpose Room and the largest LEAP Classroom will also have recessed motorized projection screens to be used in conjunction with a shared portable AV/data projector.

04

SPATIAL RELATIONSHIPS



SPATIAL RELATIONSHIPS FOR ALL LIBRARY DIVISIONS

1. Adult Fiction

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the Popular Library. It should be close to the Customer Service Desk.

ADJACENT:

Adult Popular Library

PROXIMITY:

Library Entrance

CLOSE:

Circulation Services

1. Adult Languages

The Adult Language Collection should be visible and easily accessible from the main entrance of the library. Many library patrons use this collection exclusively and will exit the library via the Customer Service Desk or Self Service Area immediately upon making a selection in the stacks. The Literacy Center should be close, since many of the literacy students have limited English language skills and want to read in their native languages or build English competency.

CLOSE:

Circulation Services
Literacy Services

PROXIMITY:

Library Entrance

1. Adult Popular Library

When patrons enter the library, they should be able to see the Popular Library Collections of new books and media. Many will enter this area, select a new book or DVD, and leave the library by way of the self check stations in the Self Service Area. Others will enter the library, browse in this area, and then go to other areas of the library.

It is advantageous to have the New Book Display Area close to the Fiction Collection, for readers who wish to find older titles by a popular author. Teens will be heavy users of the media collection; the Teen Area should be adjacent to the Popular Library for this reason. On the other hand, Teen Services should be removed from the Community Living Room so that it can remain an adult rather than a teen space.

ADJACENT:

Adult Fiction
Teen Services (Media)

CLOSE:

Circulation Services

PROXIMITY:

Library Entrance

AWAY:

Teen Services (Community Living Room)

1. Children's Library

Children should not have to traverse any part of the adult library to get to the Children's Library. The entrance to the Children's Library should be just inside the security system and very near the Customer Service Desk. When children and parents come out of the Children's Library, they should literally run into the Customer Service Desk. This relationship will facilitate the circulation of children's books.

The Children's Library should be adjacent to Literacy Services to support its family literacy program and to facilitate the easy transition of new readers from the Literacy Center to the rest of the Main Library. It should be close to Outreach Services, since the bookmobile and children's collections can supplement each other and are supervised by the same Administrative Manager.

This Division should be in close proximity to the Public Meeting Rooms, in which the Homework Center will be housed and large children's programs will be held.

ADJACENT:

Literacy Center

CLOSE:

Library Entrance
Circulation Services
Outreach Services

PROXIMITY:

Public Meeting Rooms

AWAY:

Adult Periodicals
Adult Reference Services
Teen Services

1. Circulation Services

The Circulation Services Division should be centrally located where all library patrons must pass through it when entering or exiting the library building. Important adjacencies are the Children's Library, Popular Library, Fiction, Languages, Library Entrance and Teens, all to facilitate the circulation of materials.

CLOSE:

Adult Languages
Children's Library
Fiction

PROXIMITY:

Library Entrance
Teen Services

1. LEAP

This Division should be adjacent to Children's Library to share a Multipurpose Room and to facilitate the use of the Children's Collections by the many Family Literacy students. It should also be close to the Adult Languages Division, since many new readers speak a language other than English and would like to read in their native languages.

ADJACENT:

Children's Library

CLOSE:

Adult Languages

1. Library Entrance(s)

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library or the Public Meeting Rooms. It is likely that there will be two primary public entrances. The Library Entrance associated with the Public Meeting Rooms Division must be able to be locked off and separated from the Library so that the Meeting Rooms and ancillary services can be open when the library is closed. The Children's Library should be close to the Library Entrance so that children can reach their destination directly, without having to walk through other areas of the library. It should be relatively close to Circulation Services, Teen Services and the Adult Popular Library's high-turnover materials.

ADJACENT:

Public Meeting Rooms

CLOSE:

Children's Library

PROXIMITY:

Adult Languages
Circulation Services
Fiction Collection
Adult Popular Library
Teen Services

1. Outreach Services

Outreach Services has no particular adjacency requirements, although it may share collections with the Children's Library. It should be close to the Staff/Delivery Entrance or have its own entrance, to facilitate the loading and unloading of the bookmobile.

CLOSE:

Children's Library
General Services (Staff/Delivery Entrance)

1. Public Meeting Rooms

The major spatial relationship of the Public Meeting Room Division is to the Library Entrance Division. Since the Public Meeting Room complex might be open when the rest of the library is closed, access must be provided through the main lobby to the Auditorium, Community Room, Cafe and to the Public Rest Rooms without compromising the library's security. The Children's Library should be in close proximity to the Auditorium, in which homework assistance and large children's programs will be presented.

ADJACENT:

Library Entrance

PROXIMITY:

Children's Library

1. Technical Services & Technology

The Technical Services & Technology Division should be located in a back-of-house area near the Staff/Delivery Entrance and close to elevators in order to transport materials to the second floor. It should be close to the Delivery/Technical Services Storage Room.

There are two distinct work areas in this Division. The first is technical services for the library that includes acquisitions, cataloging, processing, mending and storage of books and materials; the second is the technology space for computer technicians and the Main Telecommunications Room.

CLOSE:

General Building Services
(Staff/Delivery Entrance; Delivery/Technical Service Storage)
Elevator

1. Teen Services

The Teen Services Division should be very close to the Media Room of the Adult Popular Library since young adults will be heavy users of this collection. It should be relatively close to one of the Library Entrances. The Teen Division should also be relatively close to the Circulation Services Division so that staff can supervise the young people. It should not be located too near the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

ADJACENT:

Popular Library (Media Room)

PROXIMITY:

Circulation Services
Library Entrance

AWAY:

Children's Library
Adult Popular Library (Community Living Room)

2. Adult Non-Fiction

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services Division. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Reference Services Division before heading for the Non-Fiction Collection.

One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

CLOSE:

Reference Services

2. Adult Periodicals

Since the use of the Periodicals Collection is primarily for browsing by adults, it should be in a relatively quiet part of the library. It can be located anywhere in the adult library as long as the public can find it easily.

AWAY:

Children's Library
Adult Popular Library

2. Adult Reference Services

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. This Division will likely be located on the second floor of the new Main Library; the Reference Desk should be visible from the second floor elevator and stairway.

The Non-Fiction Collection must have a strong spatial relationship with the Reference Services Division for the library to function effectively. The Reference Services Division should also be close to the Local History Collection so that reference staff can assist patrons who need to access this collection.

The Reference Services Division should be as far away from the Children's Library and the Popular Library as possible to avoid disturbance from potential noise.

CLOSE:

Local History Room
Adult Non-Fiction

2. Local History Room

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

CLOSE:

Reference Services

2. Staff Services

The Staff Services Division should be easily accessible from most staff areas and removed from the public areas of the library. It is a prime candidate for location in the back-of-house areas of the library. It has no particular adjacency requirements.

3. Administration

The Administration Division needs to be accessible to the public, but need not be located in prime floor space. In a building this size, administration may best be located on a secondary floor, but relatively close to elevators and stairs leading to the main entry. It should be relatively close to the Kitchen and Lounge of Staff Services.

PROXIMITY:

Staff Services

General Building Services

Some of the custodial services will be located throughout the building as non-assignable square footage in the form of Custodial Closets or Storage Rooms. However, the majority of the space in this division will be best located in the back-of-house areas of the library. Care should be taken in the location of noise producing spaces such as the Mechanical Equipment Room to isolate them from public spaces and staff offices. There are no required adjacencies for the Division as a whole other than locating the Staff/Delivery Entrance close to both the Technical & Technology Services and the Outreach Divisions.

CLOSE:

Technical Services & Technology (Staff/Delivery Entrance)
Outreach Services

SPATIAL RELATIONSHIPS FOR EACH LIBRARY SPACE

Division Name

1 Space Name

Description/Detail Data

1. Adult Fiction

1 Fiction

The Fiction Area should be visible from at least one Public Entrance and located close to the Popular Library materials, to encourage use of all these collections. It should be in proximity to the Customer Service Desk and Self Check machines. While much of the use of this collection does not require staff assistance, the area should be visible from the Customer Service Desk and/or Greeter/Information Desk. The Large Print collection should be visible, in a well-lighted area and on lower shelving for ease of access. The Community Living Room seating that encourages community members to gather informally should be close by.

CLOSE:

Media
New Book Display
Community Living Room

PROXIMITY:

Customer Service Desk and/or
Greeter/Information Desk
Self Service Area

SIGHT LINE:

Public Entrance

1. Adult Languages

1 Languages and English Language Development

This area should be visible from the Public Entrances to encourage its use and welcome new users. It should be close to the Literacy Center. Its English Language Development materials complement those used for literacy and ESL tutoring and provide materials in the native languages of some of the literacy students. It should be close to the Greeter/Information Desk so that staff assistance can be given.

CLOSE:
Literacy Center Spaces

PROXIMITY:
Greeter/Information Desk

SIGHT LINE:
Library Entrance
Customer Service Desk

1. Adult Popular Library

1 Community Living Room

This informal gathering place should be relatively close to the collections of the Popular Library and Fiction Area, but off the main path of traffic to provide a somewhat intimate space. It must be visible from either the Customer Service Desk and/or Greeter/Information Desk. It should be away from the Teen Area, to avoid this becoming an extension of teen seating exclusively.

CLOSE:
Fiction

PROXIMITY:
Media Room
New Book Display

AWAY:
Teen Area

SIGHT LINE:
Greeter/Information Desk and/or
Customer Service Desk

1 Express Terminals

These terminals will be the first visitors see upon entering the library and should be conspicuous from the Library Entrance(s). Used independently by patrons for the most part, there are no required adjacencies.

CLOSE:
Library Entrance(s)

SIGHT LINE:
Customer Service Desk and/or Greeter/Information Desk

1. Adult Popular Library (cont.)

1 Friends' Sale Area

There are two possible scenarios for this space - it could stand alone, or it could be included in the Café. If it stands alone, it should be in a very visible location close to the high turnover collections - New Books and Media - to draw potential customers. If not in the Café, the Friends' Sale Area should be close to the Customer Service Desk that will receive cash donations. It is important to make a clear distinction between the books for sale and other materials in this area so that patrons are not confused.

The Friends' Book Storage & Workroom should be fairly close so that the shelves can be easily re-stocked by volunteers.

CLOSE:

Media Room
Customer Service Desk

PROXIMITY:

Friends' Book Storage & Workroom
New Book and Magazine Display

SIGHT LINE:

Library Entrance(s)

1 Media Room

The Media collection is well used. It should be easily accessible and visible from the Library Entrance(s), and adjacent to the New Book and Magazine Display. These two collections are the "Popular Library" and will have the feel of a bookstore. The Media Room should be close to the Teen Area, since teens will use this collection heavily. The Media Room should be close to the Community Living Room so that informal gatherings can be encouraged as people browse. The Customer Service Desk should be immediately adjacent for visual supervision

The Media Librarian's Preview Room may be located adjacent to this space or adjacent to the Reference Workroom.

ADJACENT:

Customer Service Desk
New Book and Magazine Display
Media Librarian's Preview Room
(optional)

CLOSE:

Self Service Area
Library Entrance(s)
Teen Area

PROXIMITY:

Community Living Room

1 New Book and Magazine Display

The New Book and Magazine Display Area should be highly visible, and just off the main traffic path in the library. It should be visible from and close to the Library Entrance(s) and adjacent to the Media Collection since many patrons will browse for new books and AV materials during the same visit to the library. A busy area of the library, it should be relatively close to the Community Living Room that provides space for informal seating and conversation.

The New Book and Magazine Display should be close to both the Self Service Area and the Customer Service Desk to facilitate a quick visit to the library for its most popular materials.

It should be close to the Fiction Collection, which expands the fiction section of new books, and near, but distinct from the Friends' Sale Area, to encourage purchases.

ADJACENT:

Media Room

PROXIMITY:

Community Living Room
Friend's Sale Area

CLOSE:

Fiction
Customer Service Desk
Library Entrance(s)
Self Service Area

SIGHT LINE:

Greeter/Information Desk

1. Children's Library

1 Administrative Librarian's Office B

The Administrative Librarian's Office B should be adjacent to the Children's Workroom, but the public should not have to go through the Workroom to get to the Office. The Office should be private, but located so that the staff in the Workroom and at the Children's Desk can be supervised by the department head from the Office and most of the public space is visible.

CLOSE:

Children's Workroom

PROXIMITY:

Children's Desk

SIGHT LINE:

Primary Area
Older Children's Area

1 Children's Desk.

The Children's Desk must be visible from the entrance of the Children's Library. It should also be close to the Children's Workroom so that staff can quickly come to assist during a "rush". The location of this desk is critical since staff at this desk supervise the entire Children's Library and will provide assistance to patrons in the Primary and Older Children's Areas, using the parenting materials, and working in the Copy/Print Center. The Family Rest Rooms and Children's Study Room are also supervised from the

CLOSE:

Primary Area
Older Children's Area
Copy/Print Center
Children's Workroom

PROXIMITY:

Administrative Librarian's Office B

SIGHT LINE:

Family Rest Rooms
Children's Study Room

1. Children's Library (cont.)

1 Children's Storage

This space can be located anywhere in the Children's Library, but the best location is close to the Children's Workroom.

CLOSE:

Children's Workroom

1 Children's Study Room

The Children's Study Room will be supervised from the Children's Desk from which there must be a clear sight line. It should be close to the Older Children's Library for use by elementary school students.

SIGHT LINE:

Children's Desk

CLOSE:

Older Children's Area

1 Children's Workroom

The Children's Workroom should be close to the Multipurpose Room so that staff can move easily between the two spaces, supervise the space and prepare program materials. It may be adjacent to the Bookmobile Workroom with which it can share collections. The Children's Workroom should be close to the Children's Desk, but somewhat removed from the noisy atmosphere of the Children's Library. Staff should be able to visually supervise most of the Children's Library from the workroom; the Workroom proximity to the Administrative Librarian's Office B will facilitate daily collaboration. The Workroom should be relatively close to the Children's Storage Room.

ADJACENT:

Bookmobile Workroom

PROXIMITY:

Multipurpose Room

CLOSE:

Children's Desk

Administrative Librarian's Office B

Children's Storage Room

1. Children's Library (cont.)

1 Copy/ Print Center

The Copy/Print Center of the Children's Library should be adjacent to the Older Children's Area and close to the Children's Desk so that staff can provide assistance as needed. Locate the self-check machine outside the Copy/Print Center in a highly visible location.

ADJACENT:

Older Children's Area

CLOSE:

Children's Desk

1 Family Rest Rooms

Library, but not too close to the entrance to the main library in order to discourage use of this rest room by adults. The Family Rest Rooms are exclusively for children and for parents accompanying children. It should be easily accessible from the Primary Area and by those involved in programs in the Multipurpose Room.

ADJACENT:

Primary Area

PROXIMITY:

Multipurpose Room

CLOSE:

All Other Spaces in the Children's Library

SIGHT LINE:

Children's Desk

1 Homework Center

The Homework Center will be located in the Auditorium and shares its adjacencies. Homework assistance is primarily for upper elementary children, so proximity to the Older Children's Area is desirable.

ADJACENT:

Kitchen
Auditorium Storage

PROXIMITY:

Children's Library
Café
Public Rest Rooms

CLOSE:

Community Room
Library Entrance(s)

1. Children's Library (cont.)

1 Multipurpose Room

The Multipurpose Room will be used by both the Children's Library and Literacy Center. It should be close to the Older Children's Area, since many of the after school programs in the Multipurpose Room will target this age group. It should be close to the Literacy Center, and close to the Children's Workrooms so that staff can prepare programs and displays here. The Multipurpose Room Storage for chairs and tables should be adjacent and the Family Rest Rooms close by.

ADJACENT:

Multipurpose Room Storage

PROXIMITY:

Family Rest Rooms

Children's Workroom

CLOSE:

Older Children's Area

Literacy Center

1 Multipurpose Room Storage

The Multipurpose Room Storage should be adjacent to the Multipurpose Room.

ADJACENT:

Multipurpose Room

1 Older Children's Area

The Older Children's Area should be close to the Children's Workroom, Children's Desk, the Copy/Print Center, Study Room and Multipurpose Room, all of which are used primarily by upper elementary school students. The Family Rest Rooms should be fairly close. The Older Children's Area should be away from the Primary Area to provide two distinct environments. This area should be visible from the Administrative Librarian's Office B.

The Homework Center in the Auditorium should be as close as possible to the Older Children's Area.

CLOSE:

Children's Workroom

Children's Desk

Copy/Print Center

Multipurpose Room

AWAY:

Primary Area

SIGHT LINE:

Administrative Librarian's Office B

PROXIMITY:

Family Rest Rooms

Auditorium/Homework Center

1. Children's Library (cont.)

1 Primary Area

The Primary Area needs to be close to the entrance to the Children's Library and adjacent to the Children's Desk so that staff can supervise the area and assist the children. It should be adjacent to the Family Rest Rooms to avoid "accidents". It should be relatively close to the Children's Workroom staff and to the Multipurpose Room in which some programs will be presented. The whole Children's Library should be visible from the Library Entrance(s). There should be distinct areas within the Children's Library for younger and older children.

ADJACENT:

Family Rest Rooms

CLOSE:

Children's Desk

PROXIMITY:

Children's Workroom

Multipurpose Room

Children's Rest Room

AWAY:

Older Children's Area

SIGHT LINE:

Administrative Librarian's Office B

Library Entrance(s)

1. Circulation Services

1 Circulation and Materials Handling Workroom

This space must be near at least one of the Library Entrances in order to receive the library materials returned through the exterior bookdrop. It should be adjacent to the Customer Service Desk; staff will move frequently between these spaces. There must be easy access between the spaces and sight lines between the Workroom and the Customer Service Desk so that staff can fill in if a line starts to form at the Desk.

ADJACENT:

Library Entrance(s)
Customer Service Desk

1 Customer Service Desk

The Customer Service Desk must be adjacent to the Library Entrance(s) and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow. For supervision, the library staff at the Customer Service Desk should have good sight lines and easy access to the security system gates, entrances to the Public Rest Rooms, and the collections and seating on the first floor. Between the Customer Service Desk, the Children’s Desk, and Greeter/Information Desk staff, all public areas of the first floor should be visible; staff at these desks should be able to see each other. Proximity to the high turnover collections is important. Patrons will also pay for their purchases from the Friends’ Sale Area at the Customer Service Desk (unless the Friends’ Area is incorporated into the Café.

The Customer Service Desk should be adjacent to the Circulation and Materials Handling Workroom and to the Self Service Area.

It should be close to the Children’s Library.

ADJACENT:

Circulation and Materials Handling Workroom
Self Service Area

CLOSE:

Media Room
New Book Display
Library Entrance(s)
Friends’ Sale Area
Children’s Library

PROXIMITY:

Fiction

SIGHT LINE:

Public Rest Rooms
Teen Area
Community Living Room
Study/Tutoring Room
Languages & English Language Development
Greeter/Information Desk
Express Terminals

1 Self Service Area

The Self Service Area should be close to the Customer Service Desk and at least one of the Library Entrances. It should be very visible from the Library Entrance to encourage its use.

1. LEAP

1 LEAP Children's Play Room

The LEAP Children's Play Room should be adjacent to the LEAP Reception Area. Staff there will monitor the children.

ADJACENT:

LEAP Reception Area

CLOSE:

LEAP Classrooms

LEAP Workroom

1 LEAP Classroom A

The Staff Workroom workstations are contiguous with the LEAP Classroom so that there are no barriers between staff and students. The Classroom is close to the LEAP Office, LEAP Tutoring Rooms, LEAP Intake Tutoring Room and has ready access to the Literacy Storage Room. The Languages and English Language Development Collections will be used by many non-English speakers, and should be close.

The Literacy Center will share the Multipurpose Room with the Children's Library, especially for activities related to the family literacy program; the Multipurpose Room will be close to the Classroom.

ADJACENT:

LEAP Workroom

PROXIMITY:

Languages and English Language Development

Literacy Storage

CLOSE:

LEAP Tutoring Room A

LEAP Tutoring Room B

LEAP Classroom B

LEAP Classroom C

LEAP Office

LEAP Intake Tutoring Room

Multipurpose Room

1 LEAP Classroom B

LEAP Classroom B and LEAP Classroom C should be close to LEAP Classroom A, within sightlines of the Literacy staff workstations.

1 LEAP Classroom C

LEAP Classroom B and LEAP Classroom C should be close to LEAP Classroom A, within sightlines of the Literacy staff workstations.

1. LEAP (cont.)

1 LEAP Tutoring Intake Room

This room should be located adjacent to the LEAP Tutoring Rooms and LEAP Workroom and close to the LEAP Classrooms and Office.

ADJACENT:

LEAP Tutoring Rooms
LEAP Classroom A and workstations

CLOSE:

LEAP Office
LEAP Classroom B
LEAP Classroom C

1 LEAP Office

This space should be close to the LEAP Workroom, LEAP Classrooms, and the LEAP Tutoring Rooms and LEAP Intake Tutoring Room. The public should be able to access the LEAP Office easily.

CLOSE:

LEAP Classrooms
LEAP Workroom

PROXIMITY:

LEAP Intake Tutoring Room

1 LEAP Reception Area

The LEAP Reception Area must be near the entrance to the Center and adjacent to LEAP Classroom A which includes the staff workstations, computer stations, and tutoring areas. The Reception Area should be close to the LEAP Office. It should be adjacent to the Childcare Room.

ADJACENT:

LEAP Children's Play Room
Entrance to Literacy Center
LEAP Classroom A

1 LEAP Storage

The LEAP Storage Room should be close to LEAP Classroom A and the LEAP Workroom.

CLOSE:

Literacy Workroom

PROXIMITY:

LEAP Classroom A

1. LEAP (cont.)

1 LEAP Tutoring Room A

The LEAP Tutoring Room A should be close to the LEAP staff workroom and to LEAP Tutoring Room B.

1 LEAP Tutoring Room B

The LEAP Tutoring Room B should be close to the LEAP staff workroom and to LEAP Tutoring Room B.

1 LEAP Work Room

The LEAP Workroom for literacy staff is not an isolated room, but rather an extension of the LEAP Classrooms, providing easy access to literacy staff members. The Workroom should be adjacent to the LEAP Intake Tutoring Room and close to the LEAP Tutoring Rooms, LEAP Office and Literacy Storage Room.

ADJACENT:

LEAP Classroom A
LEAP Intake Tutoring Room

CLOSE:

LEAP Tutoring Rooms
LEAP Office
Literacy Storage Room

1. Library Entrance(s)

1 Café

The Café must be close to at least one of the Library Entrances, highly visible as people enter and exit the library. It should be close to the first floor Public Meeting Rooms (Auditorium and Community Rooms) so that it can be used in conjunction with programs when the library is closed. Close proximity to the Public Rest Rooms is important. The Café should have the option of outdoor seating and so will require an exterior wall.

CLOSE:

Library Entrance(s)

PROXIMITY:

Auditorium
Community Room
Public Rest Rooms

1 Greeter/Information Desk

The Greeter/Information Desk should be close to the Library Entrance and have a clear line of sight to most of the public areas on the first floor, except those supervised in the Children's Library or from the Customer Service Desk. Staff at this desk should be able to make eye contact with staff at the Customer Service Desk.

CLOSE:

Library Entrance(s)

PROXIMITY:

Languages & English Language
Development

SIGHT LINE:

Community Living Room
Public Rest Rooms
Customer Service Desk
New Book Display
Media Room
Fiction
Teen Area

1. Library Entrance(s)

1 Public Entrances (2)

The Public Entrance(s) are the focal points and primary access to all parts of the library building, including ancillary services. The Auditorium, Conference Room, Public Rest Rooms and Café are all close to the Library Entrance(s). Popular materials in the Media Room and New Book Display areas will be visible from and close to the entrance(s), as well as the Customer Service Desk, Self Service Area, and Express Terminals. The Security Office will be close to encourage good behavior. The Elevator that leads patrons to the materials and services on the upper floor(s) will be visible from the entrance.

The Greeter/Information Desk staff will assist patrons with all collections and services on the first floor except those in the Children's Library or at the Customer Service Desk, and should be close to the Public Entrance(s).

ADJACENT:

Circulation and Materials Handling
Workroom

CLOSE:

Auditorium
Community Room
Customer Service Desk
Public Rest Rooms
Security Office

Express Terminals
Greeter/Information Desk
Media Room
New Book Display
Self Service Area

PROXIMITY:

Café
Elevator

1 Public Rest Rooms

The Public Rest Rooms must be close to the Library Entrance closest to the Public Meeting Rooms on the first floor. The entrance should be easy to find, convenient to the meeting rooms and visible from the Customer Service Desk and/or the Greeter/Information Desk if possible. The rest rooms should also be close to the Café. The Custodian's Closet may be close to the Public Rest Rooms, although this is not a required adjacency.

CLOSE:

Custodian's Closet
Library Entrance

PROXIMITY:

Café
Auditorium
Community Room

SIGHT LINE:

Greeter/Information Desk
Customer Service Desk

1. Outreach Services

1 Administrative Librarian's Office C

ADJACENT:

Outreach Service Workroom

1 Outreach Services Workroom

The Outreach Services Workroom must either have its own door to the garage where the Bookmobile and van are housed or be close to the Staff/Delivery Entrance and exterior loading area if the Bookmobile is parked away from the library so that the Bookmobile may be loaded and unloaded easily each day.

CLOSE:

Staff/Delivery Entrance (unless there is an entry to the Bookmobile garage from the Workroom)

1. Public Meeting Rooms

1 Auditorium/Homework Center Storage

The Auditorium must be close to one of the entrances. Its Kitchen and Storage should be adjacent and it should be close to the Community Room and Public Rest Rooms. Entrance doors to the Auditorium should be at the rear of the room so late arrivals will not disturb programs already in progress. The Auditorium will also be used as a Homework Center and should, therefore, be close to the Children's Library. The Café should be relatively close so that community members attending programs may enjoy refreshments.

ADJACENT:

Kitchen
Auditorium Storage

PROXIMITY:

Children's Library
Café
Public Rest Rooms

CLOSE:

Community Room
Library Entrance(s)

1 Auditorium/Homework Center Storage

This room must be adjacent to the Auditorium. It may be combined with the Storage for the Community Room. Access then would be needed from both the Auditorium and the Community Room without disturbing program attendees.

ADJACENT:

Auditorium

CLOSE:

Community Room Storage

1. Public Meeting Rooms (cont.)

1 Community Room

The Community Room should be part of the Public Meeting Room complex that can be secured for after-hours use. Close to the Library Entrance(s) and Auditorium, it will also be close to the Café, Kitchen and Public Rest Rooms. A Community Room Storage Room will be adjacent unless it is combined with the Auditorium Storage nearby.

ADJACENT:

Community Room Storage

CLOSE:

Auditorium

Library Entrance(s)

PROXIMITY:

Café

Public Rest Rooms

Kitchen

1 Community Room Storage

This space should be adjacent to the Community Room. It may be combined with the chair and table storage for the Auditorium or be adjacent to it, if the chairs and tables are readily available for use with programs.

ADJACENT:

Community Room

CLOSE:

Auditorium Storage (if feasible)

Community Room Storage

1 Kitchen

The Kitchen should be adjacent to the Auditorium. If it can be configured to serve both the Auditorium and Community Room, it would be ideal. A passthrough window might be included into one or both spaces, so that light refreshments can be served without having to set up separate tables.

ADJACENT:

Auditorium

Community Room

2 Conference Room

The Conference Room on the second or third floor and will be available for use only when the library is open. It can be located close to the Computer Lab, since access to both rooms is controlled by Reference Desk Staff. There should be a good line of sight from the Reference desk to this room. If it is located on the third floor, then access will be more restricted.

CLOSE:

Computer Lab

SIGHT LINE:

Reference Desk

1. Technical Services & Technology

1 Administrative Librarian's Office A

This office must be adjacent to the Technical Services & Technology Workroom. It has no other adjacency requirements.

ADJACENT:

Technical Services & Technology Workroom

1 Main Telecommunications Room

This space must be located in a secure non-public area. It should stack vertically with the Telecommunications Closets in this multi-story facility. It should be close to the Technical Services & Technology Workroom, whose staff will work in this room. The distance from this room to any terminal locations should not exceed 275 feet.

CLOSE:

Technical Services & Technology Workroom

1 Technical Services & Technology Workroom

The Administrative Librarian's Office should be adjacent to the Technical Services & Technology Workroom and close to the Staff/Delivery Entrance. Staff in the Workroom will work in the Main Telecommunications Room, which should be close by. The Delivery/Technical Services Storage/Supply Room for temporary storage should be close to the Workroom. The Elevator should be close to the Workroom, so that new materials may be transported easily from Technical Services to the second floor.

ADJACENT:

Administrative Librarian's Office A

PROXIMITY:

Elevator

CLOSE:

Main Telecommunications Room

Staff/Delivery Entrance

Delivery/Technical Service Storage

2 Telecommunications Closet

This second floor space should be stacked above the Main Telecommunications Room on the first floor.

1. Teen Services

1 Teen Area

The Teen Area should be adjacent to both the Teen Study Room and the Media Room of the Popular Library. Young adults will be some of the heaviest users of the AV materials and will be going back and forth between these two areas. This area should also be visible from the Customer Service Desk and/or Greeter/Information Desk so that staff may supervise the young adults. Additional supervision may be provided from a Mobile Reference Desk in this area during after school hours. The Teen Area should be away from the Children's Library. It should also be somewhat away from the Community Living Room so that teens do not monopolize the space created for community gathering.

ADJACENT:

Teen Study Room

CLOSE:

Media Room

AWAY:

Children's Library

Community Living Room

SIGHT LINE:

Customer Service Desk and/or
Greeter/Information Desk

1 Teen Study Room

This room should be located in a prominent area and close to the Teen Area. It must be visible from the Customer Service and/or Greeter/Information Desk for supervision.

ADJACENT:

Teen Area

SIGHT LINE:

Customer Service Desk and/or
Greeter/Information Desk

2. Adult Non-Fiction

2 Jobs & Careers

The Jobs & Careers Area should be in an alcove or somewhat defined space close to the Reference Desk staff who will provide assistance to adults and teens. It should be close to the Non-Fiction Collection that may provide additional information relating to job skills, tests, etc.

CLOSE:

Reference Desk

PROXIMITY:

Non-Fiction

2 Adult Non-Fiction

The Non-Fiction Area should be close to the Reference Desk. Patrons may use the Non-Fiction Collections independently or request assistance from reference librarians. Computer stations in this area provide access to electronic databases, Internet and business applications. The area should be easily accessible and in the proximity of the Copy/Print Center, and close to the special Non-fiction collections - Local History, Jobs & Careers, and Documents. The Non-Fiction seating, generally removed from the major paths of traffic, can be close to the Quiet Reading Area. The computers in either this space or the Reference Area should be close to the Computer Lab, so that the Lab's computers can be used for public access during busy times.

CLOSE:

Reference Desk

PROXIMITY:

Copy/Print Center (Reference Services)
Reference Collection & Seating
Quiet Reading Area
Local History Room
Computer Lab
Jobs & Careers

2 Quiet Reading Area

This is the most quiet seating space in the library and must be removed from the main paths of traffic, and the noise associated with the Computer Lab, Copy/Print Center, and Teen Area. It may be close to the other quiet seating - Adult Periodicals and Adult Non-Fiction. There should be a clear sight line from the Reference Desk to the Quiet Reading Area.

CLOSE:

Adult Periodicals

PROXIMITY:

Non-Fiction

AWAY:

Copy/Print Center
Teen Area
Computer Lab

SIGHT LINE:

Reference Desk

2. Adult Periodicals

2 Periodicals Area

Periodicals should be in a quiet area of the library, since much of its use is as a reading and research collection. It may be close to the Quiet Reading Room. Separate collections of periodicals will be housed in the Teen and Children's Areas. It has no specific adjacency requirements, but should be clearly visible to patrons taking the elevator or stairway to the second floor, and from the Reference Desk.

CLOSE:

Quiet Reading Area

SIGHT LINE:

Reference Desk
Second Floor Elevator and Stairway

2. Adult Reference Services

2 Computer Lab

This room should be close to the Reference Desk since the reference staff will be primarily responsible for its supervision. Enough room must be provided to accommodate large groups entering and leaving the space, or waiting to enter the room. It should be located near the Elevator and Stairway on the second floor so that it is easily accessible for those coming to the library only for training.

It should be close to the computers of either the Reference or Non-Fiction so that it can be used for additional technology workstations during exceptionally busy times. It should be removed from the most quiet areas of the library - Periodicals and the Quiet Reading Area.

CLOSE:

Reference Desk
Reference Study Room

AWAY:

Periodicals Collection & Seating
Quiet Reading Area

PROXIMITY:

Non-Fiction (computers) or Reference (computers)
Second Floor Elevator and Stairway

2. Adult Reference Services (cont.)

2 Copy/Print Center

The second floor Copy/Print Center should be close to the Reference Desk, since staff will be required to provide supervision and assistance. It should be close to the Reference Collection so that photocopies can be made of pages in reference books. It should be centrally located so that it is accessible from the major collections of the second floor: Non-Fiction, Jobs & Careers, Documents and Local History. As the pick-up point for computer print-outs it should be relatively close to the public computers of the Non-Fiction and Reference Area. With high traffic and some conversations, it should be away from the quiet areas of the library.

CLOSE:

Reference
Reference Desk

PROXIMITY:

Documents Area
Jobs & Careers
Local History Room
Non-Fiction

AWAY:

Periodicals
Quiet Reading Area

2 Government Documents

The Documents Area will be located adjacent to the Reference Collection of which it is an extension and close enough to the Reference Desk so that librarians can assist patrons with their documents searches when needed. The Copy/Print Area should be accessible both for photocopy and print services.

ADJACENT:

Reference

PROXIMITY:

Reference Desk
Copy/Print Center

2 Media Librarian's Preview Room

The Media Librarian's Preview Room should may be adjacent to another staff Workroom, either Reference or Technical Services & Technology, with both of which it has a functional relationship. As an option, it may be adjacent to the Media Room of the Popular Library.

ADJACENT:

Technical Services & Technology Workroom or Reference Workroom
or Media Room

2 Reference Closed Stack

The only adjacency requirement for this space is that it be on the same floor as the Reference Area and that it be adjacent to a space that may require expansion in the future. It is likely that this room will change function.

2. Adult Reference Services (cont.)

2 Reference Collection and Seating

The Reference Area must be adjacent to the Reference Desk. It should be close to the Copy/Print Center, so that patrons may copy passages from the reference books. While the Reference Collection is an extension of the Non-Fiction Collection, there should be a clear distinction between the two collections to avoid confusing library patrons. Government Documents, an extension of the Reference Collection, should be adjacent to it. The computers of either this area or the Non-Fiction area should be close to the Computer Lab, so that the Lab's computers can provide extra technology workstation area during exceptionally busy times.

ADJACENT:

Reference Desk
Government Documents

PROXIMITY:

Computer Lab

CLOSE:

Copy/Print Center

2 Reference Desk

The Reference Desk is the single service desk on the second floor. Staff at this desk will provide visual supervision of all public areas and the entrance to any Public Rest Rooms on this floor. The desk must be a predominant, easily identifiable feature as patrons enter the second floor by elevator or stairway. It must be close to the Reference Workroom for easy access by staff. The desk should also be close to the Computer Lab and Conference Room the access to which the reference librarians control. Staff from the Reference Desk will assist those searching for Government Documents and those needing information about community services and activities.

ADJACENT:

Reference

PROXIMITY:

Government Documents

CLOSE:

Computer Lab
Conference Room
Copy/Print Center
Reference Workroom
Non-Fiction
Community Information Center

2 Reference Office

The Reference Office should be adjacent to the Reference Workroom and close to the Reference Desk.

2. Adult Reference Services (cont.)

2 Reference Study Room

This Reference Study Room should be located in a prominent area with relatively high foot traffic. It should be close to the Computer Lab; access to both spaces is controlled by staff at the Reference Desk. There must be a clear sight line from the Reference Desk, and the room needs to be a “glass box” to maximize supervision, with at least one interior wall of glass.

CLOSE:

Computer Lab

SIGHT LINE:

Reference Desk

2 Reference Workroom

The Reference Workroom should be close to the Reference Desk. Reference staff in the workroom should be able see the Reference Desk, but the staff in the Workroom should be separate from the desk and the public should not be able to see into the Workroom. The Media Librarian’s Room may be adjacent to this Workroom.

ADJACENT:

Media Librarian’s Preview Room
(optional)

CLOSE:

Reference Desk

2. Local History Division

2 Community Information Center

The literature display racks of the Community Information Center should be immediately adjacent to the Local History Room and be visible and relatively close to the Reference Desk. Some supplies for this display will be stored in the Local History Storage nearby.

ADJACENT:

Local History Room

CLOSE:

Reference Desk
Local History Storage

2 Local History Room

The Local History Room should be in a less trafficked area of the library, but close to the Reference Desk, whose staff will provide service when needed. It should be close to the Non-Fiction Collection and Reference Collections for additional research materials and to the Copy/Print Center for both photocopies of local history documents and printing of computer files. It is adjacent to the Supply/Storage Room in which historical items may be temporarily housed awaiting processing. The literature display racks of the Community Information Center should be immediately outside the Local History Room.

ADJACENT:

Community Information Center
Local History Storage

CLOSE:

Reference Desk

PROXIMITY:

Non-Fiction
Copy/Print Center

2 Local History Storage

The Storage/Supply Room should be within or immediately adjacent to the Local History Room.

ADJACENT:

Local History Room

CLOSE:

Community Information Center

2. Staff Services

2 Kitchen

The Staff Kitchen will be adjacent to the Staff Lounge. Both should be accessible from the staff workstations on the second floor and close to the Elevator and Stairway for staff on the first floor to access easily. The Sick Bay and Staff Rest Rooms should be close but not adjacent to the Kitchen and Lounge. The Custodian's Closet on the second floor may be near the Kitchen.

ADJACENT:

Staff Lounge

CLOSE:

Staff Workstations on the second floor
Custodial Closet

PROXIMITY:

Staff Rest Rooms
Staff Sick Bay

2 Staff Lounge

The Staff Lounge will be adjacent to the Kitchen. Staff Rest Rooms and the Staff Sick Bay should be close, but not open directly into the Staff Lounge. The Custodial Closet on the second floor may be close to the Lounge.

ADJACENT:

Kitchen

CLOSE:

Custodial Closet

PROXIMITY:

Staff Rest Rooms
Staff Sick Bay

2 Staff Rest Rooms

The Staff Rest Rooms should be close to the Staff Lounge and Kitchen but should not open directly into the Lounge. They may also be close to the Custodial Closet. The Rest Rooms should not be accessible to the public.

CLOSE:

Custodial Closet

PROXIMITY:

Staff Lounge
Kitchen

2 Staff Sick Bay

The Staff Sick Bay will be adjacent to the Staff Rest Rooms and close to the Staff Kitchen and Lounge.

ADJACENT:

Staff Rest Rooms

PROXIMITY:

Staff Lounge
Kitchen

3. Administration

3 Accounting Office

The Accounting Office should be adjacent to the Library Director's Office, and close to the Administrative Manager's Office, Administrative Rest Room and the Administrative Workroom's copy machine. This is not an office that will have many visitors other than staff members. It is in the same complex as the Reception and Administrative Workroom. It should be relatively close to the Kitchen and Lounge of Staff Services.

ADJACENT:

Library Director's Office

CLOSE:

Administrative Manager's Office
Administrative Workroom
Administrative Rest Room

PROXIMITY:

Administration Reception Area
Staff Services (Kitchen and Lounge)

3 Administration Reception Area

This space should be adjacent to the Administrative Workroom, separated from the workroom space by a counter. It should be visible from the elevator and stairway of the second floor. Visitors will be escorted to the offices of the Library Director, Administrative Manager and Accountant.

ADJACENT:

Administrative Workroom

PROXIMITY:

Library Director's Office

3 Administrative Manager's Office

This space must be adjacent to the Library Director's Office, and close to the Accounting Office, Administrative Rest Room and the Administrative Workroom (with its copy machine). It is in the same complex as the Administration Reception Area. This office will not have frequent visitors other than staff. It should have access to the Kitchen and Lounge in Staff Services.

ADJACENT:

Library Director's Office

CLOSE:

Accounting Office
Administrative Workroom
Administrative Rest Room

PROXIMITY:

Administration Reception Area
Staff Services (Kitchen and Lounge)

3. Administration (cont.)

3 Administrative Rest Room

The Administrative Rest Room should be close to all the staff workstations of the Administrative Division. It will be used by the public only occasionally.

CLOSE:

Administrative Manager's Office
Accounting Office
Administrative Workroom
Library Director's Office

3 Administrative Work Area

This space provides two staff workstations, the supply/equipment counter, copy center and kitchenette. The staff in this space greet visitors in the Reception Area, which must be adjacent. They work frequently with the personnel files stored in the File/Supply Room. They work with the Library Director on a daily basis.

ADJACENT:

Reception Area
File/Supply Room

PROXIMITY:

Administrative Rest Room
Staff Services (Kitchen and Lounge)

CLOSE:

Library Director's Office

3 File/Supply Room

This File/Supply Room must be adjacent to the Administrative Workroom and close to the Library Director's Office for easy access to personnel files.

ADJACENT:

Administrative Workroom

PROXIMITY:

Library Director's Office

3 Library Director's Office

The Library Director's Office must be adjacent to the Administrative Manager's Office and the Accounting Office for easy in daily interactions. It should be close to the Administrative Workroom's kitchenette, files and equipment. It should be relatively close to the Reception Area, from which visitors will be escorted into this office.

ADJACENT:

Administrative Manager's Office
Accounting Office

PROXIMITY:

Reception Area
File/Supply Room

CLOSE:

Administrative Workroom
Administrative Rest Room

General Building Services

1 Custodian's Closet

The Custodial Room has no particular adjacency requirements, although proximity to the Public Rest Rooms would be advantageous, since these rooms need frequent cleaning.

CLOSE:

Public Rest Rooms

1 Delivery/Technical Services Storage

This storage area should be close to the Staff/Delivery Entrance and the Technical Services Workroom, so that deliveries need not be moved too far for temporary storage.

CLOSE:

Staff/Delivery Entrance

PROXIMITY:

Technical Services Workroom

1 Electrical Room

There is no required adjacency other than this be on the first floor and have an exterior entrance.

1 Friends' Book Storage and Workroom

The Friends' Book Storage and Workroom can be somewhat behind-the-scenes space, but should be relatively close to the Friends' Sale Area so that volunteers can restock the sale shelves with materials stored in the Workroom. Depending upon the final location of this room, a secure bin for receiving donations may be built into the door of the Workroom or placed in a more prominent location near the entrance to the library.

PROXIMITY:

Friends' Sale Area

1 General Library Storage

There are no adjacency requirements for this room. The various storage rooms should be distributed throughout the library.

1 Security Office

The Security Office should be close to and visible from the Library Entrance(s), to encourage good behavior within the library.

CLOSE:

Library Entrance(s)

General Building Services (cont.)

1 Staff/Delivery Entrance

The Staff/Delivery Entrance should be adjacent to the Technical Services and Technology Workroom that will receive many of the items delivered. This entry must not open into the Workroom, however, since the constant coming and going of staff and deliveries would disturb technical services staff. The entrance should also be close to the Bookmobile Workroom if the Bookmobile Garage is remote, so that Bookmobile staff can bring materials to and from the Bookmobile through this door.

The Delivery/Technical Service Storage Room will be close to this entry so that materials needing temporary storage will not have to be moved a great distance.

CLOSE:

Bookmobile Workroom
Delivery/Technical Services Storage
Technical Services and Technology Workroom

2 Custodian's Closet

The Custodian's Closet on the second floor has no particular adjacency requirements, although proximity to the Staff Services' Kitchen, Lounge and Rest Rooms might be useful in keeping these areas clean.

PROXIMITY:

Staff Services (Rest Rooms, Kitchen, Lounge Area)

2 General Library Storage

There are no adjacency requirements for this room. The various storage rooms should be distributed throughout the library.

General Building Services (cont.)

Elevator/Elevator Equipment Room

The Elevator should be close to and visible from the Library Entrance(s) to provide access to the second floor collections and services. It must be large enough to accommodate strollers as well as book trucks, since a separate staff elevator is not planned. It should be close to the Technical Services Workroom and Circulation Services spaces to facilitate moving new materials to the upper levels. On the upper level(s), the Elevator should provide visibility to all the public areas and to the Administrative Services Reception Area.

CLOSE:

Public Entrance(s)
Customer Service Desk and Circulation
and Materials Handling Workroom
Technical Services and Technology
Workroom

SIGHT LINES:

Reference Desk
Administrative Services
Library Entrance(s)
Administrative Services Reception Area

Mechanical Equipment Room

This room has no adjacency requirements.

05

LIBRARY DIVISION SUMMARY



LIBRARY DIVISION

SQUARE FOOTAGE SUMMARY

LIBRARY DIVISION	DIVISION SQ. FT.	Percent of Total
1 Circulation Services	1,080	2%
1 Library Entrance(s)	757	2%
1 Public Meeting Rooms	4,963	11%
1 Adult Fiction	3,344	7%
1 Adult Languages	1,148	3%
1 Adult Popular Library	1,675	4%
1 Children's Library	9,008	20%
1 LEAP	3,153	7%
1 Outreach Services	608	1%
1 Technical Services & Technology	1,338	3%
1 Teen Services	2,053	4%
2 Adult Non-Fiction	7,364	16%
2 Adult Periodicals	535	1%
2 Adult Reference Services	4,193	9%
2 Local History Room	1,294	3%
2 Staff Services	820	2%
3 Administration	1,115	2%
General Building Services	1,264	3%
Net Assignable Square Footage:		45,712
Non-Assignable Square Footage (@ 30% of Gross):		19,591
Gross Square Footage:		65,303

LIBRARY SPACE

SQUARE FOOTAGE SUMMARY

<u>LIBRARY DIVISION</u> Space Name	SPACE SQ. FT.	DIVISION SQ. FT.
<u>1. Adult Fiction</u>		<u>3,344</u>
1 Fiction	3,344	
<u>1. Adult Languages</u>		<u>1,148</u>
1 Languages & English Language Development	1,148	
<u>1. Adult Popular Library</u>		<u>1,675</u>
1 Community Living Room	428	
1 Express Terminals	160	
1 Friends' Sale Area	80	
1 Media Room	627	
1 New Book and Magazine Display	380	
<u>1. Children's Library</u>		<u>9,008</u>
1 Administrative Librarian's Office B	150	
1 Children's Desk	216	
1 Children's Storage	160	
1 Children's Study Room	155	
1 Children's Workroom	736	
1 Copy/ Print Center	149	
1 Family Rest Rooms	N/A	
1 Homework Center	N/A	
1 Multipurpose Room	720	
1 Multipurpose Room Storage	188	
1 Older Children's Area	4,736	
1 Primary Area	1,798	
<u>1. Circulation Services</u>		<u>1,080</u>
1 Circulation and Materials Handling Workroom	632	
1 Customer Service Desk	268	
1 Self Service Area	180	
<u>1. LEAP</u>		<u>3,153</u>
1 LEAP Children's Play Room	315	
1 LEAP Classroom A	850	

<u>LIBRARY DIVISION</u> Space Name	SPACE SQ. FT.	DIVISION SQ. FT.
<u>1. LEAP</u>		<u>3,153</u>
1 LEAP Classroom B	304	
1 LEAP Classroom C	304	
1 LEAP Intake Tutoring Room	204	
1 LEAP Office	150	
1 LEAP Reception Area	242	
1 LEAP Storage	118	
1 LEAP Tutoring Room A	60	
1 LEAP Tutoring Room B	60	
1 LEAP Workroom	546	
<u>1. Library Entrance(s)</u>		<u>757</u>
1 Café	707	
1 Greeter/Information Desk	50	
1 Public Entrances (2)	N/A	
1 Public Rest Rooms	N/A	
<u>1. Outreach Services</u>		<u>608</u>
1 Administrative Librarian's Office C	150	
1 Outreach Services Workroom	458	
<u>1. Public Meeting Rooms</u>		<u>4,963</u>
1 Auditorium/Homework Center	2,975	
1 Auditorium/Homework Center Storage	326	
1 Community Room	1,018	
1 Community Room Storage	92	
1 Kitchen	264	
2 Conference Room	288	
<u>1. Technical Services & Technology</u>		<u>1,338</u>
1 Administrative Librarian's Office A	150	
1 Main Telecommunications Room	138	
1 Technical Services & Technology Workroom	1,050	
2 Telecommunications Closet	N/A	
<u>1. Teen Services</u>		<u>2,053</u>
1 Teen Area	1,898	
1 Teen Study Room	155	

<u>LIBRARY DIVISION</u> Space Name	SPACE SQ. FT.	DIVISION SQ. FT.
<u>2. Adult Non-Fiction</u>		<u>7,364</u>
2 Jobs & Careers	160	
2 Non-Fiction	6,400	
2 Quiet Reading Area	804	
<u>2. Adult Periodicals</u>		<u>535</u>
2 Periodicals Area	535	
<u>2. Adult Reference Services</u>		<u>4,193</u>
2 Computer Lab	933	
2 Copy/Print Center	144	
2 Government Documents	235	
2 Media Librarian's Preview Room	100	
2 Reference Closed Stack	180	
2 Reference Collection & Seating	1,214	
2 Reference Desk	198	
2 Reference Office	150	
2 Reference Study Room	179	
2 Reference Workroom	860	
<u>2. Local History Division</u>		<u>1,294</u>
2 Community Information Center	54	
2 Local History Room	1,135	
2 Local History Storage	105	
<u>2. Staff Services</u>		<u>820</u>
2 Kitchen	195	
2 Staff Lounge	555	
2 Staff Rest Rooms	N/A	
2 Staff Sick Bay	70	
<u>3. Administration</u>		<u>1,115</u>
3 Accounting Office	135	
3 Administration Reception Area	145	
3 Administrative Manager's Office	135	
3 Administrative Rest Room	N/A	
3 Administrative Work Area	280	
3 File/Supply Room	195	

<u>LIBRARY DIVISION</u>	SPACE	DIVISION
Space Name	SQ. FT.	SQ. FT.
<u>3. Administration</u>		<u>1,115</u>
3 Library Director's Office	225	
<u>General Building Services</u>		<u>1,264</u>
1 Custodian's Closet	212	
1 Delivery/Technical Services Storage	150	
1 Electrical Room	N/A	
1 Friends' Book Storage and Workroom	220	
1 General Library Storage	204	
1 Security Office	110	
1 Staff/Delivery Entrance	129	
2 Custodian's Closet	99	
2 General Library Storage	140	
Elevator/Elevator Equipment Room	N/A	
Mechanical Equipment Room	N/A	
Net Assignable Square Footage:		<u>45,712</u>
Non-Assignable Square Footage (@ 30% of Gross):		19,591
Gross Square Footage:		<u>65,303</u>

THE LIBRARY'S DIVISIONS & SPACES

1. Circulation Services

1,080 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of this division is to efficiently handle the circulation of the library's book, magazine and audio-visual collections. This includes the following tasks:

1. Library patrons checking out library materials at the Customer Service Desk and self check-out units.
2. Library staff checking the materials back in.
3. Library staff sorting the various materials.
4. Library staff reshelving the collections in their proper locations.
5. Routine business transactions including registration, payment of fines and fees, holds and reserves, etc.
6. Library patrons picking up reserves for check-out.

SPATIAL RELATIONSHIPS

The Circulation Services Division should be centrally located where all library patrons must pass through it when entering or exiting the library building. Important adjacencies are the Children's Library, Popular Library, Fiction, Languages, Library Entrance and Teens, all to facilitate the circulation of materials.

CLOSE:

Adult Popular Library
 Adult Languages
 Children's Library
 Fiction

PROXIMITY:

Library Entrance
 Teen Services

DIVISION SPACE SUMMARY		Sq. Ft.
1 Circulation and Materials Handling Workroom		632
1 Customer Service Desk		268
1 Self Service Area		180
TOTAL:		1,080

1 Circulation and Materials Handling Workroom

632 Sq. Ft.

Functional Activity

The Circulation and Materials Handling Workroom provides space for all activities related to the circulation of library materials. The library staff will check-in and sort library materials that have been deposited in the book return chutes that drop into this room, both from the exterior and interior of the Library. Circulation overdue, bills, and reserve notices will be processed here; questions about patron records will be researched here as well. This room should be sized large enough for the Library to include an automated materials handling system in lieu of the sorting workstations. The Richmond Library check-in and sort system could be easily handled with a six bin system: adult fiction and non-fiction, children's, branch library, media and magazines, not Richmond Library materials, and a trap for holds.

Relationships

This space must be near at least one of the Library Entrances in order to receive the library materials returned through the exterior bookdrop. It should be adjacent to the Customer Service Desk; staff will move frequently between these spaces. There must be easy access between the spaces and sight lines between the Workroom and the Customer Service Desk so that staff can fill in if a line starts to form at the Desk.

ADJACENT:

Library Entrance(s)
Customer Service Desk

Occupancy

STAFF WORKROOM WORKSTATIONS: 4

Collections

Security

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

Flexibility

Since staff work areas are frequently remodeled and expanded and technologies change, sufficient flexibility should be provided to allow for reconfiguration in the future. This would include, for example, laying carpet or whatever floor covering is being used under any service desk, built-in cabinetry or casework. This area may be expanded to accommodate an automated returns system; a potential expansion plan is needed.

Fenestration

Interior windows which allow visibility to the Customer Service Desk are required. Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices if needed. Staff areas may have operable windows.

Finishes

See Reference Workroom

Access

See Reference Workroom

Acoustics

The sound generated in this space (primarily staff conversations and the sound of books being put on book trucks, etc.) needs to be absorbed and kept from filtering out to the Customer Service Desk and the rest of the library. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes,

doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

See Reference Workroom

Illumination

See Reference Workroom

Telecommunications

See Reference Workroom

Signage

Required signage includes a permanent room identification sign (“Circulation Workroom” or “Staff Only”) wall-mounted on the latch side of the door. An additional signage requirement is a room identification number as assigned by facilities staff.

Electrical

See Reference Workroom

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Automated Materials Handling System 6-bin sorting system with staff induction station and exterior and interior return chutes	1	300	300
Book Bin, Depressible	2	16	32
Book Truck 36"w x 24"d	6	10	60
Bulletin Board	1	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	4	0	0
Clock Wall-mounted	1	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	4	0	0
Printer, Scanner, Copier, & FAX All-in-one Desktop combination Unit	4	0	0
Safe, Floor 12"w x 14"d x 21"h	1	0	0
Security System Desensitizer/Resensitizer Counter unit w/audible signal 20"w x 18"d x 7.5"h AC	2	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3"w x 12"d unit	2	10	20
Telephone Handset	4	0	0
Waste Basket 13"w x 15"d x 15"h	4	0	0
Workstation, Clerical Office System 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	4	55	220

1 Customer Service Desk

268 Sq. Ft.

Functional Activity

The Customer Service Desk may be the first public service point that patrons will see when entering the library. It must present a well-organized, business-like appearance and provide an efficient work area for checking-out library materials. Patrons will sort materials they are returning through interior return chutes into an automated materials handling system. Although patrons will be encouraged to use the self-check machines, some will want the personal interaction with staff or have some problem that needs to be resolved before they can check out their selections.

Library patrons bring their materials to the desk and place them on the service counter for staff to process. Once the checkout function is completed, staff return the materials to the patron. The Customer Service Desk must be of sufficient depth and length to accommodate all of the necessary circulation equipment and any cash registers, telephones, printers, or security equipment on the desktop. The area under the desk should provide sufficient knee space for each staff workstation while allowing additional under-counter space for storage, book bins, and shelving for equipment that is not located on the desktop.

In addition to checking out materials, library patrons will be able to register for library cards, and complete routine business transactions such as the payment of fines and fees.

There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods. This can be accomplished through the use of portable traffic control posts, different floor materials, or a different color or type of carpet. Patrons standing in this line should not impede access for other library patrons entering or exiting the library, i.e., there must be enough room in front of the desk so that there is no bottleneck when a line forms.

Relationships

The Customer Service Desk must be adjacent to the Library Entrance(s) and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow. For supervision, the library staff at the Customer Service Desk should have good sight lines and easy access to the security system gates, entrances to the Public Rest Rooms, and the collections and seating on the first floor. Between the Customer Service Desk, the Children's Desk, and Greeter/Information Desk staff, all public areas of the first floor should be visible; staff at these desks should be able to see each other. Proximity to the high turnover collections is important. Patrons will also pay for their purchases from the Friends' Sale Area at the Customer Service Desk (unless the Friends' Area is incorporated into the Café.

The Customer Service Desk should be adjacent to the Circulation and Materials Handling Workroom and to the Self Service Area.

It should be close to the Children's Library.

ADJACENT:

Circulation and Materials Handling Workroom
Self Service Area

CLOSE:

Media Room
New Book and Magazine Display
Library Entrance(s)
Friends' Sale Area
Children's Library

PROXIMITY:

Fiction

SIGHT LINE:

Public Rest Rooms
Teen Area
Community Living Room
Study/Tutoring Room
Languages & English Language Development
Greeter/Information Desk
Express Terminals

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 2

Collections

Security

The staff at the Customer Service Desk supervises much of the public area just inside the entrance from the lobby. Access to patrons who are exiting the building after activating the inventory control system alarm is important. The staff should be able to see a major portion of the lobby, the entrances to the library, and the entrances to the Public Rest Rooms. If the library has a video surveillance system, the security monitors may be located at the Circulation Desk. Alarms from the inventory control gates should be audible by staff at the desk.

Flexibility

The Customer Service Desk may be remodeled or relocated. Sufficient flexibility should be provided to allow for this, including the installation of flooring under any built-in casework. Expansion in the Circulation Area is more likely to be in the Self Service Area.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens or workstations. Exterior windows may require roller shades or other light control devices.

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be either a durable non-slip hard surface or a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended)

FLOOR:

Anti-static carpet tile, Linoleum, Cork, Stone or unfinished quarry tile; Anti-fatigue mats at staff workstations

Access

The Customer Service Desk will be accessible by means of a 36" minimum aisle. The desk will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance at checkout counters. If a self checkout system is provided, at least one must be accessible with a counter no higher than 28" to 34" high and a knee clearance of at least 19" of clear space. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, everything possible should be done to keep the noise generated in this area from spreading throughout

the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 78° during cooling for energy savings. Relative humidity at 30 – 50% and ventilation at 10 to 12 cubic feet per minute. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Customer Service Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup. The master light controls for the library should be located here.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Signage

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

Additional requirements include fire and life safety lighted exit signs and changeable or permanent information signs such as "Ask Me!"

Electrical

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

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Book Truck 36" w x 24" d	4	10	40
Cabinets, Above Counter (Lockable) 1 linear foot x 24" d	8	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24" d	8	0	0
Cash Register	1	0	0
Clock Wall-mounted	1	0	0
Digital Staff Workstation Digital staff circulation check in station	2	0	0
Printer, Laser (B&W)	1	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Printer, Receipt	2	0	0
Queuing Space (Per Person)	3	6	18
Security System Book & Media Resensitizer	2	0	0
Desktop unit w/signal light 12"w x 5.5"d x 4.5"h AC			
Security System Book Desensitizer	2	0	0
Desktop non-electric unit 10"w x 5"d x 1.5"h			
Security System Media Desensitizer	2	0	0
Desktop non-electric unit 10"w x 4.25"d x 2.25"h			
Shelving, SF 90"h Steel W/ 7 Shelves	2	10	20
3'w x 12"d unit			
Telephone Handset	2	0	0
Waste Basket	2	0	0
13"w x 15"d x 15"h			
Workstation, Circulation Check-In Counter	1	60	60
8'w x 30"d - against wall			
Workstation, Customer Service Desk	2	65	130
5'w x 30"d w/7' behind desk & 3.5' in front			

1 Self Service Area

180 Sq. Ft.

Functional Activity

This area of the library will house the library's Self Check stations and patron holds.

Relationships

The Self Service Area should be close to the Customer Service Desk and at least one of the Library Entrances. It should be very visible from the Library Entrance to encourage its use.

Occupancy

TECHNOLOGY WORKSTATIONS: 3 Self-Check Stations

Collections

Security

This area will be supervised by staff at the Customer Service Desk.

Flexibility

It is unlikely that the purpose of this space will change, but additional self-check machines may be needed in the future.

Fenestration

No windows are required and glare should be avoided on the screens.

Finishes

The finish materials for this area should be consistent with the adjacent area.

Access

At least one of the Self Check stations must meet disabled access requirements.

Acoustics

This is likely to be located adjacent to a noisy area.

HVAC

Comfort level to be set at 68° to 72° when heating and 78° when cooling for energy savings.

Illumination

Minimum of 30 to 40 foot candles of non-glare light on the counter tops or workstations.

Telecommunications

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the Self Check stations and receipt printer locations with additional outlets provided for future growth.

Signage

Required signage includes a well-lighted major area directional and identification sign(s) which can be seen from the Library Entrances. This directional sign ("Self Service") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height.

Electrical

Dedicated electrical outlets must be co-located with data jacks in sufficient number. Each Self Check station will require a minimum of one duplex receptacle to support a monitor and CPU and one additional duplex receptacle to support a receipt printer. Provide for the expansion to six Self Check machines in the future.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Preparation Counter 4'w x 30"d - against wall	1	30	30

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Self Check-Out Counter 4'w x 30"d - against wall	3	30	90
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	3	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	6	10	60

1. Library Entrance(s)**757 Sq. Ft.****FUNCTIONAL ACTIVITY**

The primary function of Library Entrance Division is to provide a formal entrance(s) and lobby for the library building and access to ancillary services such as the Cafe, the Public Meeting Rooms and the main Public Rest Rooms for the facility. The lobby will provide space for library patrons to enter and exit the library.

SPATIAL RELATIONSHIPS

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library or the Public Meeting Rooms. It is likely that there will be two primary public entrances. The Library Entrance associated with the Public Meeting Rooms Division must be able to be locked off and separated from the Library so that the Meeting Rooms and ancillary services can be open when the library is closed. The Children's Library should be close to the Library Entrance so that children can reach their destination directly, without having to walk through other areas of the library. It should be relatively close to Circulation Services, Teen Services and the Adult Popular Library's high-turnover materials.

ADJACENT:

Public Meeting Rooms

CLOSE:

Children's Library

PROXIMITY:

Adult Languages
Circulation Services
Fiction Collection
Adult Popular Library
Teen Services

DIVISION SPACE SUMMARY**Sq. Ft.**

1 Café	707
1 Greeter/Information Desk	50
1 Public Entrances (2)	N/A
1 Public Rest Rooms	N/A
TOTAL:	757

1 Café

707 Sq. Ft.

Functional Activity

The Library will include a Café. The size will depend on whether the Master Plan for the Civic Center includes a commercial coffee or snack shop in the area. Library patrons and visitors to the Public Meeting Rooms will be able to stop in and enjoy a cup of coffee. Children and youth coming directly to the library after school will be able to purchase healthy snacks. The Café may be operated by a vendor or the Friends in conjunction with the School Enterprise program. Some portion of the revenues from the Café may go toward financing the operation of the library.

It would be ideal if this Café could have seating both indoors and outside in a landscaped patio area accessible from the street as well as the library. It may be possible to combine the Friends' Sale Area with the Café.

Relationships

The Café must be close to at least one of the Library Entrances, highly visible as people enter and exit the library. It should be close to the first floor Public Meeting Rooms (Auditorium and Community Rooms) so that it can be used in conjunction with programs when the library is closed. Close proximity to the Public Rest Rooms is important. The Café should have the option of outdoor seating and so will require an exterior wall.

CLOSE:

Library Entrance(s)

PROXIMITY:

Auditorium
Community Room
Public Rest Rooms

Occupancy

VISITOR SEATS: 18

PUBLIC SERVICE DESK WORKSTATIONS: 1

Collections

Security

This space should be able to be secured separately from the library to allow for use after hours when the library is closed but when meetings are taking place in the building. Display cases should be lockable. Layout must balance control of merchandise with display in order to attract customers while diminishing theft. Volunteers will supervise this space.

Flexibility

This area will probably never need to be expanded in the future, but it will need to be reasonably flexible since the vendor and space configuration could change. If underutilized in the future, this room should be able to be converted to another meeting room, training room, or study/tutoring room.

Fenestration

Windows are desirable to connect the interior and exterior seating and to invite visitors.

Finishes

Since this area is located at an entrance to the library, it must be very attractive and uncluttered. The retail nature of the space should be emphasized through the use of merchandise display techniques. The floor finishes must be stain resistant, dirt repellent, durable and low maintenance since this will be a relatively high traffic area and food and drinks will be served. Wall finishes should be mark resistant, attractive, durable and easy to clean.

WALLS:

Paint or wall covering

FLOOR:

Anti-static carpet tile; Linoleum, unglazed ceramic tile at food preparation area or other resilient flooring

Access

The Café must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32".

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

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

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This space should be acoustically buffered from the library. The Café will be part of the noisy entrance area. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to acoustically separate this area from the lobby so that patrons can enjoy refreshments undisturbed.

HVAC

Separate temperature control is required. Temperature requirements to be relaxed for energy conservation. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Café.

Illumination

Specialized accent lighting of 40 to 50 foot candles at the entrance, counter tops, and all product display units. If seating is provided outside, lighting should highlight this area as well.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) or wireless network access at the "point of sale" and at each inside table location for laptop use, with associated power consisting of one duplex power receptacle for every one duplex data outlet provided.

Signage

Required signage includes a major area directional and identification sign which can be seen from at least one of the Public Entrances. This directional sign (terminology to be determined) must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height.

Electrical

Electrical outlets should be located along perimeter walls at 10-foot intervals at no less than 15" above finished floor. Utility receptacles will be required for custodial use. Provide dedicated electrical outlets co-located with data jacks along a minimum of one wall for future

expansion of technology.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	15	0	0
Cabinets, Below Counter 1 linear foot x 24"d	5	0	0
Cappuccino Machine	1	0	0
Case, Merchandise Display 48"w x 21"d x 40"h	1	30	30
Cash Register	1	0	0
Chair, Café	12	0	0
Chair, Lounge 36"w x 36"d	6	30	180
Clock Wall-mounted	1	0	0
Coffee Maker/Urn	1	0	0
Coffee Thermos Stainless steel	4	0	0
Hot Water Urn	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Refrigerator, Commercial 54"w x 36"d x 84"h - 2 door w/ freezer	1	35	35
Sign, Announcement Free standing	1	0	0
Sink 36"w x 24"d - In counter	3	16	48
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0
Table, Café 36" diameter (4 Person)	3	60	180
Table, End 30"w x 30"d x 20"h	3	12	36
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	2	4	8
Workstation, Café Service Counter 6'w x 30"d w/ 5' behind desk & 3.5' in front	1	65	65
Workstation, Coffee Shop Counter 4'w x 30"d - against wall	1	35	35
Workstation, Food Preparation Counter 6'w x 30"d - against wall	2	45	90

1 Greeter/Information Desk

50 Sq. Ft.

Functional Activity

The function of this desk is to provide a workstation for library staff or volunteers who will greet visitors as they enter the library and help direct them to the materials and services they need. This will be on the first floor, so will not involve the reference and research activities associated with the Reference Desk on the second floor. Patrons browsing in the Adult Language Collections, Popular Library, or Teen Areas will go to this desk if they need assistance.

Relationships

The Greeter/Information Desk should be close to the Library Entrance and have a clear line of sight to most of the public areas on the first floor, except those supervised in the Children's Library or from the Customer Service Desk. Staff at this desk should be able to make eye contact with staff at the Customer Service Desk.

CLOSE:

Library Entrance(s)

PROXIMITY:

Languages & English Language Development

SIGHT LINE:

Community Living Room
Public Rest Rooms
Customer Service Desk
New Book Display
Media Room
Fiction
Teen Area
Express Terminals

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 1

Collections

Security

This is a public service point that will be staffed most hours the library is open.

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

See Customer Service Desk.

Finishes

See Customer Service Desk.

Access

See Customer Service Desk.

Acoustics

See Customer Service Desk

HVAC

See Customer Service Desk

Illumination

See Customer Service Desk

Telecommunications

See Customer Service Desk

Signage

Required signage includes a well-lighted area directional and identification sign ("Information") which can be seen from the Library Entrances.

Electrical

The workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, printer, or other desktop electronic equipment.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	SQ. FT.	SQ. FT.
<hr/>			
<u>Description of Furniture & Equipment Units</u>			
Mobile Reference Desk	1	50	50
Stool	1	0	0
Telephone Headset	1	0	0

1 Public Entrances (2)

0 Sq. Ft.

Functional Activity

It is likely that there will be two primary public entrances that provide access to the library as well as its ancillary services. The entrance(s) should consist of two pair of automatic or power-assist-option doors for patron convenience, set far enough apart to create a weather vestibule and to allow for universal access. The lobby should be an inviting space that welcomes the public to the library and the meeting rooms. The interesting use of light and space, the introduction of the building's theme, public art, and the spaciousness required for traffic flow should combine to make this area an architectural focal point of the building. Just inside the entrances will be the inventory control gates. Also in this area or nearby, there should be a bin for collecting books donated to the Friends of the Richmond Public Library.

Relationships

The Public Entrance(s) are the focal points and primary access to all parts of the library building, including ancillary services. The Auditorium, Conference Room, Public Rest Rooms and Café are all close to the Library Entrance(s). Popular materials in the Media Room and New Book Display areas will be visible from and close to the entrance(s), as well as the Customer Service Desk, Self Service Area, and Express Terminals. The Security Office will be close to encourage good behavior. The Elevator that leads patrons to the materials and services on the upper floor(s) will be visible from the entrance.

The Greeter/Information Desk staff will assist patrons with all collections and services on the first floor except those in the Children's Library or at the Customer Service Desk, and should be close to the Public Entrance(s).

ADJACENT:

Circulation and Materials Handling Workroom

CLOSE:

Auditorium
Community Room
Customer Service Desk
Public Rest Rooms
Security Office
Express Terminals
Greeter/Information Desk
Media Room
New Book Display
Self Service Area

PROXIMITY:

Cafe
Elevator

Collections

Security

The lobby should be able to be secured not only from the outside of the building, but also from the library itself to allow for the use of the Public Meeting Rooms complex when the library is closed. Much of the lobby should be visible to the staff at the Customer Service Desk. The fire alarm annunciation display panel should be located in this space immediately visible upon entering the building. The entry detection and alarm system main locator panel should also be located in this space. Inventory control gates are located here at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Customer Service Desk.

Flexibility

The entry(ies) will probably not need to be expanded in the future, but should be reasonably flexible since they will also serve as a display area.

Fenestration

Glass is required in the front doors and inside windows to provide a view to the outside and a view into the library. Skylights or clerestories for additional natural light are recommended.

Finishes

Since these are the main entrances of the library and the first spaces that the public will see, they must be visually interesting, organized, and businesslike. The floor finishes must be stain resistant, dirt repellant, durable, non-slip, and low maintenance. The floor material should be slip-resistant but relatively smooth since a highly textured floor, such as slate, will make mobility aids, such as walkers, and book and mail delivery carts, extremely difficult and noisy to push across the floor. Wall finishes should be mark resistant, highly durable and easy to clean.

CEILING:

Plaster or acoustical tile

WALLS:

Highly durable and flame retardant; Paint (Latex semi-gloss recommended); Sisal or vinyl wall covering; Marble or granite wainscoting; Etched, silk-screened, or fritted glass to library or exterior

FLOOR:

Terrazzo tile, unfinished quarry tile with non-slip matte finish or equal; Walk-off mats; Grating system

Access

The Public Entrance(s) will be accessible by means of a 36" minimum aisle and at least one 36" wide door, which has a minimum clearance of 32". Doors in a series (to provide a weather lock) require a clear separation of no less than 48". Exterior doors can require no more than 8 ½ pounds of pressure to operate. Automatic or power-assist option doors are recommended for the two primary entrances.

Doormats must be securely attached and have a pile of no more than ½". Exposed edges of doormats must be fastened to the floor surface.

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

Signage will meet requirements as outlined in the Signage Space Detail and include identification of the location of accessible entrances with universal symbols and accessible public telephones with universal symbols.

Acoustics

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

HVAC

Separate temperature control may be required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Air or weather lock, and/or double set of doors, may be required to maintain temperature and keep drafts from staff located near the Public Entrances.

Illumination

General lighting of 15 to 20 foot candles, with specialized accent lighting of 50 foot candles at the entrance and in the lobby at any directories or display walls. Light should be provided within in-wall glass display cases.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each entrance. Coordinate telecommunications needs with the

materials inventory vendor.

Signage

Required signage includes changeable information signs including hours of operation and restriction signs (e.g., “No Smoking”). It should include a pictogram flag sign, perpendicular to the wall, for any elevators or rest rooms adjacent to the entrance. Other signage will include fire and life safety lighted emergency exit signs, emergency evacuation maps, and weekly calendar of events board(s). The lobby(ies) may also include signs acknowledging public officials and donor recognition plaques. There will also be a library directory in each public entrance.

Electrical

Provide electrical for lighting display cases in the entrance areas. Utility receptacles will be required for custodial use.

Inventory control systems located here will require a standard 110/120 volt 60HZ circuit, high quality, surge and noise free electrical power. Electrical outlet for security system can not be controlled by a switch. Maximum operating current of 6 amps at 120 volts. Can be floor box or wall mounted.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Bench, Lobby (2 Person) 52"w x 22"d x 18"h	4	0	0
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	2	0	0
Directory Wall-mounted w/ changeable letters – 36" x 24"	2	0	0
Security System Gates, Inventory Control Three gates (two corridors) 83"w x 26"d x 70"h	2	0	0
Sign, Announcement Free standing	2	0	0

1 Public Rest Rooms

0 Sq. Ft.

Functional Activity

This will be the main bank of Public Rest Rooms located just off the lobby which will serve library patrons and people attending programs in the meeting rooms. A second set of rest rooms may be required on the second floor.

Relationships

The Public Rest Rooms must be close to the Library Entrance closest to the Public Meeting Rooms on the first floor. The entrance should be easy to find, convenient to the meeting rooms and visible from the Customer Service Desk and/or the Greeter/Information Desk if possible. The rest rooms should also be close to the Café. The Custodian's Closet may be close to the Public Rest Rooms, although this is not a required adjacency.

CLOSE:

Custodian's Closet
Library Entrance

PROXIMITY:

Café
Auditorium
Community Room

SIGHT LINE:

Greeter/Information Desk
Customer Service Desk

Collections

Security

The staff at the Customer Service Desk will supervise the Public Rest Rooms and should be able to see the entrance to the rest rooms. All rest rooms will be lockable so they can be locked at night by staff before closing the building; however, anyone inadvertently locked inside should be able to exit the rest room.

Flexibility

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

Fenestration

No windows required.

Finishes

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

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed ceramic tile with dark grout

FLOOR:

Unglazed ceramic tile with dark grout; Floor drains

STALLS:

Wall mounted high-density solid plastic or stainless steel

FIXTURES:

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

Access

Accessible sanitary facilities must be provided. If separate public rest rooms are provided

for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

In a multiple accommodation toilet room, at least one accessible compartment will be provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

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

HVAC

Temperature requirements to be relaxed for energy conservation. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the rest rooms the appearance of being clean and safe. Motion detectors or occupancy sensors should be considered for energy savings.

Signage

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

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on

the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Electrical

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

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Commode	7	0	0
Rest room			
Diaper Changing Counter	2	0	0
36"w x 18"d			
Hand Dryer	2	0	0
12"w x 7"d x 10"h - wall-mounted			
Mirror, With Shelf	2	0	0
Above counter			
Paper Towel Dispenser	4	0	0
Wall-mounted			
Sink And Counter	6	0	0
Rest room			
Soap Dispenser	6	0	0
5"w x 4"d x 10"h - Wall-mounted			
Stall	7	0	0
Rest room			
Urinal	3	0	0

1. Public Meeting Rooms

4,963 Sq. Ft.

FUNCTIONAL ACTIVITY

The function of this division is to provide performance, conference and meeting room space that can be used for library programs and by community groups. The Auditorium will be a large open multipurpose space with seating for 200, a stage, amplified sound, and projection capability. It should be easily reconfigurable for training, tutoring, large children's programs, computer literacy instruction, or performances. One half of the Auditorium will be used for the Homework Center.

The Community Room, with seating for 80, will provide space for smaller group meetings, library programs, staff conferences, continuing education, and literacy tutoring. Storage for chairs and tables, and a kitchen will also be in this area.

Both rooms can be divided into two smaller rooms for more flexibility; these and their ancillary spaces can be secured for use when the library is closed. A third meeting area, the Conference Room seating twelve, may be located on the second floor.

SPATIAL RELATIONSHIPS

The major spatial relationship of the Public Meeting Room Division is to the Library Entrance Division. Since the Public Meeting Room complex might be open when the rest of the library is closed, access must be provided through the main lobby to the Auditorium, Community Room, Cafe and to the Public Rest Rooms without compromising the library's security. The Children's Library should be in close proximity to the Auditorium, in which homework assistance and large children's programs will be presented.

ADJACENT:

Library Entrance

PROXIMITY:

Children's Library

DIVISION SPACE SUMMARY	Sq. Ft.
1 Auditorium/Homework Center	2,975
1 Auditorium/Homework Center Storage	326
1 Community Room	1,018
1 Community Room Storage	92
1 Kitchen	264
2 Conference Room	288
TOTAL:	4,963

1 Auditorium/Homework Center

2,975 Sq. Ft.

Functional Activity

The Auditorium will provide flexible audience seating for 200, a portable stage, and a projection and sound system for musical and theatrical productions, library programs, large community meetings, public forums, continuing education, etc. A level (flat) floor will allow flexibility to provide arrangements ranging from lectures to conferences. The room will be divisible into two smaller rooms, and will be equipped with built-in projection equipment, projection screen and a sound system. The room will be available for use when the rest of the library is closed.

One half of the Auditorium will be used for the after school homework program that was the service most in demand in the community. The number of chairs and tables assembled can vary with the demand for the program and the availability of volunteers to assist the homework assistants. One wall of this half of the Auditorium will have a counter with cabinets below for the storage of the homework collection and space on the counter for a staff workstation. Students needing access to the Internet or electronic databases will use wireless laptops.

Relationships

The Auditorium must be close to one of the entrances. Its Kitchen and Storage should be adjacent and it should be close to the Community Room and Public Rest Rooms. Entrance doors to the Auditorium should be at the rear of the room so late arrivals will not disturb programs already in progress. The Auditorium will also be used as a Homework Center and should, therefore, be close to the Children's Library. The Café should be relatively close so that community members attending programs may enjoy refreshments.

ADJACENT:

Kitchen
Auditorium Storage

CLOSE:

Community Room
Library Entrance(s)

PROXIMITY:

Children's Library
Café
Public Rest Rooms

Occupancy

MEETING ROOM SEATS: 200

TECHNOLOGY STATIONS: 20

Collections

Volume Name	Total Holdings	Volumes on Shelf
Homework	280	280
Total	280	280

Security

The Homework Center program, conducted in the Auditorium, will have assigned staff who are charged with its supervision. For other use, the Auditorium requires a key or magnetic card reader to control access. This, its ancillary spaces, the Community Room, the Café, and the first floor Public Rest Rooms must be able to be secured for use when the rest of the library is closed.

Flexibility

This space is not expected to expand or change function in the future. Internal flexibility, however, is required since this room will see many varied uses over the life of the building. It

is desirable to be able to divide this space into more than one room to maximize its use.

Fenestration

Natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

Since this area will host many community events and the Homework Center, it must appeal to a broad range of people as a high-quality space. The floor finishes must be stain resistant, dirt repellant, durable, non-slip, and low maintenance. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Plaster, Acoustical tile or combination

WALLS:

Paint (Latex semi-gloss recommended)

FLOOR:

Anti-static carpet tile or resilient flooring

Access

Entrances must meet all accessibility requirements including those for width of entry, threshold, and ramping if required.

The seating in the Auditorium is not fixed, allowing for as many wheelchairs as needed. Access to wheelchair locations shall be from the primary entrance or main lobby and each location must adjoin an egress aisle on at least one side. They must be connected to any performing spaces by an accessible route. Wheelchair locations will be sized appropriately with a minimum length of 60" for side access and 48" length for a forward or rear access. Spaces shall be no less than 33" wide with 66" available for seating spaces in series. In addition, at least one percent of all fixed seats will be aisle seats with no armrest (or removable arm rest) on the aisle side.

Portable assistive listening technology will be provided. Electrical outlets must be provided to support any portable assistive listening technology.

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

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of a listening system.

Acoustics

Acoustical consideration should be given to enhancing performances, both instrumental and vocal, while keeping sound inside and isolated from rest of the building. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles.

HVAC

See Community Room

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. All lighting must be able to be controlled at each entrance, and at each potential stage location. The Auditorium's general area lights may be controlled with regular toggle switches, but there should also be some lighting which is dimmable so that the lamps may be dimmed down or up at the beginning and end of programs which require complete darkness. It is usually best to provide these dimmable lights as wall washers around the perimeter of the room so they can also be used to highlight artwork displayed on the walls. There should be some modest dimmable spot lighting that will allow flexible highlighting of the different stage areas for speakers and/or performances.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power, mounted at 15" above the finished floor, located at a minimum on the two side walls of the stage towards the front, to accommodate presentation positions from either side; and one standard quad communications outlet (two voice and two data) co-located with associated power at the primary control booth. The mounting location of this outlet should be 6" above the counter at the control area. If the audio-visual equipment (video projection) control equipment is located in a rack on a different wall, one additional standard quad communications outlet (two voice and two data) will be required, mounted at 15" above the finished floor, next to the equipment rack.

If there is a secondary control area within the Auditorium, one standard quad communications outlet (two voice and two data) will be required. The outlets should be mounted at 15" above the finished floor if the secondary control position is adjacent to a wall; otherwise locate the outlets in a floor box at the secondary control location.

The Auditorium will be used as a Homework Center. Provide one standard duplex outlet (one voice and one data) collocated with associated power along one wall, distributed every 4' in the half of the Auditorium identified as the Homework Center location.

For a new construction project, at a minimum, the conduit/floor box or under-floor duct system should be installed to support future communications cabling. The whole room should provide wireless network access.

Audio - Visual

The Auditorium should support electronic voice reinforcement (including assistive listening for hearing impaired). Microphones may be wired or wireless. Connections for wired microphones should be provided at regular intervals in the stage floor. Wireless microphones may be used anywhere on the stage. Use of wireless microphones within the audience area will require critical positioning of the loudspeakers and the addition of signal processing electronics to avoid feedback within the system. Loudspeakers may be installed flush in the ceiling above the audience.

A ceiling mounted projector and motorized projection screen will be used in audiovisual and data presentations. Sound from video and computer sources may be reproduced through the same sound system as is used for voice reinforcement. Images may be projected onto a general-purpose projection screen at the stage. Controls should be provided from a wall switch at the stage if not included in an integrated remote control panel at the presenter's location.

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

Installed audiovisual systems will require a complement of signal source decks, processing electronics and distribution equipment (e.g., tape decks, amplifiers, etc.) that must be housed in the dedicated equipment room/closet. There will be a point where the amount of installed audiovisual equipment becomes extensive enough that it will become necessary to provide integrated system controls in order to make the equipment operable by anyone who is not a trained technician.

Control panels enabling operation of audio-visual system functions from a single push-button or touch screen graphical panel are available. Remote control equipment is often employed to integrate the control of audio-visual devices with other room functions such as lighting, motorized projection screens, and drapery into a unified system. With a remote control

system, all audio-visual devices and many room functions can be operated from a single control panel. Control panels, which must be located at all presentation locations, can be wireless, portable with wire, or permanently installed on a wall, or millwork. Remote control panels can vary from mechanically activated push button types to software-based touch screens.

Cable TV distribution outlet with associated power should be positioned so that it can be used in the half of the Auditorium that houses the Homeowrk Center and so that a large screen TV can be seen comfortably by students sitting at tables..

Signage

Required signage includes major area identification signs over all entrance doors, which can be seen from the Library Entrance. These directional signs ("Auditorium and Homework Center") must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include fire and life safety lighted exit signs, restriction signs (e.g., "No Cell Phones" or "No Food or Drink"), and occupancy load limitation signs.

Electrical

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

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Shelving Units</u>			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	4	10	40
3"W x 12"D unit w/end panels & canopy top			
280 Homework			
<u>Description of Furniture & Equipment Units</u>			
Assistive Listening System, Wide Area FM	1	0	0
Transmitter with 8 switchable channels for assistive listening			
Cabinets, Above Counter (Lockable)	6	0	0
1 linear foot x 24" d			
Chair, Meeting Room - Stacking	200	12	2,400
25"w x 21"d			
Clock	2	0	0
Wall-mounted			
Laser Pointer	1	0	0
Lectern (w/ Space For A Portable Computer)	1	50	50
31"w x 29"d w/ microphone, speaker, light & clock			
Projection Screen, Motorized Ceiling	2	0	0
Front projection			
Projector, Ceiling Mounted	1	0	0
17"w x 16"d x 7"h - AV & computer, LCD to DLP			
Stage, Portable	1	440	440
16'w x 12'd x 12'h w/ ramping			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Workstation, Homework Center Counter 6'w x 30'd - against wall	1	45	45

1 Auditorium/Homework Center Storage

326 Sq. Ft.

Functional Activity

This room will be used to store tables and chairs and house audio-visual equipment that will be used in the Public Meeting Rooms. Some AV equipment, such as the sound system, may be permanently located in this room and be operated from here.

Relationships

This room must be adjacent to the Auditorium. It may be combined with the Storage for the Community Room. Access then would be needed from both the Auditorium and the Community Room without disturbing program attendees.

ADJACENT:

Auditorium

CLOSE:

Community Room Storage

Collections

Security

This is a staff only area which requires a key or magnetic card reader to control access.

Flexibility

It is not anticipated that this room will change function or need to be expanded.

Fenestration

No windows required.

Finishes

See General Storage

Access

See General Storage

Acoustics

See General Storage

HVAC

See General Storage

Illumination

See General Storage

Telecommunications

If AV distribution equipment is located in this room, the signal must be distributed throughout the Auditorium, Community Room, and other specified locations in the library. One standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 15" above the finished floor.

Audio - Visual

If AV equipment is operated in this room, signal must be able to be distributed throughout the Auditorium and Community Room as needed.

Signage

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

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
AV/Technology Equipment Cart, Small 24"w x 18"d x 26"h	1	10	10
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	1	15	15
Camera, Digital	1	0	0
Computer, Public Portable Portable CPU, w/ monitor, keyboard & mouse	20	0	0
Dolly, Chair 2'w x 3'd w/ 10 - 20 chairs stacked	10	12	120
Dolly, Table 3'w x 2'd w/ 4 tables per dolly	8	12	96
DVD Player 17"w x 13"d x 5"h	1	0	0
Microphone, Floor	1	0	0
Microphone, Lavalier Wireless	1	0	0
Mobile Laptop Storage Security Cart 31"w x 45"h x 18"d, 10 shelf, 20 outlet secure mobile lap top storage unit	1	20	20
Projector, Overhead 14"w x 5"d x 19"h	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	5	10	50
Table, Meeting Room 60"w x 24"d x 29"h - folding	30	0	0
TV Monitor, 32" 36"w x 24"d x 27"h	1	0	0

1 Community Room

1,018 Sq. Ft.

Functional Activity

The Community Room will provide seating for library programming, community meetings, small public forums, continuing education, literacy tutoring, or Internet training. The room will allow multiple arrangements ranging from lectures and conferences to training layouts, and can be divided into two smaller rooms. It should be able to be secured for use when the rest of the library is closed.

Relationships

The Community Room should be part of the Public Meeting Room complex that can be secured for after-hours use. Close to the Library Entrance(s) and Auditorium, it will also be close to the Café, Kitchen and Public Rest Rooms. A Community Room Storage Room will be adjacent unless it is combined with the Auditorium Storage nearby.

ADJACENT:

Community Room Storage

CLOSE:

Auditorium
Library Entrance(s)

PROXIMITY:

Café
Public Rest Rooms
Kitchen

Occupancy

MEETING ROOM SEATS: 80

Collections

Security

This area will have assigned staff who are charged with its supervision. The Community Room requires a key or magnetic card reader to control access. This, the Auditorium and its ancillary spaces, Café, and the first floor Public Rest Rooms must be able to be secured for use when the rest of the library is closed.

Flexibility

This space is not expected to expand or change function in the future. Internal flexibility, however, is required since this room will see many varied uses over the life of the building. It is desirable to be able to divide this space into more than one room to maximize its use.

Fenestration

Windows would enhance the room but natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening to ensure high quality multimedia presentations.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Tackable acoustical panels for sound absorption; White board and marker tray; Hanging track; Projection screen

FLOOR:

TBD

Access

The Community Room must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

Portable assistive listening technology will be available. Electrical outlets must be provided to support any portable assistive listening technology.

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

Acoustics

Moderate to high acoustical isolation is required in this room. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed.

HVAC

The HVAC system for this room will be part of the system that serves the Public Meeting Rooms Division, which may be open when other parts of the library are closed, and should operate independently to save energy costs.

Temperature requirements to be relaxed for energy conservation. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any speaker or stage locations.

Telecommunications

Provide wireless network access throughout. Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at the main presentation location(s). This can be within the lectern or instructor's station, wall-mounted, or located in a recessed floor box. Optionally, the Community Room may be used for computer training or distance learning either at the opening of the library or in the future.

Audio - Visual

A motorized screen will be used with ceiling mounted audiovisual/data equipment for presentations. Sound from video and computer sources may be amplified through loudspeakers built into the projector or through speakers installed in the Community Room. If speakers are installed in the room, appropriate sound amplification will be required.

A Cable TV distribution outlet and power should be located so that persons sitting auditorium style will be able to comfortably view a large screen TV.

Signage

Required signage includes a major area directional and identification sign which can be seen from at least one public entrance. This directional sign ("Community Meeting Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the

viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

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

Electrical

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

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Chair, Meeting Room - Stacking 25"w x 21"d	80	12	960
Clock Wall-mounted	2	0	0
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	1	50	50
Projection Screen, Motorized Ceiling Front projection	1	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0
Waste Basket 13"w x 15"d x 15"h	2	4	8
White Board 4' x 10' – erasable marker board	1	0	0

1 Community Room Storage

92 Sq. Ft.

Functional Activity

This room provides storage space for chairs, table, supplies and audiovisual equipment that will be used in the Community Room.

Relationships

This space should be adjacent to the Community Room. It may be combined with the chair and table storage for the Auditorium or be adjacent to it, if the chairs and tables are readily available for use with programs.

ADJACENT:

Community Room

CLOSE:

Auditorium Storage (if feasible)

Collections

Security

This is a staff office which requires a key or magnetic card reader to control access.

Flexibility

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

Fenestration

No windows required.

Access

See General Storage

Acoustics

See General Storage

HVAC

See General Storage

Illumination

See General Storage

Telecommunications

See General Storage

Signage

See General Storage

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Dolly, Chair 2'w x 3'd w/ 10 - 20 chairs stacked	4	12	48
Dolly, Table 3'w x 2'd w/ 4 tables per dolly	2	12	24
Projector, Portable AV & Computer LCD/DLP 10" w x 14" d x 5" h - Multimedia (TV, VCR, DVD, Video, VGA-XGA Etc.) Projection	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	2	10	20
Table, Folding 60" w x 30" d x 29" h	8	0	0

1 Kitchen

264 Sq. Ft.

Functional Activity

As part of the meeting room complex, this room will serve as a warm-up kitchen and pantry for light refreshments served at community group meetings, receptions, and training sessions. It will also be available as a staging area for catered events.

Relationships

The Kitchen should be adjacent to the Auditorium. If it can be configured to serve both the Auditorium and Community Room, it would be ideal. A pass-through window might be included into one or both spaces, so that light refreshments can be served without having to set up separate tables.

ADJACENT:

Auditorium
Community Room

Collections

Security

The door(s) to the Kitchen should be lockable and access controlled by staff. Cabinets should be lockable as well.

Flexibility

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

Fenestration

No exterior windows are required, but a service window to the Auditorium and/or Community Room are desirable.

Finishes

The finishes in this space should be light in color and easy to clean. Counters and work surfaces should be an engineered stone or high quality laminate with rounded wood edged corners to prevent injuries. Textured surfaces on cabinet faces and appliances will hide dirt and fingerprints.

CEILING:

Acoustical tile

WALLS:

Vinyl wall covering or paint (Latex gloss or semi-gloss recommended)

FLOOR:

Unglazed ceramic tile, linoleum

Access

The Kitchenette must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

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

It is recommended, but not required, that a minimum of 30" of counter next to the sink be no higher than 34" and that the sink area should be no higher than 34" above the finished floor. Additionally a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

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

Acoustics

This is a somewhat noisy area, because of occasional conversations among those preparing refreshments. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to keep the sound generated here from disturbing programs and meetings in the Auditorium or Community Room.

HVAC

Ventilation must keep cooking odors from spreading through the library.

Illumination

Overhead lighting in combination with under cabinet task lighting and light colored finishes.

Telecommunications

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

Signage

Required signage includes a permanent room identification sign ("Kitchen") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Restriction signs (e.g., "Please Leave Kitchen Clean") and changeable and permanent information signs should also be included. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

GFI electrical outlets will be located at a minimum of 5-foot intervals along the food preparation counter and sink area. Electrical outlets should be located in all support columns and along perimeter walls at not less than 15" above the finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	12	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	8	0	0
Coffee Maker/Urn	4	0	0
Coffee Thermos Stainless steel	4	0	0
Garbage Bin, Interior	1	10	10
Hot Water Urn	2	0	0
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Recycling Bin	1	10	10
Refrigerator Full-sized - 32"w x 36"d x 68"h w/ freezer	1	20	20
Sink 36"w x 24"d - In counter	1	16	16
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Stove Top & Oven, Electric 30"w x 26"d x 30"h - in counter	1	15	15
Waste Basket 13"w x 15"d x 15"h	2	4	8
Workstation, Food Preparation Counter 8'w x 30"d - against wall	2	60	120
Workstation, Food Service Counter 6'w x 30"d w/ 5' behind counter & 3.5' in front	1	65	65

2 Conference Room

288 Sq. Ft.

Functional Activity

The Conference Room will be used both by staff and by community groups for meetings of up to twelve people seated at one or more tables. It will be equipped with a projection screen that can be used with the library's portable AV/data projector for presentations in all media.

Relationships

The Conference Room is on the second or third floor and will be available for use only when the library is open. It can be located close to the Computer Lab, since access to both rooms is controlled by Reference Desk Staff. There should be a good line of sight from the Reference Desk to this room. If it is located on the third floor, then access will be more restricted.

CLOSE:

Computer Lab

SIGHT LINE:

Reference Desk

Occupancy

MEETING ROOM SEATS: 12

Collections

Security

This room requires a key or magnetic card reader to control access. If on the second floor, staff at the Reference Desk will control access and monitor the room's use. If it is located on the third floor, then access will be more restricted.

Flexibility

This area may be used for a different purpose in the future; flexibility should be a goal.

Fenestration

This space should have a 1/2 glass wall. Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Finishes

See Reference Study Room

Access

See Reference Study Room

Acoustics

See Reference Study Room

HVAC

See Reference Study Room

Illumination

See Reference Study Room

Telecommunications

See Reference Study Room

Audio - Visual

Provide a Cable TV distribution outlet with associated power in a location that will allow comfortable viewing of a monitor from the table(s). A motorized screen will be used with a portable audio-visual/data projector for presentations.

Signage

Required signage includes a major area identification sign over the entrance door, which can be seen from the second floor Elevator and Stairway. This directional sign ("Conference Room") must have characters and numbers that are appropriately sized according to the

viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Permanent room identification signage ("Conference Room") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Signage requirement includes room identification number as assigned by facilities staff.

Additional requirements include fire and life safety lighted exit signs, restriction signs (e.g., "No Cell Phones" or "No Food or Drink"), and occupancy load limitation signs.

Electrical

See Reference Study Room

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Chair, Conference Room At conference table - 26"w x 28"d	12	0	0
Clock Wall-mounted	1	0	0
Credenza 66"w x 24"d x 30"h	1	28	28
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0
Table, Conference Staff (10 to 14) - 144"w x 54"d x 29"h	1	260	260

1. Adult Fiction

3,344 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Fiction Division is to house the library's fiction, paperback and large print book collections. The Fiction Collection is organized by general fiction books and genre books; i.e., westerns, science fiction, mysteries and short stories. All books are arranged on the shelves alphabetically by author's last name. The extensive retrospective fiction collection is considered a regional resource.

Large print materials must be accessible to those with diminished sight; they should be on lower shelving and in an area with especially good lighting.

Reference librarians may act as reader's advisors, but in general, the Fiction Collection is a browsing, self-service collection.

SPATIAL RELATIONSHIPS

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the Popular Library. It should be close to the Customer Service Desk.

ADJACENT:

Adult Popular Library

CLOSE:

Circulation Services

PROXIMITY:

Library Entrance

DIVISION SPACE SUMMARY

Sq. Ft.

1 Fiction

3,344

TOTAL:

3,344

1 Fiction

3,344 Sq. Ft.

Functional Activity

Patrons will enter this space and look for specific authors or genres and may sit down to read the book jacket or the first few pages to see if they are interested in the book. In the process, they may use the on-line catalog to check the library's holdings while browsing in the Fiction Collection; two OPACs should be conveniently located on book stack end panels in this area. This space will also house the paperback and the large print book collections.

Relationships

The Fiction Area should be visible from at least one Public Entrance and located close to the Popular Library materials, to encourage use of all these collections. It should be in proximity to the Customer Service Desk and Self Check machines. While much of the use of this collection does not require staff assistance, the area should be visible from the Customer Service Desk and/or Greeter/Information Desk. The Large Print collection should be visible, in a well-lighted area and on lower shelving for ease of access. The Community Living Room seating that encourages community members to gather informally should be close by.

CLOSE:

Media
New Book Display
Community Living Room

PROXIMITY:

Customer Service Desk and/or Greeter/Information Desk
Self Service Area

SIGHT LINE:

Public Entrance

Occupancy

READER SEATS: 12
TECHNOLOGY WORKSTATIONS: 2

Collections

Volume Name	Total Holdings	Volumes on Shelf
Fiction	39,000	31,200
Large Print	2,000	1,700
Mysteries	12,000	9,000
Paperbacks	2,500	1,750
Science Fiction & Fantasy	3,500	2,625
Short Stories	1,000	800
Westerns	2,500	2,000
Total	62,500	49,075

Security

The Fiction Collection will be supervised by the staff at the Customer Service and/or Greeter/Information Desk. The bookstack and seating areas should be laid out to optimize visual supervision, although it may not be possible to have all areas visible to staff at the desks. Any areas not easily observed by desk staff may require monitoring by a security camera.

Flexibility

This area may need to expand or contract in the future as collection needs change.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended) or Wall covering;
Corner guards for columns and walls; Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile

Access

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

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

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

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

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the Customer Service Desk, the New Book Display Area and the Media Room. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought.

HVAC

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

Illumination

Bookstacks must be lit adequately so patrons can find books and also so staff can shelve books without visual discomfort. Evenness of illumination across the stack face is more important than achieving a high lighting level at any single point. More specifically, the lighting level should be 6 foot-candles (ft-c) minimum measured on the stack face (that is, vertically) at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.

Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens.

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

Telecommunications

Wireless network access will be available throughout the library. Library owned equipment will be wired to the library's network with associated power consisting of one duplex power receptacle for every data drop to support one computer and one monitor. Reader tables should include access to power and data at the work surface. Data jacks should be located along perimeter walls for future growth or customer use.

Signage

Required signage includes a directional and identification sign which can be seen from service desks and all major paths of travel. This directional sign ("Fiction") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Signage requirements may include directional signs for collection categories. A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, or restriction signs, (e.g., "Emergency Exit Only – Alarm will Sound", "No Cell Phones").

Electrical

Dedicated electrical outlets must be co-located with data jacks in sufficient number. The two OPACs on stack end panels will require a minimum of one duplex receptacle to support a monitor and CPU. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at no less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

Description of Shelving Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 1700 Large Print	8	20	160
42" Aisle DF 90"H Steel Shelving W/14 Shelves 3'W x 20"D unit with end panels 800 Short Stories	3	20	60
42" Aisle DF 90"H Steel Shelving W/14 Shelves 3'W x 20"D unit with end panels 2000 Westerns	6	20	120
42" Aisle DF 90"H Steel Shelving W/14 Shelves 3'W x 20"D unit with end panels 2625 Science Fiction & Fantasy	8	20	160

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
42" Aisle DF 90"H Steel Shelving W/14 Shelves 3'W x 20"D unit with end panels 9000 Mysteries	27	20	540
42" Aisle DF 90"H Steel Shelving W/14 Shelves 3'W x 20"D unit with end panels 31200 Fiction	93	20	1,860
42" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 1750 Paperbacks	5	20	100
<u>Description of Furniture & Equipment Units</u>			
Chair, Lounge 36"w x 36"d	4	35	140
Chair, Reader's 21"w x 21"d	8	0	0
Computer, OPAC Flat screen end panel mounted	2	10	20
Lamp, Table	2	0	0
Stool, Kick-Step	4	0	0
Table, End 30"w x 30"d x 20"h	2	12	24
Table, Reader's 48" diameter x 29"h (4 Person)	2	80	160
Waste Basket 13"w x 15"d x 15"h	2	0	0

1. Adult Languages**1,148 Sq. Ft.*****FUNCTIONAL ACTIVITY***

This is the Division that houses collections in languages other than English and those designed to improve English language skills.

SPATIAL RELATIONSHIPS

The Adult Language Collection should be visible and easily accessible from the main entrance of the library. Many library patrons use this collection exclusively and will exit the library via the Customer Service Desk or Self Service Area immediately upon making a selection in the stacks. The Literacy Center should be close, since many of the literacy students have limited English language skills and want to read in their native languages or build English competency.

CLOSE:

Circulation Services
Literacy Services

PROXIMITY:

Library Entrance

DIVISION SPACE SUMMARY***Sq. Ft.*****1 Languages & English Language Development****1,148****TOTAL:****1,148**

1 Languages & English Language Development

1,148 Sq. Ft.

Functional Activity

The many residents of Richmond who speak a language other than English will enter this space to browse or look for specific authors or subjects in their native languages, and sometimes sit down to read the book jacket or the first few pages to see if they are interested in the book. This space also houses international language audio-visual materials and periodicals. The largest of these collections, the materials in Spanish, should be easily accessible from the main entrance of the library. Many library patrons use this collection exclusively and will exit the library via the Customer Service Desk or Self Check-out Bay immediately upon making a selection in the stacks.

This area also houses the English Language Development Collection of books and media for those wanting to improve their English language skills. Computers will allow patrons to access online language resources as well as locate materials in the library.

Relationships

This area should be visible from the Public Entrances to encourage its use and welcome new users. It should be close to the Literacy Center. Its English Language Development materials complement those used for literacy and ESL tutoring and provide materials in the native languages of some of the literacy students. It should be close to the Greeter/Information Desk so that staff assistance can be given.

CLOSE:

Literacy Center Spaces

PROXIMITY:

Greeter/Information Desk

SIGHT LINE:

Library Entrance

Customer Service Desk

Occupancy

READER SEATS: 16

TECHNOLOGY WORKSTATIONS: 2

Collections

Volume Name	Total Holdings	Volumes on Shelf
International Language Magazines	24	24
International Language Audio Books	500	375
International Language CDs	650	390
International Language DVDs	650	325
International Languages	3,350	2,680
Literacy English As A Second Language (ESL)	2,500	1,750
Spanish Language	15,000	10,500
Total	22,674	16,044

Security

The Languages & English Language Development Area will be supervised from the Customer Service Desk and/or the Greeter/Information Desk. The bookstack and seating area should be laid out to optimize visual supervision although it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Flexibility

This area may expand or contract in the future as population and collection needs change. To that end, flexibility should be a goal and a potential expansion plan would be wise.

Fenestration

See Fiction

Finishes

See Fiction

Access

See Fiction

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide a somewhat intimate space. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought.

HVAC

See Fiction

Illumination

See Fiction

Telecommunications

See Fiction

Signage

Required signage includes a directional and identification sign which can be seen from service desks and all major paths of travel. This directional sign ("Languages and English Language Development") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Signage requirements may include directional signs for collection categories. A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, or restriction signs, (e.g., "Emergency Exit Only – Alarm will Sound", "No Cell Phones").

Electrical

See Fiction

Furniture & Equipment and Shelving Units

Description of Shelving Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top 375 International Language Audio Books	4	10	40
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels 1750 Literacy English As A Second Language (ESL)	5	10	50
42" Aisle DF 90"H Steel Shelving W/14 Shelves 3'W x 20"D unit with end panels 10500 Spanish Language	21	20	420
42" Aisle DF 90"H Steel Shelving W/14 Shelves 3'W x 20"D unit with end panels 2680 International Languages	5	20	100

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
44" Aisle SF 66"H Magazine Display Shelving W/4 Shelves 3'w x 12"D unit with flip up sloping shelf & storage underneath 24 International Language Magazines	2	12	24
CD-ROM SF Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 CD-ROM's / box 390 International Language CDs	3	10	30
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 DVD / box 325 International Language DVDs	2	10	20
<u>Description of Furniture & Equipment Units</u>			
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	1	0	0
Chair, Lounge 36"w x 36"d	4	35	140
Chair, Reader's 21"w x 21"d	12	0	0
Chair, Technology Workstation 21"w x 21"d	2	0	0
Computer, Public Desktop CPU, w/19" flat panel monitor, keyboard & mouse	2	0	0
Table, End 30"w x 30"d x 20"h	2	12	24
Table, Reader's 48" diameter x 29"h (4 Person)	3	80	240
Technology Counter 41"w x 30"d (1 Person) sit-down - against wall w/ power & data management	2	30	60

1. Adult Popular Library

1,675 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Adult Popular Library is the display of some of the library's most popular materials: new books, topical displays, audio-visual materials and the most popular periodicals for browsing. It also includes Express Terminals to help locate materials, an area for the display of the Friends' sale books, and an area for seating, the "Community Living Room" for informal gathering.

SPATIAL RELATIONSHIPS

When patrons enter the library, they should be able to see the Popular Library Collections of new books and media. Many will enter this area, select a new book or DVD, and leave the library by way of the self check stations in the Self Service Area. Others will enter the library, browse in this area, and then go to other areas of the library.

It is advantageous to have the New Book Display Area close to the Fiction Collection, for readers who wish to find older titles by a popular author. Teens will be heavy users of the media collection; the Teen Area should be adjacent to the Popular Library for this reason. On the other hand, Teen Services should be removed from the Community Living Room so that it can remain an adult rather than a teen space.

ADJACENT:

Adult Fiction
Teen Services (Media)

CLOSE:

Circulation Services

PROXIMITY:

Library Entrance

AWAY:

Teen Services (Community Living Room)

DIVISION SPACE SUMMARY

Sq. Ft.

1 Community Living Room	428
1 Express Terminals	160
1 Friends' Sale Area	80
1 Media Room	627
1 New Book and Magazine Display	380

TOTAL: 1,675

1 Community Living Room

428 Sq. Ft.

Functional Activity

The function of the Community Living Room is to provide an informal space for community members to "rub shoulders," cross paths, or meet. They will enjoy comfortable seating and conversations without interfering with other library users.

Relationships

This informal gathering place should be relatively close to the collections of the Popular Library and Fiction Area, but off the main path of traffic to provide a somewhat intimate space. It must be visible from either the Customer Service Desk and/or Greeter/Information Desk. It should be away from the Teen Area, to avoid this becoming an extension of teen seating exclusively.

CLOSE:

Fiction

PROXIMITY:

Media Room

New Book Display

AWAY:

Teen Area

SIGHT LINE:

Greeter/Information Desk and/or Customer Service Desk

Occupancy

READER SEATS: 12

Collections

Security

This informal seating area designed to encourage community members to interact, will be supervised by the staff at the Customer Service and/or Greeter/Information Desks. The area should provide some intimate space, but must be visible from one of the service desks.

Flexibility

This seating area may be used for a different purpose in the future; flexibility should be a goal.

Fenestration

This is an informal seating area. A view to a landscaped exterior would be welcome. Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens should be placed at right angles to any windows that may cause glare.

Finishes

See Fiction

Acoustics

Moderate to high acoustical isolation is required in this area in which community members will gather informally and visit. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed.

HVAC

See Fiction

Illumination

See Fiction

Telecommunications

See Fiction

Signage

Required signage includes a major area directional and identification sign ("Community Living Room") which can be seen from the Library Entrances.

Electrical

See Fiction

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	1	0	0
Chair, Café	4	0	0
Chair, Lounge 36"w x 36"d	8	35	280
Clock Wall-mounted	1	0	0
Lamp, Floor	2	6	12
Table, Café 30" diameter (2 Person)	2	50	100
Table, End 30"w x 30"d x 20"h	3	12	36

1 Express Terminals

160 Sq. Ft.

Functional Activity

The Express Terminals are computers available for patrons to use for short periods of time to check e-mails or locate materials in the library's on-line catalog. They are distinct from the other public access computers that allow longer use for research and word processing.

Relationships

These terminals will be the first visitors see upon entering the library and should be conspicuous from the Library Entrance(s). Used independently by patrons for the most part, there are no required adjacencies.

CLOSE:

Library Entrance(s)

SIGHT LINE:

Customer Service Desk and/or Greeter/Information Desk

Occupancy

TECHNOLOGY WORKSTATIONS: 4

Collections

Security

The Express Terminals will be supervised by the staff at the Customer Service and/or Greeter/Information Desks. This area should be visible so that staff can assist patrons with the equipment if necessary.

Flexibility

This area may need to expand or contract in the future as patron needs and technology equipment changes. Flexibility should be a goal and a potential area for expansion should be identified.

Fenestration

See Fiction

Finishes

See Fiction

Access

See Fiction

HVAC

See Fiction

Illumination

Minimum of 30 to 40 foot candles of non-glare light on the counter tops or workstations.

Telecommunications

See Fiction

Signage

Required signage includes a major area identification sign ("Express Terminals") which can be seen from the Library Entrance.

Electrical

See Fiction

Furniture & Equipment and Shelving Units

UNIT	UNIT	EXTENDED
QTY	SQ. FT.	SQ. FT.

Description of Furniture & Equipment Units

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Computer, Public Desktop CPU, w/17" flat panel monitor, keyboard & mouse	4	0	0
Kiosk, Electronic 24"w x 24"d x 60"h w/ window port for monitor, locking cabinet w/ internal CPU shelf, and keyboard	1	50	50
Printer, Laser (B&W)	1	0	0
Technology Carrel 42"w x 30"d (1 Person) stand-up w/ power & data management	1	35	35
Technology Counter 42"w x 30"d (1 Person) stand-up - against wall w/ power & data management	3	25	75

1 Friends' Sale Area

80 Sq. Ft.

Functional Activity

The function of this area is to provide an eye-catching display books collected for sale by the Friends of the Richmond Public Library. Funds from the sales are donated to the library to enhance collections and programs.

Relationships

There are two possible scenarios for this space - it could stand alone, or it could be included in the Café. If it stands alone, it should be in a very visible location close to the high turnover collections - New Books and Media - to draw potential customers. If not in the Café, the Friends' Sale Area should be close to the Customer Service Desk that will receive cash donations. It is important to make a clear distinction between the books for sale and other materials in this area so that patrons are not confused.

The Friends' Book Storage & Workroom should be fairly close so that the shelves can be easily re-stocked by volunteers.

CLOSE:

Media Room
Customer Service Desk

PROXIMITY:

Friends' Book Storage & Workroom
New Book and Magazine Display

SIGHT LINE:

Library Entrance(s)

Collections

Security

Depends on location.

Flexibility

Sufficient flexibility should exist to allow for the expansion of this space. It may be located adjacent to or in the Café.

Finishes

See Fiction

HVAC

See Fiction

Signage

Required signage includes a major area directional and identification sign ("Friends' Book Sale") which can be seen from the Library Entrance.

Electrical

No electrical requirements.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	8	10	80

1 Media Room

627 Sq. Ft.

Functional Activity

The Media Room of the Popular Library houses the adult DVDs, CDs, and CD-ROMs for adults. This is a high-circulation, high-turnover collection and will draw many patrons to browse through the collections, which will be in flip browsers and on regular shelves. The non-English media will be shelved with the other materials of the same language. Both Teen and Children's Areas will have separate media collections.

Relationships

The Media collection is well used. It should be easily accessible and visible from the Library Entrance(s), and adjacent to the New Book and Magazine Display. These two collections are the "Popular Library" and will have the feel of a bookstore. The Media Room should be close to the Teen Area, since teens will use this collection heavily. The Media Room should be close to the Community Living Room so that informal gatherings can be encouraged as people browse. The Customer Service Desk should be immediately adjacent for visual supervision

The Media Librarian's Preview Room may be located adjacent to this space or adjacent to the Reference Workroom.

ADJACENT:

Customer Service Desk
New Book and Magazine Display
Media Librarian's Preview Room (optional)

CLOSE:

Self Service Area
Library Entrance(s)
Teen Area

PROXIMITY:

Community Living Room

Occupancy

MEDIA STATIONS: 2

Collections

Volume Name	Total Holdings	Volumes on Shelf
Audio Book CD (CD ROM)	2,500	1,875
Audio Compact Disc (CD)	6,000	4,200
CD-ROM	1,000	500
DVD	5,000	2,500
Video Cassette	4,500	2,700
Total	19,000	11,775

Security

The Media Room will be supervised by the staff at the Customer Service Desk. Patrons will be strongly encouraged to check out materials at a self-check station or to see the media in the Media Room.

Flexibility

This area may need to expand or contract in the future as collection needs and media formats and equipment change. The format of the audiovisual collections may change in the future; flexibility should be a goal, especially in shelving.

Fenestration

See Fiction.

Finishes

See Fiction

Access

See Fiction

Acoustics

This will be one of the busiest areas in the library, with patrons coming and going. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

See Fiction

Illumination

See Fiction

Telecommunications

See Fiction

Audio - Visual

Patrons will peruse the media collections, select items in which they are interested and either check them out or preview them using two workstations. The equipment on the workstations may be computers or other viewing/listening equipment, depending upon the media standards at the time of construction.

Signage

Required signage includes a major area directional and identification sign ("Media") which can be seen from the Entrances and Customer Service Desk. Signage requirements may include directional signs for major collection categories, such as "DVDs", "CDs". A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Electrical

See Fiction

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Shelving Units</u>			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 1875 Audio Book CD (CD ROM)	9	18	162
42" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 2700 Video Cassette	7	20	140
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 audio CD's / box 4200 Audio Compact Disc (CD)	11	10	110
CD-ROM SF Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 CD-ROM's / box 500 CD-ROM	3	10	30
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 DVD / box 2500 DVD	7	10	70
<u>Description of Furniture & Equipment Units</u>			
CD Player 17" w x 19" d x 8" h	1	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Chair, Technology Workstation 21"w x 21"d	2	0	0
Computer, Public Desktop CPU, w/19" flat panel monitor, keyboard & mouse	2	0	0
Self Check-Out Machine & Kiosk 36"w x 24"d x 48"h - Built into freestanding kiosk	1	25	25
Technology Carrel 51"w x 30"d (1 Person) sit-down w/ power & data management	2	45	90
TV/VCR/DVD Monitor And Player	2	0	0

1 New Book and Magazine Display

380 Sq. Ft.

Functional Activity

This area houses popular browsing magazines and new library books, some of which will be displayed face-out to increase their visibility and appeal to patrons. Many patrons will enter this area and browse while standing, but occasionally they will want to sit for brief periods to examine a book more closely. Overall, this area should have the appearance and feel of a marketing space and the shelving should be attractive display units.

Relationships

The New Book and Magazine Display Area should be highly visible, and just off the main traffic path in the library. It should be visible from and close to the Library Entrance(s) and adjacent to the Media Collection since many patrons will browse for new books and AV materials during the same visit to the library. A busy area of the library, it should be relatively close to the Community Living Room that provides space for informal seating and conversation.

The New Book and Magazine Collection should be close to both the Self Service Area and the Customer Service Desk to facilitate a quick visit to the library for its most popular materials.

It should be close to the Fiction Collection, which expands the fiction section of new books, and near, but distinct from the Friends' Sale Area, to encourage purchases.

ADJACENT:

Media Room

CLOSE:

Fiction
Customer Service Desk
Library Entrance(s)
Self Service Area

PROXIMITY:

Community Living Room
Friends' Sale Area

Sight Line:

Greeter/Information Desk

Occupancy

READER SEATS: 4

Collections

Volume Name	Total Holdings	Volumes on Shelf
Popular Magazine Titles	50	50
New Books	1,450	725
New Books (Face Out)	50	25
Total	1,550	800

Security

This area will be supervised by the staff at the Customer Service Desk. Sight lines from the Customer Service Desk to the New Book Display Area should not be obstructed.

Fenestration

See Fiction

Finishes

See Fiction

Access

See Fiction

Acoustics

This area will be fairly noisy because of its heavy use and its proximity to the Customer Service Desk and Adult Media Collection. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep the noise in this space from spreading throughout the library.

HVAC

See Fiction

Illumination

See Fiction

Telecommunications

See Fiction

Signage

Required signage includes major area directional and identification sign ("New Books") which can be seen from the Library Entrance and Customer Service Desk.

Electrical

See Fiction

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Shelving Units</u>			
36" Aisle DF 45"H Magazine Display Shelving W/ 4 Shelvs	5	18	90
3'W x 24"D unit w/ flip up sloping shelf & shelf underneath			
50 Popular Magazine Titles			
42" Aisle DF 58"H Bookstore Display Shelving	1	30	30
3'W x 36"D w/10 angled shelves			
25 New Books (Face Out)			
42" Aisle DF 58"H Bookstore Display Shelving	4	30	120
3'W x 36"D w/10 angled shelves			
725 New Books			
<u>Description of Furniture & Equipment Units</u>			
Chair, Lounge	4	35	140
36"w x 36"d			

1. Children's Library

9,008 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Children's Library is to provide library materials, computers and programs for children up to 12 years of age. The children's staff provides guidance in the choice of books and AV materials, presents story hours and programs, and prepares craft activities.

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

There will not be a separate circulation desk in the Children's Library as there is in the current facility. Instead, patrons will use a self-check machine in the Children's Library or take materials to the Customer Service Desk.

SPATIAL RELATIONSHIPS

Children should not have to traverse any part of the adult library to get to the Children's Library. The entrance to the Children's Library should be just inside the security system and very near the Customer Service Desk. When children and parents come out of the Children's Library, they should literally run into the Customer Service Desk. This relationship will facilitate the circulation of children's books.

The Children's Library should be adjacent to Literacy Services to support its family literacy program and to facilitate the easy transition of new readers from the Literacy Center to the rest of the Main Library. It should be close to Outreach Services, since the bookmobile and children's collections can supplement each other and are supervised by the same Administrative Manager.

This Division should be in close proximity to the Public Meeting Rooms, in which the Homework Center will be housed and large children's programs will be held.

ADJACENT:

Literacy Center

CLOSE:

Library Entrance
Circulation Services
Outreach Services

PROXIMITY:

Public Meeting Rooms

AWAY:

Adult Periodicals
Adult Reference Services
Teen Services

DIVISION SPACE SUMMARY

Sq. Ft.

1 Administrative Librarian's Office B	150
1 Children's Desk	216
1 Children's Storage	160
1 Children's Study Room	155
1 Children's Workroom	736
1 Copy/ Print Center	149

1 Family Rest Rooms	N/A
1 Homework Center	N/A
1 Multipurpose Room	720
1 Multipurpose Room Storage	188
1 Older Children's Area	4,736
1 Primary Area	1,798
TOTAL:	9,008

1 Administrative Librarian's Office B

150 Sq. Ft.

Functional Activity

The Administrative Librarian, who manages the Children's Library, will use this office to plan and implement programs and operations. Privacy is required in order for the supervisor to conduct staff conferences, employment interviews, and personnel evaluations, conversations with the public, and general office activities.

Relationships

The Administrative Librarian's Office should be adjacent to the Children's Workroom, but the public should not have to go through the Workroom to get to the Office. The Office should be private, but located so that the staff in the Workroom and at the Children's Desk can be supervised by the department head from the Office and most of the public space is visible.

CLOSE:

Children's Workroom

PROXIMITY:

Children's Desk

SIGHT LINE:

Primary Area

Older Children's Area

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Collections

Security

This is a staff office which requires a key or magnetic card reader to control access. The office must be easily accessible to the public from the Children's Desk for private conversations with patrons without having them to come behind the Children's Desk or go through the workroom.

Flexibility

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

Fenestration

Interior windows which allow supervision of the Children's Workroom and the Children's Desk are required. Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

See Accounting Office.

Access

See Accounting Office.

Acoustics

See Accounting Office.

HVAC

See Accounting Office.

Illumination

See Accounting Office.

Telecommunications

See Accounting Office.

Signage

Required signage includes a permanent room identification sign ("Administrative Librarian").

Electrical

See Accounting Office.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Chair, Department Head's Mid-back high quality with casters	1	0	0
Chair, Visitor's	2	15	30
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0
Credenza 60"w x 24"d x 30"h	1	25	25
Desk, Department Head's 66"w x 36"d	1	55	55
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20
Printer, Scanner, Copier, & FAX All-in-one Desktop combination Unit	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	2	10	20
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	0	0

1 Children's Desk

216 Sq. Ft.

Functional Activity

The Children's Desk is the primary staff service point for the Children's Library. The staff will provide assistance to meet the information, reference, audio-visual and program needs of children and their parents. This is an information desk for children to ask questions and request assistance.

The Children's Desk and the general area should be designed in a scale appropriate for children. The front of the desk should be low enough for small children to see over it. A lower ceiling over the desk can help define the space and introduce the desired scale for children. The front of the desk, soffits, and walls near the desk should contain colorful graphic designs which appeal to children.

Relationships

The Children's Desk must be visible from the entrance of the Children's Library. It should also be close to the Children's Workroom so that staff can quickly come to assist during a "rush". The location of this desk is critical since staff at this desk supervise the entire Children's Library and will provide assistance to patrons in the Primary and Older Children's Areas, using the parenting materials, and working in the Copy/Print Center. The Family Rest Rooms and Children's Study Room are also supervised from the Children's Desk.

CLOSE:

- Primary Area
- Older Children's Area
- Copy/Print Center
- Children's Workroom

PROXIMITY:

- Administrative Librarian's Office B

SIGHT LINE:

- Family Rest Rooms
- Children's Study Room

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 2

Collections

Security

The Children's Desk is the central surveillance point for all parts of the Children's Library. As much of the Children's Library as possible should be visible to staff at this location. The staff should be able to control entry into the Children's Rest Room electronically from this location.

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise. This would include, for example, installation of floor covering under any service desk, built-in cabinetry or casework.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens or workstations. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be a high quality anti-static carpet tile that can be replaced in sections when needed. Any wall or casework surfaces should be mark resistant and easily cleaned. Finishes must be friendly and warm with colorful laminates preferred to stone or tile. All work counters should be

attractive, with non-glare producing surfaces and rounded corners and edges to reduce the possibility of injury to children. Walls and columns require corner guards.

- CEILING: Acoustical tile
 WALLS: Paint (Latex semi-gloss recommended)
 FLOOR: Anti-static carpet or carpet tile
 COUNTERS: TBD

Access

The Children's Desk will be accessible by means of a 36" minimum aisle. The public service desk will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This area will be a fairly noisy and active area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to help librarians hear and respond to their patrons at the desk.

HVAC

Separate temperature control is required. Temperature requirements to be relaxed for energy conservation. HVAC vents should be located to avoid drafts on the staff workstations.

Illumination

Provide a minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting on the worksurface. The Children's Desk should be highlighted to attract children and parents to this service point. Lights in this area must not create a heat buildup. Light controls for the Children's Library should be located here.

Telecommunications

See Reference Desk

Signage

Required signage includes a well-lighted area directional and identification sign ("Children's Desk") which can be seen from the Children's Entrance.

Electrical

See Reference Desk

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Book Truck 36"w x 24"d	2	10	20
Chair, Task Low back mid-quality with casters 25"w x 25"d	2	0	0
Clock Wall-mounted	1	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	2	0	0
Printer, Scanner, Copier, & FAX All-in-one Desktop combination Unit	2	0	0
Queuing Space (Per Person)	6	6	36
Telephone Handset	2	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Waste Basket 13"w x 15"d x 15"h	2	0	0
Workstation, Children's Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	2	80	160

1 Children's Storage

160 Sq. Ft.

Functional Activity

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

Relationships

This space can be located anywhere in the Children's Library, but the best location is close to the Children's Workroom.

CLOSE:

Children's Workroom

Collections

Security

This is a staff only area which requires a key or magnetic card reader to control access.

Flexibility

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

Fenestration

No windows required.

Finishes

See General Storage.

Access

See General Storage.

Acoustics

See General Storage.

HVAC

See General Storage.

Illumination

See General Storage

Telecommunications

See General Storage

Signage

See General Storage

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Book Truck 36"w x 24"d	1	10	10
Box, Cardboard In transition or storage	6	4	24
Flat File 54"w x 42"d x 36"h -10 drawers for posters, maps, paper	1	36	36
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	6	15	90

1 Children's Study Room

155 Sq. Ft.

Functional Activity

This space will serve as a quiet study room. It may also serve as a small group meeting room, a literacy tutoring space, a staff conference or project room, a small multimedia viewing room, or a workroom for children to work on collaborative projects.

Relationships

The Children's Study Room will be supervised from the Children's Desk from which there must be a clear sight line. It should be close to the Older Children's Library for use by elementary school students.

SIGHT LINE:

Children's Desk

CLOSE:

Older Children's Area

Occupancy

GROUP STUDY SEATS: 6

Collections

Security

The Study/Tutoring Room must be readily supervised by staff at the Children's Desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or a key or magnetic card reader to control access.

Fenestration

See Reference Study Room.

Finishes

See Reference Study Room.

Access

See Reference Study Room.

Acoustics

See Reference Study Room.

HVAC

See Reference Study Room

Illumination

See Reference Study Room

Telecommunications

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

Audio - Visual

See Reference Study Room

Signage

See Reference Study Room

Electrical

See Reference Study Room

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Chair, Group Study At table or counter - 21"w x 21"d	6	0	0
Table, Group Study 60" Diameter x 29"h (4 to 6 Person)	1	155	155

1 Children's Workroom

736 Sq. Ft.

Functional Activity

The Children's Workroom will provide space for the children's staff as they plan and prepare for programs, review books, write reports, and communicate with community partners. The Workroom will consist primarily of workstations. Craft and display preparation will be done in the Multipurpose Room.

Relationships

The Children's Workroom should be close to the Multipurpose Room so that staff can move easily between the two spaces, supervise the space and prepare program materials. It may be adjacent to the Bookmobile Workroom with which it can share collections. The Children's Workroom should be close to the Children's Desk, but somewhat removed from the noisy atmosphere of the Children's Library. Staff should be able to visually supervise most of the Children's Library from the workroom; the Workroom proximity to the Administrative Librarian's Office B will facilitate daily collaboration. The Workroom should be relatively close to the Children's Storage Room.

ADJACENT:

Bookmobile Workroom

CLOSE:

Children's Desk
Administrative Librarian's Office B
Children's Storage Room

PROXIMITY:

Multipurpose Room

Occupancy

STAFF WORKROOM WORKSTATIONS: 7

Collections

Volume Name	Total Holdings	Volumes on Shelf
Children's Special Books	1,250	1,250
Total	1,250	1,250

Security

The Children's Workroom requires a key or magnetic card reader to control access. Staff in the Children's Workroom should be able to see the Children's Desk and as much of the Children's Library as possible. An emergency buzzer and/or intercom system between the workroom and the desk is required to alert staff to potential problems or need for additional staff assistance.

Flexibility

Children's workrooms are sometimes remodeled and expanded. Sufficient flexibility should be provided to allow for remodeling or expansion if it does become necessary in the future. This would include, for example, installation of floor covering under any built-in cabinetry or casework.

Fenestration

Interior windows which allow visibility to the Children's Desk and other areas of the Children's Library, are required. Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

See Reference Workroom

Access

See Accounting Office for accessibility information.

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

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

Acoustics

See Reference Workroom

HVAC

See Accounting Office

Illumination

See Accounting Office

Telecommunications

See Accounting Office

Signage

Required signage includes a permanent room identification sign ("Staff Only").

Electrical

See Accounting Office

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Shelving Units</u>			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	5	10	50
3'W x 12"D unit w/end panels & canopy top			
1250 Children's Special Books			
<u>Description of Furniture & Equipment Units</u>			
Book Truck	3	10	30
36"w x 24"d			
Bulletin Board	1	0	0
Cabinets, Above Counter	8	0	0
1 linear foot x 24"d			
Cabinets, Below Counter	8	0	0
1 linear foot x 24"d			
Chair, Task	7	0	0
Low back mid-quality with casters 25"w x 25"d			
Computer, Staff Desktop	7	0	0
CPU, w/17" flat panel monitor, keyboard & mouse			
File Cabinet, Vertical (Four Drawer)	4	14	56
18"w x 29"d x 52"h			
Printer, Scanner, Copier, & FAX All-in-one	7	0	0
Desktop combination Unit			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	12	10	120
Telephone Handset	7	0	0
Waste Basket 13"w x 15"d x 15"h	7	0	0
Workstation, Children's Counter 8'w x 30"d - against wall	1	60	60
Workstation, Children's Office System 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	7	60	420

1 Copy/ Print Center

149 Sq. Ft.

Functional Activity

The Copy Center will provide a separate room or area where children can copy library materials or materials of their own and where they can pick up the items they have printed using the library's computer workstations. Some sound attenuation will be required, particularly if it is an open area and not an enclosed room. The room should provide a work counter for sorting and collating, pasting and laying out projects, and organizing large jobs, with cabinets below for supplies. A second counter will hold the printers and print managers.

The layout of the room must allow access to the sides or rear of the machines for servicing the equipment, refilling paper and toner, and removing paper jams. Space must be provided in the room for a recycling bin, change machine, card vending machine, and other equipment as necessary. Because the printing load is likely to be high, there must be a logical way for patrons to queue either inside or just outside the room during busy periods.

Relationships

The Copy/Print Center of the Children's Library should be adjacent to the Older Children's Area and close to the Children's Desk so that staff can provide assistance as needed. Locate the self-check machine outside the Copy/Print Center in a highly visible location.

ADJACENT:

Older Children's Area

CLOSE:

Children's Desk

Occupancy

TECHNOLOGY WORKSTATIONS: 2 PRINTERS/PRINT MANAGERS

Collections

Security

This area will be supervised by staff at the Children's Desk. Sight lines from the Children's Desk to this area, which should be glass-enclosed, must be unobstructed.

Flexibility

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

Fenestration

1/2 glass walls that allow the staff to supervise this room are essential.

Finishes

See Copy/Print Second Floor.

Access

See Copy/Print Second Floor.

Acoustics

See Copy/Print Second Floor.

HVAC

See Copy/Print Second Floor.

Illumination

See Copy/Print Second Floor.

Telecommunications

See Copy/Print Second Floor.

Signage

See Copy/Print Second Floor.

Electrical

See Copy/Print Second Floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Cabinets, Above Counter (Lockable)	8	0	0
1 linear foot x 24" d			
Cabinets, Below Counter (Lockable)	8	0	0
1 linear foot x 24" d			
Change Machine (Bill & Coin)	1	10	10
Wall-mounted, 12"w x 15"d x 22"h			
Copier, Color Freestanding	1	50	50
Floor unit w/ collator & enlarger 60"w x 30"d x 40"h			
Preparation Counter	2	30	60
4'w x 30"d - against wall			
Print Release Station	2	0	0
PC workstation with 15" touch screen monitor and high speed laser printer			
Recycling Bin	1	0	0
Self Check-Out Machine & Kiosk	1	25	25
36"w x 24"d x 48"h - Built into freestanding kiosk			
Waste Basket	1	4	4
13"w x 15"d x 15"h			

1 Family Rest Rooms

0 Sq. Ft.

Functional Activity

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

Relationships

The Family Rest Rooms should be convenient from the entrance to the Children's Library, but not too close to the entrance to the main library in order to discourage use of this rest room by adults. The Family Rest Rooms are exclusively for children and for parents accompanying children. It should be easily accessible from the Primary Area and by those involved in programs in the Multipurpose Room.

ADJACENT:

Primary Area

CLOSE:

All Other Spaces in the Children's Library

PROXIMITY:

Multipurpose Room

SIGHT LINE:

Children's Desk

Collections

Security

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

Flexibility

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

Fenestration

No windows.

Finishes

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

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed ceramic tile with dark grout

FLOOR:

Unglazed ceramic tile with dark grout; Floor drain

STALLS:

Wall mounted high-density solid plastic or stainless steel

FIXTURES:

Sinks: Self-activated

Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided for each gender.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per

5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one side wall and 42" from the centerline to the opposite wall.

Specific fixture heights will be adjusted to meet the requirements of children. Some of these may vary from local codes and require a written finding. The top of the toilet seat should be 15" above finished floor. The toilet paper dispenser should be located a minimum of 19" high, within 6" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 29" with a knee clearance of 24" provided. Paper towel dispensers and automatic hand dryers which meet forward and side reach requirements will be provided. The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

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

HVAC

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

Illumination

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

Signage

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

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

Electrical

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

required at sink areas.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	SQ. FT.	SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Commode	1	0	0
Rest room			
Diaper Changing Counter	1	0	0
36"w x 18"d			
Paper Towel Dispenser	1	0	0
Wall-mounted			
Sink And Counter	1	0	0
Rest room			
Soap Dispenser	1	0	0
5"w x 4"d x 10"h - Wall-mounted			
Waste Basket	1	0	0
13"w x 15"d x 15"h			

1 Homework Center

0 Sq. Ft.

Functional Activity

The Homework Center activities will take place in the Auditorium and will not have its own separate space. The Center provides dedicated staff and volunteer assistance (adult and student) for students immediately after school through the early evening most weekdays and for some hours on the weekend. A counter with cabinets below will provide storage for supplies and house the homework collection. For students needing computer access, laptops will be available. A staff workstation will be set up on the counter.

Relationships

The Homework Center will be located in the Auditorium and shares its adjacencies. Homework assistance is primarily for upper elementary children, so proximity to the Older Children's Area is desirable.

ADJACENT:

Kitchen
Auditorium Storage

CLOSE:

Community Room
Library Entrance(s)

PROXIMITY:

Children's Library
Café
Public Rest Rooms

Occupancy

CHILDREN'S READER SEATS: 20 (IN AUDITORIUM)
CHILDREN'S TECHNOLOGY WORKSTATIONS: 10 LAPTOPS AVAILABLE

Collections

Security

See Auditorium

Flexibility

This service will be provided in the Auditorium, which is large enough to accommodate future expansion of the homework program.

Fenestration

See Auditorium

Finishes

See Auditorium

Access

See Auditorium

Acoustics

See Auditorium

HVAC

See Fiction.

Illumination

See Auditorium.

Telecommunications

See Auditorium.

Signage

See Auditorium

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Clock	1	0	0
Wall-mounted			
Computer, Public Portable	20	0	0
Portable CPU, w/ monitor, keyboard & mouse			
Mobile Laptop Storage Security Cart	1	0	0
31" w x 45" h x 18" d, 10 shelf, 20 outlet secure mobile lap top storage unit			
Printer, Laser (Color)	1	0	0

1 Multipurpose Room

720 Sq. Ft.

Functional Activity

This area will provide space for many different kinds of activities and programs including story hour presentations, puppet shows, audio-visual programs and arts and crafts activities. Generally, children will sit in a semi-circle with library staff making a presentation, or a projection screen or TV monitor will be the focus of their attention.

At other times, tables will be set up for children to participate in projects. Staff will work closely with children during activities and presentations; otherwise the space should be open for additional seating so that children may read unattended, but still be under the supervision of the library's staff and their parents. This is one of the venues for the after school programs identified by the community as very important. Counters with a sink provide space for the staff preparation of crafts and displays; cabinets above and below the counter will provide storage for craft supplies and equipment.

This room will also be used by the Literacy Center for its family literacy activities. A small play area will allow children to entertain themselves with educational toys while their parents are working with tutors or library staff.

Relationships

The Multipurpose Room will be used by both the Children's Library and Literacy Center. It should be close to the Older Children's Area, since many of the after school programs in the Multipurpose Room will target this age group. It should be close to the Literacy Center, and close to the Children's Workrooms so that staff can prepare programs and displays here. The Multipurpose Room Storage for chairs and tables should be adjacent and the Family Rest Rooms close by.

ADJACENT:

Multipurpose Room Storage

CLOSE:

Older Children's Area
Literacy Center

PROXIMITY:

Family Rest Rooms
Children's Workroom

Occupancy

CHILDREN'S MEETING ROOM SEATS: 24

PLAY AREA (FLOOR): 6

Collections

Security

Access to this area will be controlled by staff in Children's Services and Literacy Services.

Flexibility

This space will be entered from both the Children's or Literacy Area, either of which could expand into the space. To that end, flexibility is a goal, and options for the use of this space by both the Children's and Literacy Areas should be considered.

Fenestration

Natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

This space presents an opportunity for the architect and interior designer to provide a special atmosphere for children. Since it will be the focus of many group activities and will be used by many of the children in the community, it should create a positive, fun and lasting

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

CEILING:

Acoustical tile

WALLS:

Tackable acoustical panels for sound absorption and display

FLOOR:

Linoleum, carpet, or other resilient flooring with anti-static carpet tile in the play area

Access

See Auditorium.

Acoustics

This will be a noisy area and must be buffered from the rest of the Children's Library to the extent possible. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Temperature should be maintained between 68° and 72 °when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in program area.

Illumination

Light levels of 50 foot candles at table tops are preferred, but at least 30 to 40 foot candles must be maintained. Wall washers around the perimeter of the room can also be used to highlight artwork displayed on the walls. Non-glare producing lighting is necessary since this area may be occasionally used for computer purposes.

The program area lights may be controlled with regular toggle switches, but there should also be some lighting which is dimmable so that the lamps may be dimmed during programs which may require darkness.

Telecommunications

Provide one standard quad communications outlet co-located with associated power every four feet along one wall, 15" above the finished floor at a table location to support a phone or supplemental networked equipment. At a minimum, provide one duplex outlet on an additional wall.

Audio - Visual

Provide a motorized projection screen that can be used with portable audiovisual/data presentation equipment. The size of the screen should be appropriate for the size of the room. Provide also a Cable TV distribution outlet adjacent to a power outlet in an area that would allow comfortable viewing by children and families. The presentation equipment should have integrated speakers and sound system and the ability to switch between multiple inputs.

Signage

Required signage includes a well-lighted area identification sign which can be seen from the Children's Entrance, Children's Desk and the Literacy Center. This directional sign ("Multipurpose Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-

height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include fire and life safety lighted exit signs and maximum occupancy load signs, and may include restriction signs (e.g., "Emergency Exit Only").

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number in all wall, floor box, and ceiling locations, in convenient locations for portable audio-visual carts, and at a minimum of 4-foot intervals along one wall for use of computers. GFI required at sink area. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	15	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	12	0	0
Chair, Juvenile 16"w x 16"d x 16-18"h	24	0	0
Chair, Rocking 20"w x 31"d	1	20	20
Children's Craft Counter 6'w x 30"d - against wall	2	40	80
Children's Play Fixture Children's play and reading structure	1	100	100
Clock Wall-mounted	1	0	0
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Refrigerator Full-sized - 32"w x 36"d x 68"h w/ freezer	1	20	20
Sign, Announcement Free standing	1	0	0
Sink 36"w x 24"d - In counter	1	16	16
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0
Table, Children's Activity Kidney shaped 72"w x 48"d	6	80	480
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	4	4

1 Multipurpose Room Storage

188 Sq. Ft.

Functional Activity

This Storage Room will hold chairs and tables to be used in the Multipurpose Room. It should also house the AV rack for the sound system in the Multipurpose Room, miscellaneous supplies required for storytime and children's programs including the storytime collection, puppet theater, and portable AV cart.

Relationships

The Multipurpose Room Storage should be adjacent to the Multipurpose Room.

ADJACENT:

Multipurpose Room

Collections

Security

See General Storage

Flexibility

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

Fenestration

No windows required.

Finishes

See General Storage

Access

See General Storage

Acoustics

This area will be relatively quiet and does not require extensive buffering.

HVAC

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

Illumination

See General Storage

Telecommunications

See General Storage

Signage

See General Storage

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
AV/Technology Equipment Cart, Small 24"w x 18"d x 26"h	1	10	10
Chair, Meeting Room - Stacking 25"w x 21"d	40	0	0
Dolly, Chair 2'w x 3'd w/ 10 - 20 chairs stacked	2	12	24
Dolly, Table 3'w x 2'd w/ 4 tables per dolly	2	12	24

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Easel 25"w x 24"d x 60"h	1	15	15
Projector, Desktop A/V and computer, LCD	1	0	0
Puppet Theater 5'w x 7'd	1	40	40
Rack, AV Equipment 20"w x 26"d x 64"h - cabinet w/ doors & casters	1	10	10
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	5	10	50
Table, Folding 60"w x 30"d x 29"h	8	0	0

1 Older Children's Area

4,736 Sq. Ft.

Functional Activity

This area of the Children's Library houses the collections for older children (ages 7 - 12). The collections consist of fiction and non-fiction books, magazines, and media, in English and other languages. There is seating for older children to read and study. The library staff will assist by finding books on specific subjects or at appropriate reading levels. Since these children are old enough to begin searching for their own materials, they may locate the materials in the stacks by themselves.

A small seating area adjacent to the main collections will be for the "tweens" who are on the upper end of the age level of those using the Children's Library. A small browsing collection of anime and graphic novels will be housed here.

Relationships

The Older Children's Area should be close to the Children's Workroom, Children's Desk, the Copy/Print Center, Study Room and Multipurpose Room, all of which are used primarily by upper elementary school students. The Family Rest Rooms should be fairly close. The Older Children's Area should be away from the Primary Area to provide two distinct environments. This area should be visible from the Administrative Librarian's Office B.

The Homework Center in the Auditorium should be as close as possible to the Older Children's Area.

CLOSE:

Children's Workroom
Children's Desk
Copy/Print Center
Multipurpose Room

PROXIMITY:

Family Rest Rooms
Auditorium/Homework Center

AWAY:

Primary Area

SIGHT LINE:

Administrative Librarian's Office B

Occupancy

CHILDREN'S READER SEATS: 28

CHILDREN'S TECHNOLOGY WORKSTATIONS: 20

Collections

Volume Name	Total Holdings	Volumes on Shelf
Children's Current Magazines	18	18
Audio Book CD (CD ROM)	500	400
Audio Compact Disc (CD)	4,200	2,100
DVD	5,000	2,500
Video Cassette	800	480
Anime	1,200	600
Children's Ready Reference	200	200
Children's Reference	550	550
Graphic Novels	600	300
Holiday Books	2,500	2,250
Juvenile Fiction	15,000	10,500
Juvenile International Languages	2,000	1,500
Juvenile Non-Fiction	52,000	39,000

Juvenile Paperbacks	2,500	1,750
Juvenile Spanish Language	15,000	10,500
	Total	102,068
		72,648

Security

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

Flexibility

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

Fenestration

See Fiction

Finishes

This space should be designed to appeal to older children. The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended) or Wall covering;
Corner guards for columns and walls; Hanging track

FLOOR:

Anti-static carpet or carpet tile

Access

See Fiction.

Acoustics

This may be a noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

See Fiction

Illumination

Bookstacks must be lit adequately so patrons can find books and also so staff can shelve books without visual discomfort. Evenness of illumination across the stack face is more important than achieving a high lighting level at any single point. More specifically, the lighting level should be 6 foot-candles (ft-c) minimum measured on the stack face (that is, vertically) at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.

Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens.

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

Telecommunications

Provide one single data drop (jack) or wireless network access for every reader seat. Outlets can be wall-mounted at 6" above the work surface, wall-mounted at a minimum of 15" above finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). Associated power will be required consisting of one duplex power receptacle for

every data drop provided to support one computer and one monitor.

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

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Library Entrances.

Electrical

See Fiction

Furniture & Equipment and Shelving Units

Description of Shelving Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 400 Audio Book CD (CD ROM)	2	18	36
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top 200 Children's Ready Reference	3	10	30
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top 300 Graphic Novels	1	10	10
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top 600 Anime	2	10	20
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 2250 Holiday Books	8	20	160
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 10500 Juvenile Fiction	27	20	540
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 39000 Juvenile Non-Fiction	100	20	2,000
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 10500 Juvenile Spanish Language	18	20	360
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 1500 Juvenile International Languages	2	20	40
42" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top 550 Children's Reference	3	20	60
42" Aisle DF 45"H Magazine Display Shelving W/ 4 Shelves 3'W x 24"D unit w/ flip up sloping shelf & shelf underneath 18 Children's Current Magazines	2	20	40

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 audio CD's / box 2100 Audio Compact Disc (CD)	6	10	60
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 DVD / box 2500 DVD	7	10	70
Paperback SF 66" Shelving Unit W/ 5 Divider Shelves 3'W x 12"D unit 1750 Juvenile Paperbacks	10	10	100
Video Cassette SF 66" Shelving Unit W/ 5 Divider Shelves 3'W x 12"D unit - 28 video cassettes / shelf 480 Video Cassette	4	10	40
<u>Description of Furniture & Equipment Units</u>			
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	1	0	0
Chair, Juvenile 16"w x 16"d x 16-18"h	24	0	0
Chair, Juvenile Lounge 24"w x 24"d	4	25	100
Chair, Technology Workstation 21"w x 21"d	18	0	0
Computer, OPAC Flat screen end panel mounted	2	10	20
Computer, Public Desktop CPU, w/19" flat panel monitor, keyboard & mouse	18	0	0
Table, Juvenile 66"w x 36"d x 27"h (4 Person)	6	85	510
Technology Counter 41"w x 30"d (1 Person) sit-down - against wall w/ power & data management	18	30	540

1 Primary Area

1,798 Sq. Ft.

Functional Activity

This area of the Children's Library houses the print and media collections for young children. The collections consist primarily of picture books and easy readers. Young children will select reading materials with the assistance of their parents and library staff. Parents will frequently sit down and read books with or to their children. The library staff will assist young readers in this area by finding books on specific subjects or at appropriate reading levels.

A play area and a whimsical area for storytelling will be incorporated into this space. This may be floor cushions or a more structured theater. A magnetic "learning wall" will provide opportunities for young children to manipulate letters, shapes, numbers, and other figures, promoting early literacy.

Relationships

The Primary Area needs to be close to the entrance to the Children's Library and adjacent to the Children's Desk so that staff can supervise the area and assist the children. It should be adjacent to the Family Rest Rooms to avoid "accidents". It should be relatively close to the Children's Workroom staff and to the Multipurpose Room in which some programs will be presented. The whole Children's Library should be visible from the Library Entrance(s). There should be distinct areas within the Children's Library for younger and older children.

ADJACENT:

Family Rest Rooms

CLOSE:

Children's Desk

PROXIMITY:

Children's Workroom
Multipurpose Room
Children's Rest Room

AWAY:

Older Children's Area

SIGHT LINE:

Administrative Librarian's Office B
Library Entrance(s)

Occupancy

CHILDREN'S READER SEATS: 17

CHILDREN'S TECHNOLOGY WORKSTATIONS: 4

PLAY AREA SEATING (FLOOR): 6

STORYTELLING (CARPETS OR BENCHES): 50

Collections

Volume Name	Total Holdings	Volumes on Shelf
Media Kit (Audio Cassette W/ Book)	500	375
Children's Easy Readers	4,500	3,150
Children's Picture Books	22,000	14,300
New Books (Face Out)	72	36
Parent/Teacher Books	500	400
Total	27,572	18,261

Security

This area will be supervised by the staff at the Children's Desk. Sight lines from the Children's Desk should not be obstructed.

Flexibility

This area may need to be expanded in the future as the collection grows. To that end,

flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

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

Finishes

This space should be colorful and playful and should be designed around a theme that is appealing to young children. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, durable and easy to clean. One wall will have a magnetic surface to serve as a "learning wall."

Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended) or Wall covering;
Corner guards for columns and walls; Hanging track

FLOOR:

Anti-static carpet tile

Access

See Fiction

Acoustics

This may be a very noisy area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

See Fiction

Illumination

See Fiction

Telecommunications

See Fiction

Audio - Visual

Provide a Cable TV distribution outlet with power within the storytelling area, positioned for comfortable viewing of a monitor by the children seated for a program.

Signage

Required signage includes a major area directional and identification sign which can be seen from the entrance to the Children's Area. This directional sign ("Picture Books") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height.

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

Electrical

See Fiction

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Shelving Units</u>			
36" Aisle DF 45"H Steel Shelving W/6 Divider Shelves 3'W x 24"D unit w/end panels & canopy top 14300 Children's Picture Books	37	18	666
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 3150 Children's Easy Readers	6	18	108
42" Aisle DF 45"H Steel Shelving W/ 4 Shelves 3'W x 24"D unit w/end panels & canopy top 375 Media Kit (Audio Cassette W/ Book)	2	20	40
42" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 400 Parent/Teacher Books	2	20	40
44" Aisle SF 66"H Magazine Display Shelving W/4 Shelves 3'w x 12"D unit with flip up sloping shelf & storage underneath 36 New Books (Face Out)	3	12	36
<u>Description of Furniture & Equipment Units</u>			
Chair, Child's 14"w x 13"d x 10-16"h	8	0	0
Children's Soft Sculpted Furniture Overstuffed furniture or Big Cozy Books for parent child reading	4	40	160
Computer, AWE Early childhood learning stations	4	45	180
Cushion, Floor 16"w x 16"d	50	8	400
Play Area	1	30	30
Stool, Technology Workstation 22"w x 22"d	4	0	0
Table, Children's Play 27"w x 27"d x 21-26"h (4 Person)	2	55	110
Toy Bin 21"square x 11"h w/casters	1	20	20
Waste Basket 13"w x 15"d x 15"h	2	4	8

1. LEAP

3,153 Sq. Ft.

FUNCTIONAL ACTIVITY

LEAP serves as a gateway to the rest of the library's services for those with limited reading skills.

The primary function of the LEAP Division is to house the Literacy program's staff, collections, meeting and tutoring areas, and administration. Individuals who use the services of the literacy center will include those needing help with reading, writing or study skills or individuals for whom English is a second language. The LEAP Center, its design and location, should afford a great deal of privacy to those individuals who might not otherwise seek assistance.

Because the Literacy Center may be open when the rest of the library is closed, visitors and staff must have access to a restroom. If the main public restrooms are not located within the same security zone, it will be necessary to add a rest room to the Literacy space. If this is done, the specification for this Rest Room will be the same as the other Public Rest Rooms in the Main Library.

SPATIAL RELATIONSHIPS

This Division should be adjacent to Children's Library to share a Multipurpose Room and to facilitate the use of the Children's Collections by the many Family Literacy students. It should also be close to the Adult Languages Division, since many new readers speak a language other than English and would like to read in their native languages.

ADJACENT:

Children's Library

CLOSE:

Adult Languages

DIVISION SPACE SUMMARY	Sq. Ft.
1 LEAP Children's Play Room	315
1 LEAP Classroom A	850
1 LEAP Classroom B	304
1 LEAP Classroom C	304
1 LEAP Intake Tutoring Room	204
1 LEAP Office	150
1 LEAP Reception Area	242
1 LEAP Storage	118
1 LEAP Tutoring Room A	60
1 LEAP Tutoring Room B	60
1 LEAP Workroom	546
TOTAL:	3,153

1 LEAP Children's Play Room

315 Sq. Ft.

Functional Activity

The function of this room is to provide an area for children to read or play while parents are being tutored or are in classes.

Relationships

The LEAP Children's Play Room should be adjacent to the LEAP Reception Area. Staff there will monitor the children.

ADJACENT:

LEAP Reception Area

CLOSE:

LEAP Classrooms
LEAP Workroom

Occupancy

TECHNOLOGY STATIONS: 1

Collections

Security

The LEAP Children's Play Room will be supervised by LEAP staff in the Reception Area or at the staff workstations.

Fenestration

See Classroom A

Finishes

See Classroom A

Include 1/2 wall of glass for supervision.

Acoustics

See Classroom A

HVAC

See LEAP Classroom A

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Cabinets, Above Counter (Lockable) 1 linear foot x 24" d	8	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24" d	8	0	0
Chair, Child's 14"w x 13"d x 10-16"h	4	0	0
Chair, Technology Workstation 21"w x 21"d	2	0	0
Children's Soft Sculpted Furniture Overstuffed furniture or Big Cozy Books for parent child reading	2	40	80
Computer, AWE Early childhood learning stations	1	45	45

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Preparation Counter 4'w x 30"d - against wall	2	30	60
Shelving, SF 45"h Steel W/ 3 Shelves 3'w x 12"d unit	3	10	30
Table, Children's 42" diameter x 21-26"h (4 Person)	1	75	75
Toy Bin 42"w x 18"d x 18"h	1	25	25

1 LEAP Classroom A

850 Sq. Ft.

Functional Activity

The LEAP Classroom contains both a counter with desktop computers, and tables and chairs that can be arranged for instruction, group meeting, computer training or tutor training. Laptops will expand the capacity for computer training and a projection screen that can be used with a portable av/data projector will facilitate a variety of presentations. Classes may include life skills, GED preparation, ESL and group literacy.

Relationships

The Staff Workroom workstations are contiguous with the LEAP Classroom so that there are no barriers between staff and students. The Classroom is close to the LEAP Office, LEAP Tutoring Rooms, LEAP Intake Tutoring Room and has ready access to the Literacy Storage Room. The Languages & English Language Development Collections will be used by many non-English speakers, and should be close.

The Literacy Center will share the Multipurpose Room with the Children's Library, especially for activities related to the family literacy program; the Multipurpose Room will be close to the Classroom.

ADJACENT:

LEAP Workroom

CLOSE:

LEAP Tutoring Room A
LEAP Tutoring Room B
LEAP Classroom B
LEAP Classroom C
LEAP Office
LEAP Intake Tutoring Room
Multipurpose Room

PROXIMITY:

Languages and English Language Development
Literacy Storage

Occupancy

READER SEATS: 24

TECHNOLOGY WORKSTATIONS: 4 PLUS 4 LAPTOPS AVAILABLE

Collections

Security

The whole of the Literacy Center will be supervised by staff in classrooms or in the workroom. The entrance to Literacy Services requires a key or magnetic card reader to control access. It must be possible to lock off the Literacy Area for use when the rest of the library is closed.

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

See Fiction.

Finishes

See Fiction.

Access

See Fiction.

Acoustics

This room will generate a fair amount of noise because of the exchange between the

students and the instructor, amplified sound and voice, and noise generated from the equipment. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles.

HVAC

See Fiction

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any speaker or stage locations.

Telecommunications

In addition to wireless network access, provide one single data drop (jack) for every reader seat and/or technology workstation. Outlets can be wall-mounted at 6" above the work surface, wall-mounted at a minimum of 15" above finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Signage

Entrance from the Exterior:

Required signage includes major area identification signs over all entrance doors. These directional signs ("Literacy Center" or "LEAP") must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Within the Literacy Center:

Additional requirements include fire and life safety lighted exit signs, restriction signs (e.g., "No Cell Phones" or "No Food or Drink"), and occupancy load limitation signs.

Entrance from the main part of the library:

Required signage includes a major area directional and identification sign which can be seen from the Public Entrances. This directional sign (terminology to be determined) must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Literacy Center") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number at tables in the Classroom for use with laptops. In addition, provide at each of the technology workstations a minimum of one duplex receptacle to support a monitor and CPU and one additional duplex receptacle to support additional equipment including printers and scanners.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT SQ. FT.	UNIT EXTENDED SQ. FT.
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	4	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Cabinets, Below Counter (Lockable) 1 linear foot x 24" d	4	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	24	0	0
Chair, Technology Workstation 21"w x 21"d	8	0	0
Clock Wall-mounted	1	0	0
Computer, Public Desktop CPU, w/17" flat panel monitor, keyboard & mouse	4	0	0
Computer, Public Portable Portable CPU, w/ monitor, keyboard & mouse	4	0	0
Computer, Staff Portable Portable CPU, w/ monitor, keyboard & mouse	1	0	0
Instructor's Station, Systems Furniture 48"w x 30"d (1 Person) - sit-down w/ power & data management	1	50	50
Preparation Counter 4'w x 30"d - against wall	1	30	30
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0
Printer/Fax/Scanner/Copier	1	0	0
Projection Screen, Motorized Ceiling Front projection	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	12	10	120
Table, Meeting Room 60"w x 24"d x 29"h - folding	6	0	0
Table, Reader's 72"w x 48"d x 29"h (4 Person)	6	90	540
Technology Counter 71"w x 30"d (2 Person) sit-down - against wall w/ power & data management	2	55	110
White Board 3' x 6' - erasable marker board	1	0	0

1 LEAP Classroom B

304 Sq. Ft.

Relationships

LEAP Classroom B and LEAP Classroom C should be close to LEAP Classroom A, within sightlines of the Literacy staff workstations.

Collections

Security

See LEAP Classroom A.

Fenestration

See LEAP Classroom A

Finishes

See LEAP Classroom A

Access

See LEAP Classroom A

Acoustics

See LEAP Classroom A

HVAC

See LEAP Classroom A

Illumination

See LEAP Classroom A

Telecommunications

See LEAP Classroom A

Audio - Visual

See LEAP Classroom A

Signage

See LEAP Classroom A

Electrical

See LEAP Classroom A

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Chair, Meeting Room - Stacking 25"w x 21"d	12	0	0
Clock Wall-mounted	1	0	0
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0
Table, Meeting Room 60"w x 24"d x 29"h - folding	6	50	300
Waste Basket 13"w x 15"d x 15"h	1	4	4
White Board 3' x 6' - erasable marker board	1	0	0

1 LEAP Classroom C**304 Sq. Ft.****Relationships**

LEAP Classroom B and LEAP Classroom C should be close to LEAP Classroom A, within sightlines of the Literacy staff workstations.

Occupancy

READER SEATS: 12

Collections**Security**

See LEAP Classroom A.

Fenestration

See LEAP Classroom A

Finishes

See LEAP Classroom A

Access

See LEAP Classroom A

Acoustics

See LEAP Classroom A

HVAC

See LEAP Classroom A

Illumination

See LEAP Classroom A

Telecommunications

See LEAP Classroom A

Audio - Visual

See LEAP Classroom A

Signage

See LEAP Classroom A

Electrical

See LEAP Classroom A

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Chair, Meeting Room - Stacking 25"w x 21"d	12	0	0
Clock Wall-mounted	1	0	0
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0
Table, Meeting Room 60"w x 24"d x 29"h - folding	6	50	300
Waste Basket 13"w x 15"d x 15"h	1	4	4

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
White Board 3' x 4' – erasable marker board	2	0	0

1 LEAP Intake Tutoring Room

204 Sq. Ft.

Functional Activity

This space will serve as a place for interviewing and assessing prospective literacy students. It may also serve as a small group meeting room, mini-classroom or training room, a quiet study room, a literacy staff conference or project room, or a small multimedia viewing room.

Relationships

This room should be located adjacent to the LEAP Tutoring Rooms and LEAP Workroom and close to the LEAP Classrooms and Office.

ADJACENT:

LEAP Tutoring Rooms
LEAP Classroom A and workstations

CLOSE:

LEAP Office
LEAP Classroom B
LEAP Classroom C

Occupancy

READER SEATS: 4
TECHNOLOGY STATIONS: 1

Collections

Security

The Tutoring/Intake Room must be easily supervised by staff at the nearest staff workstation. Sight lines to the room, which should have a glass wall and glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by a key or magnetic card reader to control access.

Fenestration

Natural light and view windows are desirable. Any windows in the rooms must be able to be completely blacked out through the use of room darkening to insure high quality multimedia presentation. A 1/2 glass wall will facilitate supervision.

Finishes

See Reference Study Room.

Access

See Reference Study Room.

Acoustics

Due to the confidential and sensitive nature of conversations in this room, a high degree of sound isolation is required. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes; doors, window mullions and thickness of glass; wall thickness and air space; and ceiling system must be addressed.

HVAC

See Reference Study Room

Illumination

See Reference Study Room

Telecommunications

See Reference Study Room

Audio - Visual

The Tutoring/Intake Room will support the use of portable audiovisual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A Cable TV distribution outlet should be provided adjacent to the

power outlet. An unobstructed wall surface (smooth texture, white paint) should be provided for use with a computer projector.

Signage

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

Electrical

See Reference Study Room

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Chair, Reader's 21"w x 21"d	4	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0
Literacy Tutoring Counter 6'w x 30"d (2 Person) - against wall	1	40	40
Printer, Ink-Jet (B&W)	1	0	0
Table, Group Study 72"w x 36"d x 29"h (4 Person)	1	160	160
Waste Basket 13"w x 15"d x 15"h	1	4	4
White Board 3' x 6' – erasable marker board	1	0	0

1 LEAP Office**150 Sq. Ft.****Functional Activity**

This is the office for the LEAP Program Manager who manages the LEAP staff, plans the program and holds confidential conversations with both staff and LEAP clients.

Relationships

This space should be close to the LEAP Workroom, LEAP Classrooms, and the LEAP Tutoring Rooms and LEAP Intake Tutoring Room. The public should be able to access the LEAP Office easily.

CLOSE:

LEAP Classrooms
LEAP Workroom

PROXIMITY:

LEAP Intake Tutoring Room

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Collections**Security**

This is a staff office which requires a key or magnetic card reader to control access.

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

Interior windows, which allow supervision of the Literacy Center, are required. Interior windows require shades, etched glass, or roller blinds so the public can not see into this room in order to protect the confidential nature of many interviews. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control device if needed. Staff areas may have operable windows.

Finishes

See Accounting Office

Access

See Accounting Office

Acoustics

See Accounting Office

HVAC

See Accounting Office

Illumination

See Accounting Office

Telecommunications

See Accounting Office

Signage

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

Electrical

See Accounting Office

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Chair, Department Head's Mid-back high quality with casters	1	0	0
Chair, Visitor's	2	15	30
Clock Wall-mounted	1	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0
Credenza 60"w x 24"d x 30"h	1	25	25
Desk, Department Head's 66"w x 36"d	1	55	55
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20
Printer, Laser (B&W)	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	2	10	20
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	0	0

1 LEAP Reception Area**242 Sq. Ft.****Relationships**

The LEAP Reception Area must be near the entrance to the Center and adjacent to LEAP Classroom A which includes the staff workstations, computer stations, and tutoring areas. The Reception Area should be close to the LEAP Office. It should be adjacent to the Childcare Room.

Adjacent:

LEAP Children's Play Room
Entrance to Literacy Center
LEAP Classroom A

Occupancy

Staff Workstations: 2

Collections**Security****Furniture & Equipment and Shelving Units**

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Bulletin Board	1	0	0
Chair, Lounge 36"w x 36"d	2	35	70
Chair, Task Low back mid-quality with casters 25"w x 25"d	2	0	0
Chair, Visitor's	2	15	30
Table, End 30"w x 30"d x 20"h	1	12	12
Workstation, Reception Desk 5'w x 30'd w/ 7' behind desk & 3.5' in front	2	65	130

1 LEAP Storage**118 Sq. Ft.****Functional Activity**

This room provides storage for bulk supplies, a stock of workbooks and other consumable resources, family literacy incentives and other literacy-specific supplies.

Relationships

The LEAP Storage Room should be close to LEAP Classroom A and the LEAP Workroom.

CLOSE:

Literacy Workroom

PROXIMITY:

LEAP Classroom A

Collections**Security**

This is a staff office which requires a key or magnetic card reader to control access.

Flexibility

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

Fenestration

No windows required.

Finishes

See General Storage

Access

See General Storage

Acoustics

See General Storage

HVAC

See General Storage

Illumination

See General Storage

Telecommunications

See General Storage

Signage

See General Storage

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Box, Cardboard In transition or storage	10	4	40
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	6	10	60
Storage Cabinet 36"w x 18"d x 65"h	1	18	18

1 LEAP Tutoring Room A

60 Sq. Ft.

Functional Activity

This room designed for one on one tutoring may also be used for assessment.

Relationships

The LEAP Tutoring Room A should be close to the LEAP staff workroom and to LEAP Tutoring Room B.

Occupancy

READER SEATS: 2

Collections

Security

LEAP Tutoring Room A will be supervised by staff in the LEAP workroom.

Fenestration

See Reference Study Room.

Finishes

See Reference Study Room.

Access

See Reference Study Room.

Acoustics

See Reference Study Room.

HVAC

See Reference Study Room.

Illumination

See Reference Study Room.

Telecommunications

See Reference Study Room.

Audio - Visual

See Reference Study Room.

Signage

See Reference Study Room.

Electrical

See Reference Study Room.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Chair, Reader's 21"w x 21"d	2	0	0
Literacy Tutoring Counter 8'w x 30"d (2 Person)- against wall	1	56	56
Waste Basket 13"w x 15"d x 15"h	1	4	4

1 LEAP Tutoring Room B

60 Sq. Ft.

Functional Activity

This room designed for one on one tutoring may also be used for assessment.

Relationships

The LEAP Tutoring Room B should be close to the LEAP staff workroom and to LEAP Tutoring Room B.

Occupancy

READER SEATS: 2

Collections

Security

LEAP Tutoring Room A will be supervised by staff in the LEAP workroom.

Fenestration

See Reference Study Room.

Finishes

See Reference Study Room.

Access

See Reference Study Room.

Acoustics

See Reference Study Room.

HVAC

See Reference Study Room.

Illumination

See Reference Study Room.

Telecommunications

See Reference Study Room.

Audio - Visual

See Reference Study Room.

Signage

See Reference Study Room.

Electrical

See Reference Study Room.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Chair, Reader's 21"w x 21"d	2	0	0
Literacy Tutoring Counter 8'w x 30"d (2 Person)- against wall	1	56	56
Waste Basket 13"w x 15"d x 15"h	1	4	4

1 LEAP Workroom

546 Sq. Ft.

Functional Activity

This space provides workstations for LEAP staff.

Relationships

The LEAP Workroom for literacy staff is not an isolated room, but rather an extension of the LEAP Classrooms, providing easy access to literacy staff members. The Workroom should be adjacent to the LEAP Intake/Tutoring Room and close to the LEAP Tutoring Rooms, LEAP Office and Literacy Storage Room.

ADJACENT:

LEAP Classroom A
LEAP Intake Tutoring Room

CLOSE:

LEAP Tutoring Rooms
LEAP Office
Literacy Storage Room

Occupancy

STAFF WORKROOM WORKSTATIONS: 6

Collections

Security

The LEAP Workroom is an integral part of the Literacy Center and is readily accessible to students. Access to the entire Literacy Area is controlled by key or magnetic card reader to control access.

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

See Classroom

Finishes

See Classroom

Access

See Classroom

Acoustics

This area must have adequate sound control through the use of acoustic ceilings and floors, and wall treatment.

HVAC

Contiguous with the Classroom.

Illumination

See Classroom

Telecommunications

See Classroom

Signage

See Classroom

Electrical

See Classroom

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Cabinets, Above Counter 1 linear foot x 24"d	8	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24" d	8	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	6	0	0
Chair, Visitor's	6	15	90
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	6	0	0
Copier, Color Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
FAX Machine, Desktop 30"w x 17"d x 21"h	1	0	0
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	2	14	28
Printer, Scanner, Copier, & FAX All-in-one Desktop combination Unit	6	0	0
Supply Cabinet 36"w x 30"d	1	18	18
Telephone Handset	6	0	0
Workstation, Literacy Counter 8'w x 30"d - against wall	1	60	60
Workstation, Literacy Office System 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	6	50	300

1. Outreach Services**608 Sq. Ft.****FUNCTIONAL ACTIVITY**

The function of the Outreach Division is to provide library services to manage service at branch libraries and to residents remote from the libraries or unable to visit the library for other reasons. This includes the Bookmobile services and projected programs to the homebound and to other community service agencies.

SPATIAL RELATIONSHIPS

Outreach Services has no particular adjacency requirements, although it may share collections with the Children's Library. It should be close to the Staff/Delivery Entrance or have its own entrance, to facilitate the loading and unloading of the bookmobile.

CLOSE:

Children's Library
General Services (Staff/Delivery Entrance)

DIVISION SPACE SUMMARY**Sq. Ft.**

1 Administrative Librarian's Office C	150
1 Outreach Services Workroom	458
TOTAL:	608

1 Administrative Librarian's Office C

150 Sq. Ft.

Functional Activity

This is the individual office for the manager of bookmobile, branch, and other outreach services.

Relationships

ADJACENT:
Outreach Service Workroom

Occupancy

Staff Workstation: 1

Collections

Security

Fenestration

See Administrative Librarian's Office A

Finishes

See Administrative Librarian's Office A

Access

See Administrative Librarian's Office A

Acoustics

See Administrative Librarian's Office A

HVAC

See Administrative Librarian's Office A

Illumination

See Administrative Librarian's Office A

Telecommunications

See Administrative Librarian's Office A

Signage

See Administrative Librarian's Office A

Electrical

See Administrative Librarian's Office A

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Chair, Professional's Low back high quality with casters	1	0	0
Chair, Visitor's	2	15	30
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0
Credenza 60"w x 24"d x 30"h	1	25	25
Desk, Professional 66"w x 30"d	1	55	55
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20
Printer/Fax/Scanner/Copier	1	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Shelving, SF 90" h Steel W/ 7 Shelves 3'w x 12"d unit	2	10	20
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	0	0

1 Outreach Services Workroom

458 Sq. Ft.

Functional Activity

The Outreach Services Workroom will house both bookmobile and other Outreach Services staff. Staff will prepare materials for the bookmobile, for delivery to the homebound, or to take to other community gathering places.

Relationships

The Outreach Services Workroom must either have its own door to the garage where the Bookmobile and van are housed or be close to the Staff/Delivery Entrance and exterior loading area if the Bookmobile is parked away from the library so that the bookmobile may be loaded and unloaded easily each day.

CLOSE:

Staff/Delivery Entrance (unless there is an entry to the Bookmobile Garage from the Workroom)

Occupancy

STAFF WORKROOM WORKSTATIONS: 4

Collections

Security

This is a staff workroom which requires a key or magnetic card reader to control access. There may be a staff entrance to this workroom, either from a temporary parking area (for the bookmobile) or from a garage housing the bookmobile. This too will have controlled access. It is also possible that this workroom may be combined with another workroom on the first floor, in which case no additional security is needed.

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

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

Finishes

See Reference Workroom

Access

See Reference Workroom

Acoustics

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

HVAC

See Reference Workroom

Illumination

See Reference Workroom

Telecommunications

See Reference Workroom

Signage

See Reference Workroom

Electrical

See Reference Workroom

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Book Truck 36"w x 24"d	2	10	20
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	20	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24" d	8	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	5	0	0
Clock Wall-mounted	1	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	5	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20
Printer/Fax/Scanner/Copier	5	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	10	10	100
Storage Cabinet 36"w x 18"d x 78"h	1	18	18
Telephone Handset	5	0	0
Workstation, Clerical Counter 8'w x 30"d - against wall	5	60	300

1. Technical Services & Technology

1,338 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Technical Services and Technology Division is to provide work space and offices for the technical and computer services personnel necessary to implement the library's service program. This Division is where the library books and materials are purchased and processed before going to the public bookstacks. There will also be a Main Telecommunications Room here that will be the central control point for all of the library's data distribution.

SPATIAL RELATIONSHIPS

The Technical Services & Technology Division should be located in a back-of-house area near the Staff/Delivery Entrance and close to elevators in order to transport materials to the second floor. It should be close to the Delivery/Technical Services Storage Room.

There are two distinct work areas in this Division. The first is technical services for the library that includes acquisitions, cataloging, processing, mending and storage of books and materials; the second is the technology space for computer technicians and the Main Telecommunications Room.

CLOSE:

General Building Services (Staff/Delivery Entrance; Delivery/Technical Service Storage)
Elevator

DIVISION SPACE SUMMARY

Sq. Ft.

1 Administrative Librarian's Office A	150
1 Main Telecommunications Room	138
1 Technical Services & Technology Workroom	1,050
2 Telecommunications Closet	N/A
TOTAL:	1,338

1 Administrative Librarian's Office A

150 Sq. Ft.

Functional Activity

This is the office for the Administrative Librarian in Charge of Access Services: Adult Services, Technology/Technical Services, Acquisitions and Cataloging. This office will provide a confidential space where staff evaluations can be performed and where the staff can discuss confidential issues.

Relationships

This office must be adjacent to the Technical Services & Technology Workroom. It has no other adjacency requirements.

ADJACENT:

Technical Services & Technology Workroom

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Collections

Security

This is a staff office which requires a key or magnetic card reader to control access.

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

Interior windows, which allow supervision of the Technical Services Workroom, are required. Interior windows require shades, etched glass, or roller blinds so the public can not see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control device if needed. Staff areas may have operable windows.

Finishes

See Accounting Office.

Access

See Accounting Office.

Acoustics

See Accounting Office.

HVAC

See Accounting Office.

Illumination

See Accounting Office.

Telecommunications

See Accounting Office.

Signage

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

Electrical

See Accounting Office

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Bulletin Board	1	0	0
Chair, Department Head's Mid-back high quality with casters	1	0	0
Chair, Visitor's	2	15	30
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0
Credenza 60"w x 24"d x 30"h	1	25	25
Desk, Department Head's 66"w x 36"d	1	55	55
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20
Printer, Scanner, Copier, & FAX All-in-one Desktop combination Unit	1	0	0
Shelving, SF 90" h Steel W/ 7 Shelves 3'w x 12"d unit	2	10	20
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	0	0

1 Main Telecommunications Room

138 Sq. Ft.

Functional Activity

This room is where all network, system and telecommunications equipment is housed to support the library's electronic capabilities. This room is the point of entry to the building for data, telephone and security system lines. It will also include a workstation with a phone for use by staff in conversation with the City's Information Technology staff or the automation vendor.

Relationships

This space must be located in a secure non-public area. It should stack vertically with the Telecommunications Closets in this multi-story facility. It should be close to the Technical Services & Technology Workroom, whose staff will work in this room. The distance from this room to any terminal locations should not exceed 275 feet.

CLOSE: Technical Services & Technology Workroom

Occupancy

STAFF WORKSTATION: 1

Collections

Security

This is a high security area. Only authorized staff will have access to this room. It requires a key or magnetic card reader to control access, supplemented by a security alarm. A dry standpipe fire suppression system is required to protect the equipment from water damage in the case of fire.

Flexibility

It is not anticipated that this room would change purposes or require expansion, despite the anticipated changes in technology.

Fenestration

No windows required.

Finishes

This is not a public area and will be minimally finished since it primarily a room for equipment.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended)

FLOOR:

Vinyl tile, sheet vinyl or linoleum

Access

See General Storage

Acoustics

Given the use of noisy printers and computers, moderate to high acoustical dampening strategies should be employed here. Adequate sound isolation must be provided through the use of acoustical ceilings, floors and wall treatment. The primary strategy for noise control will be to locate this space away from areas requiring quiet.

HVAC

This room requires a separate zone with an individual thermostat. Temperature should be constant at 70 to 72 degrees when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of heat produced by equipment. This room should have its own air conditioning unit to insure a constant temperature.

Illumination

Light levels should be 30 to 40 foot candles with 50 foot candles preferred over work surfaces. Because of the large number of computer screens in this room, and the long periods of use, the lighting should be dimmable. Consider motion detectors or occupancy sensors for energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with power at the staff workstation. This outlet should be mounted either 6" above the work surface or 15" above the finished floor.

Provide one wall-mounted telephone connection adjacent to the equipment racks and the staff workstation, and one quad communications outlet (four data) co-located with power on each of the walls for hardware such as printers and servers.

Signage

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

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0
Printer, Laser (B&W)	1	0	0
Rack, Computer / Communications Equipment 36"w x 24"d x 60"h	2	30	60
Router/Switch Rack-mounted - 8"w x 20"d x 24"h	1	0	0
Server, Desktop / Rack Mount 8"w x 20"d x 24"h	4	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	2	10	20
Storage Cabinet 36"w x 18"d x 65"h	1	18	18
Telephone Handset	1	0	0
Uninterruptible Power Supply (UPS), Single Device Desktop or Rack-mounted	2	0	0
Workstation, Computer Technician's Counter 5'w x 30"d - against wall	1	40	40

1 Technical Services & Technology Workroom

1,050 Sq. Ft.

Functional Activity

The primary functions of this workroom include acquisitions, cataloging, processing, mending and temporary storage of new library books and materials. Staff will be working with books and other materials as well as computers to input information into the library's databases. Technical support staff will have workstations in this workroom, although many of their tasks will take them to clusters of computers or to the Main Communications Room. Staff associated with the circulation of materials will be in the Circulation and Materials Handling Workroom.

Relationships

The Administrative Librarian's Office A should be adjacent to the Technical Services & Technology Workroom and close to the Staff/Delivery Entrance. Staff in the Workroom will work in the Main Telecommunications Room, which should be close by. The Delivery/Technical Services Storage/Supply Room for temporary storage should be close to the Workroom. The Elevator should be close to the Workroom, so that new materials may be transported easily from Technical Services to the second floor.

ADJACENT:

Administrative Librarian's Office A

CLOSE:

Main Telecommunications Room
Staff/Delivery Entrance
Delivery/Technical Service Storage

PROXIMITY:

Elevator

Occupancy

STAFF WORKROOM WORKSTATIONS: 12

Collections

Security

This is a staff workroom which requires a key or magnetic card reader to control access.

Flexibility

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

Fenestration

See Reference Workroom

Finishes

See Reference Workroom

Access

See Reference Workroom

Acoustics

See Reference Workroom

HVAC

See Reference Workroom

Illumination

See Reference Workroom

Telecommunications

See Reference Workroom

Signage

See Reference Workroom

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number at a minimum of 4-foot intervals along work counters. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, printer, or other desktop electronic equipment. Minimum service for the workroom is based on one dedicated 20-amp circuit per two to four electronic workstations. Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at no less than 15" above finished floor.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Book Truck 36"w x 24"d	8	10	80
Cabinets, Above Counter 1 linear foot x 24"d	80	0	0
Cabinets, Below Counter 1 linear foot x 24"d	40	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	12	0	0
Clock Wall-mounted	1	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	12	0	0
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20
Printer, Scanner, Copier, & FAX All-in-one Desktop combination Unit	12	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	12	10	120
Telephone Handset	12	0	0
Waste Basket 13"w x 15"d x 15"h	12	0	0
Workstation, Clerical Counter 8'w x 30"d - against wall	13	60	780

2 Telecommunications Closet

0 Sq. Ft.

Functional Activity

This space must be located in a secure non-public area. It should stack vertically with other telecommunications closets and the Main Telecommunications Room. The distance from this room to terminal locations must not exceed 275 feet.

Relationships

This second floor space should be stacked above the Main Telecommunications Room on the first floor.

Collections

Security

This is a high security area. Only authorized staff will have access to the room. This room requires a key or magnetic card reader to control access, supplemented by a security alarm. A dry standpipe fire suppression system is required to protect the equipment from water damage in the event of fire.

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not anticipated that this space will be expanded.

Fenestration

No windows required.

Finishes

See General Storage.

Access

See General Storage.

Acoustics

Adequate sound isolation must be provided through the use of acoustical ceilings, floors and wall treatment. The primary strategy for noise control will be to locate this space away from areas requiring quiet.

HVAC

This room requires a separate zone with an individual thermostat. Temperature should be constant at 70 to 72 degrees when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of heat produced by equipment. This room should have its own air conditioning unit to insure a constant temperature.

Illumination

See General Storage.

Telecommunications

A fiber optic vertical riser connects this room to the Main Telecommunications Room.

Signage

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

1. Teen Services

2,053 Sq. Ft.

FUNCTIONAL ACTIVITY

The function of this division is to provide services to teens (primarily ages 12 to 16) by giving them a space in the library that they can call their own, with collections and special study areas. Because of the "in-between" age, young adults often fall through the cracks with respect to library service. They are too old for the Children's Library, but frequently not mature enough to utilize the services and collections of the main adult library. In this space, the needs of young adults can be met with special collections, limited privacy, and the ability for young adults to exchange ideas conversationally without disturbing other patrons or staff.

SPATIAL RELATIONSHIPS

The Teen Services Division should be very close to the Media Room of the Adult Popular Library since young adults will be heavy users of this collection. It should be relatively close to one of the Library Entrances. The Teen Division should also be relatively close to the Circulation Services Division so that staff can supervise the young people. It should not be located too near the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

ADJACENT:

Popular Library (Media Room)

PROXIMITY:

Circulation Services
Library Entrance

AWAY:

Children's Library
Adult Popular Library (Community Living Room)

DIVISION SPACE SUMMARY	Sq. Ft.
1 Teen Area	1,898
1 Teen Study Room	155
TOTAL:	2,053

1 Teen Area

1,898 Sq. Ft.

Functional Activity

Teens will congregate in this space to find books and magazines, and to read, study and talk with their friends. There will be a good deal of interaction, and the tables and chairs should be arranged to permit some socializing, (i.e., lounge seats should face one another, carrels should be sized to allow two teens to sit together, etc.) This area should be somewhat out of the way to keep the noise level from disturbing other library patrons, however the space must be easily supervised by staff at the nearest service desk.

The collection will be recreational; teens will use the adult and children's collections for their research and homework assignments.

Relationships

The Teen Area should be adjacent to both the Teen Study Room and the Media Room of the Popular Library. Young adults will be some of the heaviest users of the AV materials and will be going back and forth between these two areas. This area should also be visible from the Customer Service Desk and/or Greeter/Information Desk so that staff may supervise the young adults. Additional supervision may be provided from a Mobile Reference Desk in this area during after school hours.

The Teen Area should be away from the Children's Library. It should also be somewhat away from the Community Living Room so that teens do not monopolize the space created for community gathering.

ADJACENT:

Teen Study Room

CLOSE:

Media Room

AWAY:

Children's Library
Community Living Room

SIGHT LINE:

Customer Service Desk and/or Greeter/Information Desk

Occupancy

READER SEATS: 26

TECHNOLOGY WORKSTATIONS: 12

PUBLIC SERVICE DESK WORKSTATION: 1 MOBILE REFERENCE STATION

Collections

Volume Name	Total Holdings	Volumes on Shelf
Teen Magazines	18	18
Audio Compact Disc (CD)	2,000	1,200
New Books	200	100
Teen Fiction	3,500	2,450
Teen Non-Fiction	4,750	3,563
Teen Paperbacks	2,000	1,400
Total	12,468	8,731

Security

Staff at the Customer Service and/or Greeter/Information Desk will supervise this area. During the busiest times, a librarian will be stationed at the Teen Mobile Reference Desk to provide additional supervision. If this space is located within a room for sound attenuation, a window wall should provide unobstructed views of the occupants in the room from the Customer Service and/or Greeter/Information Desks.

Flexibility

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

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

See Fiction

Access

See Fiction

Acoustics

See Fiction

HVAC

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

Illumination

See Fiction

Telecommunications

See Fiction

Audio - Visual

See Fiction

Signage

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

Signage requirements may include directional signs for major collection categories, such as "Graphic Novels," "Classics," and "Magazines." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, and restriction signs, (e.g., "Emergency Exit Only – Alarm will Sound", "No Cell Phones").

Electrical

See Fiction

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	SQ. FT.	SQ. FT.
<u>Description of Shelving Units</u>			
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	7	20	140
3'W x 24"D unit w/end panels & canopy top			
2450 Teen Fiction			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 3563 Teen Non-Fiction	12	20	240
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 1400 Teen Paperbacks	4	20	80
44" Aisle SF 66"H Magazine Display Shelving W/4 Shelves 3'w x 12"D unit with flip up sloping shelf & storage underneath 100 New Books	5	12	60
44" Aisle SF 66"H Magazine Display Shelving W/4 Shelves 3'w x 12"D unit with flip up sloping shelf & storage underneath 18 Teen Magazines	2	12	24
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 audio CD's / box 1200 Audio Compact Disc (CD)	4	10	40
<u>Description of Furniture & Equipment Units</u>			
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	1	0	0
Chair, Lounge 36"w x 36"d	4	35	140
Chair, Reader's 21"w x 21"d	12	0	0
Chair, Technology Workstation 21"w x 21"d	18	0	0
Computer, Public Desktop CPU, w/17" flat panel monitor, keyboard & mouse	12	0	0
Mobile Reference Desk	1	50	50
Step Seating For 6	1	80	80
Stool, Technology Workstation 22"w x 22"d	5	0	0
Study Counter (high) 8'w x 30"d x 36"h	1	120	120
Table, Drum 24"diameter x 15" - 24"h	2	12	24
Table, Reader's 72"w x 48"d x 29"h (4 Person)	3	100	300
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	6	40	240
Technology Carrel 71"w x 30"d (2 Person) sit-down w/ power & data management	6	60	360
Waste Basket 13"w x 15"d x 15"h	2	0	0

1 Teen Study Room

155 Sq. Ft.

Functional Activity

This space will serve as a quiet study room. It may also serve as a small group meeting room, a literacy tutoring space, a staff conference or project room, a small multimedia viewing room, or a workroom for library patrons to work on collaborative projects.

Relationships

This room should be located in a prominent area and close to the Teen Area. It must be visible from the Customer Service and/or Greeter/Information Desk for supervision.

ADJACENT:

Teen Area

SIGHT LINE:

Customer Service Desk and/or Greeter/Information Desk

Occupancy

GROUP STUDY SEATS: 6

Collections

Security

The Teen Study Room must be easily supervised by staff at the Customer Service Desk, Greeter/Information Station, or Teen Mobile Desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by a key or magnetic card reader to control access.

Flexibility

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

Fenestration

See Reference Study Room.

Finishes

See Reference Study Room.

Access

See Reference Study Room.

Acoustics

See Reference Study Room.

HVAC

See Reference Study Room

Illumination

See Reference Study Room

Telecommunications

See Reference Study Room

Audio - Visual

See Reference Study Room

Signage

See Reference Study Room

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Chair, Group Study At table or counter - 21"w x 21"d	6	0	0
Table, Group Study 60" Diameter x 29"h (4 to 6 Person)	1	155	155

2. Adult Non-Fiction

7,364 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Non-Fiction Collection Division is to house the library's Non-Fiction Collection which is central to the library's role as a reference and resource library for the community as well as supporting life-long learning. Library patrons usually need more assistance finding books in the Non-Fiction Collection than they do in the Fiction Collection, so professional staff must be close at hand.

SPATIAL RELATIONSHIPS

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services Division. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Reference Services Division before heading for the Non-Fiction Collection.

One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

CLOSE:

Reference Services

DIVISION SPACE SUMMARY	Sq. Ft.
2 Jobs & Careers	160
2 Non-Fiction	6,400
2 Quiet Reading Area	804
TOTAL:	7,364

2 Jobs & Careers

160 Sq. Ft.

Functional Activity

The Jobs & Careers Area is part of the Non-Fiction collections and includes resources for those looking for employment, teens and adults researching career options, and those wanting to start or build their own businesses. Both reference and circulating materials will be located here, along with computers with specialized business software and word processing for resume writing.

Relationships

The Jobs & Careers Area should be in an alcove or somewhat defined space close to the Reference Desk staff who will provide assistance to adults and teens. It should be close to the Non-Fiction Collection that may provide additional information relating to job skills, tests, etc.

CLOSE:

Reference Desk

PROXIMITY:

Non-Fiction

Occupancy

READERS SEATS: 4

TECHNOLOGY WORKSTATIONS: 2

Collections

Security

The Jobs and Careers Area will be supervised by the staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desks. Any areas not easily observed by desk staff may require monitoring by a security camera.

Flexibility

See Fiction.

Fenestration

See Fiction.

Finishes

See Fiction

Access

See Fiction

Acoustics

See Fiction

HVAC

See Fiction

Illumination

See Fiction

Telecommunications

See Fiction

Signage

Required signage includes an area directional and identification sign ("Jobs and Careers" or Job Information Center") which can be seen from the Elevator and Stairway at the second floor.

Electrical

See Fiction

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Chair, Reader's 21"w x 21"d	4	0	0
Chair, Technology Workstation 21"w x 21"d	2	0	0
Computer, Public Desktop CPU, w/17" flat panel monitor, keyboard & mouse	2	0	0
Printer, Laser (B&W)	1	0	0
Table, Reader's 60"w x 36"d x 29"h (4 Person)	1	80	80
Technology Station, Systems Furniture 41"w x 30"d (1 Person) sit-down w/ power & data management	2	40	80

2 Non-Fiction

6,400 Sq. Ft.

Functional Activity

After locating books in the non-fiction bookstacks, library patrons may sit down at tables to study the books. To permit a high degree of concentration, it is best if the seating areas are removed from paths of travel to provide quiet space. Seating should be dispersed throughout the Non-Fiction Collection, not concentrated in one large reading room.

Relationships

The Non-Fiction Area should be close to the Reference Desk. Patrons may use the Non-Fiction Collections independently or request assistance from reference librarians. Computer stations in this area provide access to electronic databases, Internet and business applications. The area should be easily accessible and in the proximity of the Copy/Print Center, and close to the special Non-fiction collections - Local History, Jobs & Careers, and Documents. The Non-Fiction seating, generally removed from the major paths of traffic, can be close to the Quiet Reading Area.

The computers in either this space or the Reference Area should be close to the Computer Lab, so that the Lab's computers can be used for public access during busy times.

CLOSE:

Reference Desk

PROXIMITY:

Copy/Print Center (Reference Services)

Reference Collection & Seating

Quiet Reading Area

Local History Room

Computer Lab

Jobs & Careers

Occupancy

READER SEATS: 16

TECHNOLOGY WORKSTATIONS: 12

Collections

Volume Name	Total Holdings	Volumes on Shelf
Automotive Repair Manuals	700	630
Careers	3,500	2,975
Non-Fiction	90,000	76,500
Total	94,200	80,105

Security

The Non-Fiction Collection will be supervised by staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Flexibility

This area may need to expand or contract in the future as collection needs change. Flexibility should be a goal and a potential area for expansion should be identified.

Fenestration

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

Finishes

See Fiction

Access

See Fiction

Acoustics

See Fiction

HVAC

See Fiction

Illumination

See Fiction

Telecommunications

See Fiction

Signage

Required signage includes a directional and identification sign which can be seen from service desks and all major paths of travel. This directional sign ("Non-Fiction Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Signage requirements may include directional signs for collection categories. A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, or restriction signs, (e.g., "Emergency Exit Only – Alarm will Sound", "No Cell Phones").

Electrical

See Fiction

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Shelving Units</u>			
42" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top 630 Automotive Repair Manuals	4	20	80
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels 2975 Careers	9	20	180
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels 76500 Non-Fiction	266	20	5,320
<u>Description of Furniture & Equipment Units</u>			
Chair, Reader's 21"w x 21"d	16	0	0
Chair, Technology Workstation 21"w x 21"d	10	0	0
Computer, OPAC Flat screen end panel mounted	2	10	20
Computer, Public Desktop CPU, w/17" flat panel monitor, keyboard & mouse	10	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Stool, Kick-Step	5	0	0
Table, Reader's 72"w x 48"d x 29"h (4 Person)	4	100	400
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	10	40	400

2 Quiet Reading Area

804 Sq. Ft.

Functional Activity

Patrons desiring a quiet environment for reading or study will use the tables, study carrels and lounge chairs in this area. Quiet reading space for adults was a request of many adults in the community who participated in the Community Library Needs Assessment.

Relationships

This is the most quiet seating space in the library and must be removed from the main paths of traffic, and the noise associated with the Computer Lab, Copy/Print Center, and Teen Area. It may be close to the other quiet seating - Adult Periodicals and Adult Non-Fiction. There should be a clear sight line from the Reference Desk to the Quiet Reading Area.

CLOSE:

Adult Periodicals

PROXIMITY:

Non-Fiction

AWAY:

Copy/Print Center

Teen Area

Computer Lab

SIGHT LINE:

Reference Desk

Occupancy

READER SEATS: 28

Collections

Security

This area for quiet reading will be supervised by the staff at the Reference Desk. Adjacent bookstack and seating areas should be laid out to optimize visual supervision, although it may not be possible to have all areas visible to staff at the desks. Any areas not easily observed by desk staff may require monitoring by a security camera.

Flexibility

This seating area may be used for a different purpose in the future; flexibility should be a goal.

Fenestration

See Fiction

Finishes

See Fiction

Access

See Fiction

Acoustics

This should be one of the quietest areas of the library, since many people will be here to do serious research and study. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought.

HVAC

See Fiction

Illumination

See Fiction

Telecommunications

See Fiction

Signage

Required signage includes a major area directional and identification sign ("Quiet Reading Area") that can be seen from the second floor Elevator and Stairway.

Electrical

See Fiction

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Carrel, Reader's Wood 48"w x 30"d (1 Person) w/ power & data management & task light	8	40	320
Chair, Lounge 36"w x 36"d	4	35	140
Chair, Reader's 21"w x 21"d	24	0	0
Table, End 30"w x 30"d x 20"h	2	12	24
Table, Reader's 48" diameter x 29"h (4 Person)	4	80	320

2. Adult Periodicals

535 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of this Division is to provide public access to magazines and newspapers and to provide a quiet environment for their use. The library's current magazines and newspapers will be housed on hinged slanted display shelving with back issues stored on a flat shelf underneath. The most popular titles for browsing will be in the Adult Popular Library Area.

SPATIAL RELATIONSHIPS

Since the use of the Periodicals Collection is primarily for browsing by adults, it should be in a relatively quiet part of the library. It can be located anywhere in the adult library as long as the public can find it easily.

AWAY:

Children's Library
Adult Popular Library

DIVISION SPACE SUMMARY		Sq. Ft.
2 Periodicals Area		535
	TOTAL:	535

2 Periodicals Area

535 Sq. Ft.

Functional Activity

Library patrons will browse and read current magazines and newspapers in this space, which should be comfortable and inviting for relatively long stays. Current magazines and newspapers will be displayed face out on sloped shelves. A collection of 50 magazines will be housed in the Popular Library.

Relationships

Periodicals should be in a quiet area of the library, since much of its use is as a reading and research collection. It may be close to the Quiet Reading Room. Separate collections of periodicals will be housed in the Teen and Children's Areas. It has no specific adjacency requirements, but should be clearly visible to patrons taking the elevator or stairway to the second floor, and from the Reference Desk.

CLOSE:

Quiet Reading Area

SIGHT LINE:

Reference Desk
Second Floor Elevator and Stairway

Occupancy

READER SEATS: 9

Collections

Volume Name	Total Holdings	Volumes on Shelf
Current Magazines	200	200
Current Newspapers	10	10
Total	210	210

Security

The Periodicals Collection will be supervised by staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Flexibility

This area may need to be expanded, reduced or converted to PC usage. There is a higher probability of change in this area than in many others, so flexibility is a requirement.

Fenestration

See Fiction

Finishes

See Fiction

Access

See Fiction

Current periodicals must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Shelving units should be no higher than 66" inches, with three or four sloped display shelves per side. Range and side aisles in magazine display areas must be a minimum of 44" wide.

Acoustics

This area will be moderately quiet. The Adult Periodicals Area is frequently used by adult patrons looking for quiet space to read. Both patrons and librarians will be grateful for any reduction in noise provided by acoustical finishes and design. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location

of the stacks.

HVAC

See Fiction

Illumination

See Fiction

Telecommunications

See Fiction

Signage

Required signage includes a major area directional and identification sign ("Current Periodicals" or "Magazines & Newspapers") which can be seen from the Lobby and Customer Service Desk.

Electrical

See Fiction

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Shelving Units</u>			
44" Aisle DF 45"H Newspaper Display Shelving W/4 Shlvs 3'W x 24"D unit w/ fixed sloping shelf 10 Current Newspapers	1	22	22
44" Aisle SF 66"H Magazine Display Shelving W/4 Shelves 3'w x 12"D unit with flip up sloping shelf & storage underneath 200 Current Magazines	17	12	204
<u>Description of Furniture & Equipment Units</u>			
Chair, Lounge 36"w x 36"d	3	35	105
Chair, Reader's 21"w x 21"d	6	0	0
Table, End 30"w x 30"d x 20"h	2	12	24
Table, Reader's 36"w x 48"d x 29"h (2 Person)	3	60	180

2. Adult Reference Services

4,193 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Reference Services Division is to provide the public with access to reference books, indexes, the Internet and electronic databases. This area is the research center of the library and houses the reference book collections and a central cluster of computer workstations. The reference staff will assist the public with their information searching in electronic and print formats. This Division includes the Documents Collection, one of the three Study Rooms, and the closed storage for reference materials either requiring security or used less often than those on open shelves.

SPATIAL RELATIONSHIPS

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. This Division will likely be located on the second floor of the new Main Library; the Reference Desk should be visible from the second floor elevator and stairway.

The Non-Fiction Collection must have a strong spatial relationship with the Reference Services Division for the library to function effectively. The Reference Services Division should also be close to the Local History Collection so that reference staff can assist patrons who need to access this collection.

The Reference Services Division should be as far away from the Children's Library and the Popular Library as possible to avoid disturbance from potential noise.

CLOSE:

Local History Room
Adult Non-Fiction

AWAY:

Children's Library
Adult Popular Library

DIVISION SPACE SUMMARY	Sq. Ft.
2 Computer Lab	933
2 Copy/Print Center	144
2 Government Documents	235
2 Media Librarian's Preview Room	100
2 Reference Closed Stack	180
2 Reference Collection & Seating	1,214
2 Reference Desk	198
2 Reference Office	150
2 Reference Study Room	179
2 Reference Workroom	860
TOTAL:	4,193

2 Computer Lab

933 Sq. Ft.

Functional Activity

The Computer Lab will provide a space dedicated to computer use and training classes on the library's on-line catalog, databases, Internet searching, and various software applications. This room will be available for staff training and library programming and for community groups. The room will have training tables, multimedia computers, an instructor's station, and sound and data projection systems. A counter with cabinets above will house adaptive equipment and supplies. Each of the library's 2-person workstations will have one desktop computer; 16 additional laptops will be secured in a mobile storage unit for use by larger groups.

Relationships

This room should be close to the Reference Desk since the reference staff will be primarily responsible for its supervision. Enough room must be provided to accommodate large groups entering and leaving the space, or waiting to enter the room. It should be located near the Elevator and Stairway on the second floor so that it is easily accessible for those coming to the library only for training.

It should be close to the computers of either the Reference or Non-Fiction so that it can be used for additional technology workstations during exceptionally busy times. It should be removed from the most quiet areas of the library - Periodicals and the Quiet Reading Area.

CLOSE:

Reference Desk
Reference Study Room

PROXIMITY:

Non-Fiction (computers) or Reference (computers)
Second Floor Elevator and Stairway

AWAY:

Periodicals Collection & Seating
Quiet Reading Area

Occupancy

TECHNOLOGY WORKSTATIONS: 32
PUBLIC SERVICE DESK WORKSTATIONS: 1

Collections

Security

Reference Desk staff will monitor the use of the room. This room requires a key or magnetic card reader to control access.

Flexibility

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

Fenestration

This room should include 1/2 glass walls for visibility, with roller shades or other room darkening devices. Any natural light in this area must be controlled to avoid glare on the computer screens or interference with multimedia presentations.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellent, attractive and low maintenance. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

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

acoustical panels for sound absorption; Multiple white boards and marker tray;
Vinyl or carpet cove base; Projection screen

FLOOR:

Anti-static carpet tile

Access

See Fiction

Acoustics

This room will generate a fair amount of noise because of the exchange between the students and the instructor, amplified sound and voice, and noise generated from the equipment. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles.

HVAC

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

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any instructor's stations. The lights at the front of the room should be dimmable so that the AV screen is visible. Lights in the remainder of the room should be independently controlled so that they may be at a slightly higher level for note taking. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Audio - Visual

The computer training will be greatly enhanced by providing the ability for students to view a large screen projected image of the instructor's computer screen. This may be accomplished through the use of a ceiling mounted projector and motorized screen. Use of installed projection equipment may require conduit installation for routing of cabling between the projector and the instructor's workstation. Depending on the nature of the computer applications being used, it may or may not be necessary to provide speakers for sound reproduction. If videotape playback capability is provided, loudspeakers and sound amplification will be required. A Cable TV feed is necessary.

Signage

Required signage includes a major area directional and identification sign ("Computer Lab") that can be seen from the second floor Elevator and Stairway.

Electrical

Dedicated electrical outlets must be co-located with data jacks in sufficient number. Each public use technology workstation will require a minimum of one duplex receptacle to support a monitor and CPU and one additional duplex receptacle to support additional equipment including print release stations and scanners. Minimum service is based on one dedicated 10-amp circuit per two to four technology workstations with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at no less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
ADA Alternate Keyboard 20"w x 13"d x 1.5"h	1	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
ADA Screen Magnifier Attachment Attaches to monitor	1	0	0
ADA Touch Screen Monitor Attaches to the monitor	1	0	0
Chair, Technology Workstation Task Low back mid-quality with casters 25"w x 25"d	33	0	0
Clock Wall-mounted	1	0	0
Computer, Public Desktop CPU, w/17" flat panel monitor, keyboard & mouse	16	0	0
Computer, Public Portable Portable CPU, w/ monitor, keyboard & mouse	16	0	0
Computer, Staff Portable Portable CPU, w/ monitor, keyboard & mouse	1	0	0
Counter With Cabinets Above And Below 8'w x 30"d - against wall	1	55	55
Instructor's Station, Systems Furniture 48"w x 30"d (1 Person) - sit-down w/ power & data management	1	50	50
Mobile Laptop Storage Security Cart 31"w x 45"h x 18"d, 10 shelf, 20 outlet secure mobile lap top storage unit	1	20	20
Print Release Station PC workstation with 15" touch screen monitor and high speed laser printer	2	0	0
Projection Screen, Motorized Ceiling Front projection	1	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0
Technology Training Table, Computer Lab 72"w x 30"d (2 Person) sit-down	16	50	800
Waste Basket 13"w x 15"d x 15"h	2	4	8
White Board 4' x 10' – erasable marker board	1	0	0

2 Copy/Print Center

144 Sq. Ft.

Functional Activity

The Copy Center will provide a separate room or area where library patrons can copy library materials or materials of their own and where they can pick up the items they have printed using the library's computer workstations. Some sound attenuation will be required, particularly if it is an open area and not an enclosed room. The room should provide a work counter for sorting and collating, pasting and laying out projects, and organizing large jobs, with cabinets below for supplies. A second counter will hold the printers and print managers for the second floor.

The layout of the room must allow access to the sides or rear of the machines for servicing the equipment, refilling paper and toner, and removing paper jams. Space must be provided in the room for a recycling bin, change machine, card vending machine, and other equipment as necessary. Because the printing load is likely to be high, there must be a logical way for patrons to queue either inside or just outside the room during busy periods.

Relationships

The second floor Copy/Print Center should be close to the Reference Desk, since staff will be required to provide supervision and assistance. It should be close to the Reference Collection so that photocopies can be made of pages in reference books. It should be centrally located so that it is accessible from the major collections of the second floor: Non-Fiction, Jobs & Careers, Documents and Local History. As the pick-up point for computer print-outs it should be relatively close to the public computers of the Non-Fiction and Reference Area. With high traffic and some conversations, it should be away from the quiet areas of the library.

CLOSE:

Reference
Reference Desk

PROXIMITY:

Documents Area
Jobs & Careers
Local History Room
Non-Fiction

AWAY:

Periodicals
Quiet Reading Area

Occupancy

TECHNOLOGY WORKSTATIONS: 3 Print Release Stations

Collections

Security

This area will be supervised by staff at the Reference Desk. Sight lines from the Reference Desk to this area, which should be glass-enclosed, must be unobstructed.

Flexibility

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

Fenestration

1/2 glass walls that allow the staff to supervise this room are essential.

Finishes

The public will utilize this area quite literally hundreds of times each day. The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. It will be the primary destination for many patrons, and requires careful attention to layout, clean appearance, and extremely durable materials.

- CEILING:
Acoustical tile
- WALLS:
1/2 Glass wall; Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering w/ acoustical pan for sound absorption; Tackable surfaces
- FLOOR:
Vinyl Tile or Anti-static carpet tile

Access

The Copy Center will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32".

Acoustics

This is a very noisy space because of the high use, the copy machines, and conversations between patrons and staff. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. In addition to acoustical treatment of floors and ceilings, acoustical panels in the walls to help absorb noise should be considered.

HVAC

Separate temperature control is required. Temperature requirements to be relaxed for energy conservation. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. An enclosed room requires an individual thermostat with lockable cover.

Illumination

Standard non-glare lighting at 30 to 40 foot candles. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each copy machine, printer, scanner and FAX location; and one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation positions mounted at 15" above the finished floor.

Signage

Required signage includes a permanent wall-mounted room identification sign ("Copy/Print Center").

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets should be located along the counter at 4-foot intervals. Minimum of one 20-amp circuit for two copy machines is required.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	12	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	6	0	0
Change Machine (Bill & Coin) Wall-mounted, 12"w x 15"d x 22"h	1	10	10
Copier, Color Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
Preparation Counter 6"w x 30"d - against wall	2	40	80

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Print Release Station PC workstation with 15" touch screen monitor and high speed laser printer	3	0	0
Recycling Bin	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	4	4

2 Government Documents

235 Sq. Ft.

Functional Activity

The Richmond Public Library is a 9% depository for federal documents. The function of this space is to house and provide public access to government documents. With more and more government publications being released in CD or electronic format, this collection will not expand, and in fact will likely be reduced in the future.

Relationships

The Documents Area will be located adjacent to the Reference Collection of which it is an extension and close enough to the Reference Desk so that librarians can assist patrons with their documents searches when needed. The Copy/Print Area should be accessible both for photocopy and print services.

ADJACENT:

Reference

PROXIMITY:

Reference Desk
Copy/Print Center

Collections

Security

The Documents Area will be supervised by the staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, although it may not be possible to have all areas visible to staff at the desks. Any areas not easily observed by desk staff may require monitoring by a security camera.

Flexibility

See Fiction

Fenestration

See Fiction

Finishes

See Fiction

Access

See Fiction

Acoustics

This area will be moderately quiet. The Documents Area will be used primarily for research. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

See Fiction

Illumination

See Fiction

Telecommunications

See Fiction

Signage

Required signage includes a major area directional and identification sign ("Government Documents") that can be seen from the second floor Elevator and Stairway.

Electrical

See Fiction

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Chair, Technology Workstation 21"w x 21"d	1	0	0
Computer, Public Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0
Printer, Laser (B&W)	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	20	10	200
Technology Counter 51"w x 30"d (1 Person) sit-down - against wall w/ power & data management	1	35	35

2 Media Librarian's Preview Room

100 Sq. Ft.

Functional Activity

The Media Librarian will use this room for the previewing, cleaning and repair of the library's media collection. It will have a large counter and bookcases for catalogs and materials in the process of review or repair.

Relationships

The Media Librarian's Preview Room should may be adjacent to another staff Workroom, either Reference or Technical Services & Technology, with both of which it has a functional relationship. As an option, it may be adjacent to the Media Room of the Popular Library.

ADJACENT:

Technical Services & Technology Workroom or Reference Workroom
or
Media Room

Occupancy

STAFF OFFICE WORKSTATION: 1

Collections

Security

This is a staff office which requires a key or magnetic card reader to control access.

Fenestration

Interior windows require shades or roller blinds to allow viewing of media items. Natural light is desirable as long as it does not create glare on computer screens.

Finishes

See Accounting Office

Access

See Accounting Office

Acoustics

See Accounting Office

HVAC

See Accounting Office

Illumination

See Accounting Office

Telecommunications

See Accounting Office

Audio - Visual

This room will support the use of portable audiovisual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the workstation.

Signage

Required signage includes a permanent room identification sign ("Media Librarian's Room").

Electrical

See Accounting Office

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	SQ. FT.	SQ. FT.

Description of Furniture & Equipment Units

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Chair, Professional's Low back high quality with casters	1	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0
Printer, Scanner, Copier, & FAX All-in-one Desktop combination Unit	1	0	0
Shelving, SF 60"h Steel W/ 5 Shelves 3'w x 12"d unit	4	10	40
Telephone Handset	1	0	0
Workstation, AV Counter 8'w x 30"d - against wall	1	60	60

2 Reference Closed Stack

180 Sq. Ft.

Functional Activity

The function of this space is to house older, more fragile or valuable materials as well as bound issues of periodicals. This collection is expected to be reduced rather than expanded, so the room may have another purpose in the future.

Relationships

The only adjacency requirement for this space is that it be on the same floor as the Reference Area and that it be adjacent to a space that may require expansion in the future. It is likely that this room will change function.

Collections

Volume Name	Total Holdings	Volumes on Shelf
Closed Storage Reference Books	3,500	3,500
Total	3,500	3,500

Security

Staff only area which requires a key or magnetic card reader to control access.

Flexibility

This area may be used for a different purpose in the future if some of the materials are replaced with electronic resources; flexibility should be a goal.

Fenestration

Natural light is not required in this space for its projected use. High windows, however, would make it more flexible for other uses in the future.

Finishes

As primarily a storage area, this flooring could be vinyl tile. However, it may be used as expansion space for adjacent public areas that are carpeted, so it should be also. The floor finishes must be stain resistant, dirt repellent, attractive and low maintenance. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended)

FLOOR:

Anti-static carpet or carpet tile

Access

See General Storage

Acoustics

This is planned as a storage area at present, but may be used for other purposes. To that end, provide moderate acoustical isolation in this room.

HVAC

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

Illumination

The lighting level should be 6 foot-candles (ft-c) minimum measured on the stack face (that is, vertically) at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.

Signage

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

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	SQ. FT.	SQ. FT.
<u>Description of Shelving Units</u>			
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	10	18	180
3'W x 24"D unit w/end panels			
3500 Closed Storage Reference Books			

2 Reference Collection & Seating

1,214 Sq. Ft.

Functional Activity

The function of this space is to house the library's reference books and provide seating for patrons who wish to use these collections or some of the library's public access computers. Reference books include dictionaries, directories, encyclopedias, almanacs, and other research oriented materials. While much of this collection is still in paper format, portions of the reference print collection are expected to be converted to electronic format over time; therefore, some of the bookstack area may be replaced with Internet workstations in the future.

Government documents will be housed close by, but will constitute a separate collection.

Relationships

The Reference Area must be adjacent to the Reference Desk. It should be close to the Copy/Print Center, so that patrons may copy passages from the reference books. While the Reference Collection is an extension of the Non-Fiction Collection, there should be a clear distinction between the two collections to avoid confusing library patrons. Government Documents, an extension of the Reference Collection, should be adjacent to it.

The computers of either this area or the Non-Fiction area should be close to the Computer Lab, so that the Lab's computers can provide extra technology workstation area during exceptionally busy times.

ADJACENT:

Reference Desk
Government Documents

CLOSE:

Copy/Print Center

PROXIMITY:

Computer Lab

Occupancy

READER SEATS: 8

TECHNOLOGY WORKSTATIONS: 12

Collections

Volume Name	Total Holdings	Volumes on Shelf
Grants	480	480
Ready Reference	150	150
Reference	3,750	3,750
Special Books	2,500	2,250
Telephone Books	300	300
Total	7,180	6,930

Security

The Reference Collection will be supervised by staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, although it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Flexibility

It is not likely that this area will need to expand, but some space may need to be converted from shelving to electronic workstations in the future as more resources are available electronically. To that end, flexibility should be a goal, and a potential conversion plan would be wise.

Fenestration

See Fiction

Finishes

See Fiction

Access

See Fiction

Acoustics

See Fiction

HVAC

See Fiction

Illumination

See Fiction

Telecommunications

See Fiction

Signage

Required signage includes a major area directional and identification sign ("Reference") that can be seen from the second floor Elevator and Stairway.

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

Electrical

See Fiction

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Shelving Units</u>			
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels 3750 Reference	18	18	324
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top 150 Ready Reference	3	10	30
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels 300 Telephone Books	2	20	40
42" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 2250 Special Books	7	20	140
Index Table 72"w x 48"d - two tier (4 Person) 480 Grants	2	100	200
<u>Description of Furniture & Equipment Units</u>			
Chair, Index Table 21"w x 21"d	8	0	0
Chair, Technology Workstation 21"w x 21"d	12	0	0
Computer, Public Desktop CPU, w/17" flat panel monitor, keyboard & mouse	12	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	12	40	480
Waste Basket 13"w x 15"d x 15"h	2	0	0

2 Reference Desk

198 Sq. Ft.

Functional Activity

This is the public service desk for the second floor of the library. It should be unimposing to encourage contact between the library's staff and patrons. Seating will be provided on the customer side of the desk. There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods.

Relationships

The Reference Desk is the single service desk on the second floor. Staff at this desk will provide visual supervision of all public areas and the entrance to any Public Rest Rooms on this floor. The desk must be a predominant, easily identifiable feature as patrons enter the second floor by elevator or stairway. It must be close to the Reference Workroom for easy access by staff. The desk should also be close to the Computer Lab and Conference Room the access to which the reference librarians control. Staff from the Reference Desk will assist those searching for Government Documents and those needing information about community services and activities.

ADJACENT:

Reference

CLOSE:

Computer Lab
Conference Room
Copy/Print Center
Reference Workroom
Non-Fiction
Community Information Center

PROXIMITY:

Government Documents

SIGHT LINE:

Reference Study Room
Conference Room
Quiet Reading Room
Second Floor Elevator and Stairway
Public Rest Rooms
Local History Room

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 2

Collections

Security

The Reference Desk is the central surveillance point for all services on the second floor - Reference, Non-Fiction, Periodicals, Documents and Local History Collections as well as one of the Study Rooms and the Conference Room. As much of these areas as possible should be visible to the staff at this desk. The staff should be able to control entry into the study rooms and the Local History Room electronically from this location or distribute keys or card keys if required.

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise. This would include, for example, installation of floor covering under any service desk, built-in cabinetry or casework.

Fenestration

See Customer Service Desk.

Finishes

See Customer Service Desk.

Access

See Customer Service Desk.

Acoustics

See Customer Service Desk.

HVAC

See Customer Service Desk.

Illumination

See Customer Service Desk.

Telecommunications

See Customer Service Desk.

Signage

Required signage includes a well lighted identification sign ("Reference Desk") which can be seen from the elevator and the entrance to the second floor.

Electrical

See Customer Service Desk.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Book Truck 36"w x 24"d	2	10	20
Chair, Task Low back mid-quality with casters 25"w x 25"d	2	0	0
Chair, Visitor's	2	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	2	0	0
Printer, Scanner, Copier, & FAX All-in-one Desktop combination Unit	2	0	0
Queuing Space (Per Person)	3	6	18
Telephone Handset	2	0	0
Waste Basket 13"w x 15"d x 15"h	2	0	0
Workstation, Reference Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	2	80	160

2 Reference Office

150 Sq. Ft.

Functional Activity

This will be the individual office for the Head of Reference.

Relationships

The Reference Office should be adjacent to the Reference Workroom and close to the Reference Desk.

Occupancy

STAFF WORKSTATION: 1

Collections

Security

Fenestration

See Accounting Office

Finishes

See Accounting Office

Access

See Accounting Office

Acoustics

See Accounting Office

HVAC

See Accounting Office

Illumination

See Accounting Office

Telecommunications

See Accounting Office

Signage

See Accounting Office

Electrical

See Accounting Office

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
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Description of Furniture & Equipment Units

Chair, Department Head's Mid-back high quality with casters	1	0	0
Chair, Visitor's	2	15	30
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0
Credenza 60"w x 24"d x 30"h	1	25	25
Desk, Department Head's 66"w x 36"d	1	55	55
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20
Printer, Scanner, Copier, & FAX All-in-one Desktop combination Unit	1	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Shelving, SF 90" h Steel W/ 7 Shelves 3'w x 12"d unit	2	10	20
Telephone Handset	1	0	0
Waste Basket 13" w x 15" d x 15" h	1	0	0

2 Reference Study Room

179 Sq. Ft.

Functional Activity

This space will serve as a quiet study room. It may also serve as a small group meeting room, a literacy tutoring space, a staff conference or project room, a small multimedia viewing room, or a workroom for library patrons to work on collaborative projects.

Relationships

This Reference Study Room should be located in a prominent area with relatively high foot traffic. It should be close to the Computer Lab; access to both spaces is controlled by staff at the Reference Desk. There must be a clear sight line from the Reference Desk, and the room needs to be a "glass box" to maximize supervision, with at least one interior wall of glass.

CLOSE:

Computer Lab

SIGHT LINE:

Reference Desk

Occupancy

GROUP STUDY SEATS: 6

Collections

Security

The Reference Study Room must be easily supervised by staff at the Reference Desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by a key or magnetic card reader to control access.

Flexibility

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

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. A 1/2 glass wall will allow staff to supervise this room.

Finishes

All finishes in this room must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellent, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

1/2 Glass wall; Paint (Latex semi-gloss recommended); White board and marker tray;

Cove base

FLOOR:

Anti-static carpet

Access

The Reference Study Room must be accessible by means of a 36" minimum aisle.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

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

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

Telecommunications

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

Audio - Visual

The Reference Study Room will support the use of portable audiovisual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A Cable TV distribution outlet should be provided adjacent to the power outlet. An unobstructed wall surface (smooth texture, white paint) should be provided for use with a computer projector.

Signage

Required signage includes a permanent room identification sign ("Study Room").

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number on a minimum of two walls. Electrical outlets should be located along perimeter walls at 10 foot intervals at no less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Description of Furniture & Equipment Units			
Chair, Group Study At table or counter - 21"w x 21"d	6	0	0
Clock Wall-mounted	1	0	0
Table, Group Study 72"w x 48"d x 29"h (6 Person)	1	175	175
Waste Basket 13"w x 15"d x 15"h	1	4	4
White Board 3' x 6' – erasable marker board	1	0	0

2 Reference Workroom

860 Sq. Ft.

Functional Activity

The Reference staff performs the back-of-house activities for the Reference Division in the Reference Workroom. The reference staff will conduct in-depth research, create handouts and bibliographies, author web pages, write columns, read reviews and select materials for acquisition, examine new reference and non-fiction materials, and work on difficult or time-consuming reference questions. The workroom will consist primarily of workstations.

Relationships

The Reference Workroom should be close to the Reference Desk. Reference staff in the workroom should be able see the Reference Desk, but the staff in the Workroom should be separate from the desk and the public should not be able to see into the Workroom. The Media Librarian's Room may be adjacent to this Workroom.

ADJACENT:

Media Librarian's Preview Room (optional)

CLOSE:

Reference Desk

Occupancy

STAFF WORKROOM WORKSTATIONS: 10

Collections

Security

This is a staff workroom which requires a key or magnetic card reader to control access. Staff in the workroom should be able to view the Reference Desk so that they can provide assistance at the desk when needed.

Flexibility

Reference staff areas are sometimes remodeled and expanded. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future. Workstation configurations may change as new processes or technologies are introduced.

Fenestration

Interior windows, which allow visibility to the Reference Desk, are required. Interior windows require shades, etched glass, or roller blinds so the public can not see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices if needed. Staff areas may have operable windows.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended)

FLOOR:

Anti-static carpet tile or vinyl tile

Access

See Accounting Office.

Acoustics

Since this space will be a staff work area next to a fairly noisy public service area, it should be acoustically isolated from the rest of the library. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and

other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system, must be addressed.

HVAC

See Accounting Office

Illumination

See Accounting Office

Telecommunications

See Accounting Office

Signage

Required signage includes a permanent room identification sign ("Reference Staff").

Electrical

See Accounting Office

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Book Truck 36"w x 24"d	6	10	60
Bulletin Board	1	0	0
Cabinets, Above Counter 1 linear foot x 24"d	8	0	0
Cabinets, Below Counter 1 linear foot x 24"d	8	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	10	0	0
Clock Wall-mounted	1	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	10	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	2	20	40
Printer, Laser (B&W)	1	0	0
Printer, Scanner, Copier, & FAX All-in-one Desktop combination Unit	10	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	10	10	100
Telephone Handset	10	0	0
Waste Basket 13"w x 15"d x 15"h	10	0	0
Workstation, Reference Counter 8'w x 30"d - against wall	1	60	60
Workstation, Reference Office System 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	10	60	600

2. Local History Division

1,294 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of this division is to provide housing for the Richmond Library's Local History Collection which includes books by local authors, photo archives, and other local historical materials. These materials are non-circulating, but are used in the Local History Collection Room for the security of the collections. Some of the more irreplaceable items are locked within cases and the librarians must hand-deliver these materials to the patrons. Library patrons will enter this room looking for research material and quiet study space. This Division also includes the Community Information Center that provides information about community services and events.

SPATIAL RELATIONSHIPS

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

CLOSE:

Reference Services

DIVISION SPACE SUMMARY	Sq. Ft.
2 Community Information Center	54
2 Local History Room	1,135
2 Local History Storage	105
TOTAL:	1,294

2 Community Information Center

54 Sq. Ft.

Functional Activity

The function of this area is to provide a distribution point for information about community activities and services. Staff at the nearby Reference Desk can also provide patrons with referrals to community service organizations using the County and City's websites.

Relationships

The literature display racks of the Community Information Center should be immediately adjacent to the Local History Room and be visible and relatively close to the Reference Desk. Some supplies for this display will be stored in the Local History Storage nearby.

ADJACENT:

Local History Room

CLOSE:

Reference Desk
Local History Storage

Collections

Security

This is not an enclosed room but rather a display of information and materials. It will be supervised by the staff at the Reference Desk.

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

Same as adjacent area in Reference or Local History.

Access

See Fiction.

Acoustics

See Reference

HVAC

Same as adjacent area in Reference or Local History.

Illumination

Same as adjacent area in Reference or Local History.

Signage

Required signage includes a major area directional and identification sign ("Community Information Center") that can be seen from the second floor Elevator and Stairway.

Electrical

Provide electrical for spotlighting in this area.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Bulletin Board	2	0	0
Queuing Space (Per Person)	4	6	24

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Rack, Literature Display Handout Wall-mounted	3	0	0
Rack, Literature Display Handout 32"w x 18"d x 60"h - freestanding	2	15	30

2 Local History Room

1,135 Sq. Ft.

Functional Activity

This space is intended for library patrons in the community who have a special interest in local history and culture. Staff will control access to this room and some of the materials in this collection will be housed in locked display cases, requiring the assistance of a staff member to use. The collections consist of local political and cultural history.

Relationships

The Local History Room should be in a less trafficked area of the library, but close to the Reference Desk, whose staff will provide service when needed. It should be close to the Non-Fiction Collection and Reference Collections for additional research materials and to the Copy/Print Center for both photocopies of local history documents and printing of computer files. It is adjacent to the Supply/Storage Room in which historical items may be temporarily housed awaiting processing. The literature display racks of the Community Information Center should be immediately outside the Local History Room.

ADJACENT:

Community Information Center
Local History Storage

CLOSE:

Reference Desk

PROXIMITY:

Non-Fiction
Copy/Print Center

Occupancy

READER SEATS: 8
TECHNOLOGY WORKSTATIONS: 1
PUBLIC SERVICE DESK: 1

Collections

Volume Name	Total Holdings	Volumes on Shelf
Local History	4,000	4,000
Total	4,000	4,000

Security

Although there is a staff workstation in the Local History Room, staff at the Reference Desk will generally supervise this room. There should be a clear view of the inside of this room from the Reference Desk. The room requires a key or magnetic card reader to control access. Lockable display cases and file cabinets are required.

Flexibility

It is unlikely that this space will need to be expanded in the future, but the possibility should be kept open and flexibility should be a goal.

Fenestration

Natural light must be controlled in this area, and east and west facing windows are to be completely avoided. Any exterior windows require roller shades or other light control devices to block sources of UV light.

Finishes

This area should be formal, quiet and well-appointed in order to reflect the appreciation and appreciation for history that the Local History Room represents. The space finishes will not have the heavy use of public areas, and must maintain a timeless appearance after many years of use.

CEILING:

Acoustical tile
 WALLS: Paint (Latex semi-gloss recommended); Hanging track; Glass window
 FLOOR: Carpet

Access

See Fiction.

Acoustics

This area should be a separate room and must be kept quieter than the rest of the library. Patrons researching local history will want quiet for concentration and study. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to lessen the external noise which enters this room.

HVAC

Temperature should be maintained constant between 65 and 70° with a relative humidity of 45 - 55% for collection preservation. Ventilation will provide filtration to remove gaseous and particulate pollutants. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Areas where rare materials are stored or displayed should be lighted with low UV fluorescent lamps designed to provide 2 to 5 foot candles of vertical illumination. Reading areas should be lighted at 15 foot candles supplemented by task lighting at 50 foot candles on the tables. Any fluorescent lighting must be provided with UV filtering sleeves. Tungsten lamps should be used for small or confined areas. No direct mercury or metal halide lighting is to be used near materials. Where display cases are lighted, they must be vented to prevent heat buildup. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) at the table and counter. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the Reference Desk or other major traffic path. This directional sign ("Local History Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height.

Electrical

Dedicated electrical outlets must be co-located with data jacks in sufficient number. The public technology workstation will require a minimum of one duplex receptacle to support a monitor and CPU and one additional duplex receptacle to support additional equipment including printers and scanners. Minimum service is based on one dedicated 20-amp circuit per two to four technology workstations with additional service provided for future growth. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at no less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	SQ. FT.	SQ. FT.

Description of Shelving Units

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels 4000 Local History	14	20	280
<u>Description of Furniture & Equipment Units</u>			
Atlas Case 31"w x 25"d x 43"h w/ 5 shelves	2	35	70
Card Catalog Unit 34"w x 17"d x 42"h – double unit on legs w/ 30 drawers	1	20	20
Case, Floor Display 48"w x 18"d x 72"h	1	30	30
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	2	0	0
Chair, Professional's Low back high quality with casters	1	0	0
Chair, Reader's 21"w x 21"d	8	0	0
Chair, Technology Workstation 21"w x 21"d	1	0	0
Clock Wall-mounted	1	0	0
Computer, Public Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0
Copier, Color Countertop 17"w x 16"d x 8"h	1	0	0
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	18	14	252
Map Case 54"w x 42"d x 36"h w/ 10 drawers for 120 maps	1	36	36
Microfilm Cabinet, Vertical (8 Drawer) 25"w x 29"d x 39"h (640 35mm reels in cartons)	2	16	32
Microfilm Reader/Printer 48"w x 43"d x 53"h with stand	1	40	40
Printer, Laser (Color)	1	0	0
Scanner, Flat	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	15	10	150
Table, Reader's 36"w x 48"d x 29"h (2 Person)	2	60	120
Technology Counter 71"w x 30"d (2 Person) sit-down - against wall w/ power & data management	1	55	55
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Workstation, Local History Desk 4'w x 30"d w/ 7' behind desk & 3.5' in front	1	50	50

2 Local History Storage

105 Sq. Ft.

Functional Activity

This room provides storage for historical items waiting to be processed for use in the collection.

Relationships

The Storage/Supply Room should be within or immediately adjacent to the Local History Room.

ADJACENT:

Local History Room

CLOSE:

Community Information Center

Collections

Security

This is a staff office which requires a key or magnetic card reader to control access.

Flexibility

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

Fenestration

No windows required.

Finishes

See General Storage

Access

See General Storage

Acoustics

See General Storage

HVAC

See General Storage

Illumination

See General Storage

Telecommunications

See General Storage

Signage

See General Storage

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	7	15	105

2. Staff Services

820 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Staff Services Division is to provide support for the entire staff of the library. This Division includes a Staff Lounge, Kitchen, Staff Rest Rooms and a Staff Sick Bay.

SPATIAL RELATIONSHIPS

The Staff Services Division should be easily accessible from most staff areas and removed from the public areas of the library. It is a prime candidate for location in the back-of-house areas of the library. It has no particular adjacency requirements.

DIVISION SPACE SUMMARY

Sq. Ft.

2 Kitchen	195
2 Staff Lounge	555
2 Staff Rest Rooms	N/A
2 Staff Sick Bay	70

TOTAL: 820

2 Kitchen

195 Sq. Ft.

Functional Activity

This is the area in which staff members can prepare meals and snacks for their breaks.

Relationships

The Staff Kitchen will be adjacent to the Staff Lounge. Both should be accessible from the staff workstations on the second floor and close to the Elevator and Stairway for staff on the first floor to access easily. The Sick Bay and Staff Rest Rooms should be close but not adjacent to the Kitchen and Lounge. The Custodian's Closet on the second floor may be near the Kitchen.

ADJACENT:

Staff Lounge

CLOSE:

Staff Workstations on the second floor
Custodial Closet

PROXIMITY:

Staff Rest Rooms
Staff Sick Bay

Collections

Security

This is a staff only area which requires a key or magnetic card reader to control access, unless it is located within a secured staff area.

Flexibility

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

Fenestration

No exterior windows are required, but a service window to the Staff Lounge may be desirable.

Finishes

The finishes in this space should be light in color and easy to clean. Counters and work surfaces should be an engineered stone or high quality laminate with rounded wood edged corners to prevent injuries. Textured surfaces on cabinet faces and appliances will hide dirt and fingerprints.

CEILING:

Acoustical tile

WALLS:

Paint (Latex gloss or semi-gloss recommended)

FLOOR:

Unglazed ceramic tile, linoleum

Access

See Public Meeting Rooms Kitchen.

It is recommended, but not required, that a minimum of 30" of counter next to the sink be no higher than 34" and that the sink area should be no higher than 34" above the finished floor. Additionally a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

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

Acoustics

This is a somewhat noisy area, because of occasional conversations between staff. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall

treatment to keep the sound generated here from disturbing those in the Staff Lounge or in nearby public areas.

HVAC

Separate temperature control is required. Temperature requirements to be relaxed for energy conservation. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the Staff Lounge. HVAC vents should be located to avoid drafts on occupants.

Illumination

Overhead lighting in combination with under cabinet task lighting and light colored finishes. Consider occupancy sensors or motion detectors for energy savings.

Signage

Required signage includes a permanent room identification sign (“Kitchen”) wall-mounted on the latch side of the door at 60” above the finished floor with 1/32” raised uppercase sans serif characters accompanied by Grade II Braille. Restriction signs (e.g., “Please Leave Kitchen Clean”) should also be included. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

GFI electrical outlets will be located at a minimum of 5-foot intervals along the food preparation counter and sink area. Electrical outlets should be located in all support columns and along perimeter walls at not less than 15” above the finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Coffee Maker/Urn	1	0	0
Garbage Bin, Interior	1	10	10
Microwave Oven 30”w x 14”d x 16”h - countertop or under cabinet	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Recycling Bin	1	10	10
Refrigerator Full-sized - 32”w x 36”d x 68”h w/ freezer	1	20	20
Sink 36”w x 24”d - In counter	1	16	16
Soap Dispenser 5”w x 4”d x 10”h - Wall-mounted	1	0	0
Stove Top & Oven, Electric 30”w x 26”d x 30”h - in counter	1	15	15
Waste Basket 13”w x 15”d x 15”h	1	4	4
Workstation, Food Preparation Counter 8’w x 30”d - against wall	2	60	120

2 Staff Lounge

555 Sq. Ft.

Functional Activity

This room is for the staff to relax during breaks; it should be comfortable, quiet and relaxing. A separate alcove allows staff members to watch TV without disturbing others who are dining.

Relationships

The Staff Lounge will be adjacent to the Kitchen. Staff Rest Rooms and the Staff Sick Bay should be close, but not open directly into the Staff Lounge. The Custodial Closet on the second floor may be close to the Lounge.

ADJACENT:

Kitchen

CLOSE:

Custodial Closet

PROXIMITY:

Staff Rest Rooms
Staff Sick Bay

Occupancy

STAFF LOUNGE SEATS: 20

Collections

Security

This is a staff only area which requires a key or magnetic card reader to control access, unless it is located within a secured staff area.

Flexibility

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

Fenestration

Exterior windows are required, and a pleasant view highly desirable. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

In keeping with the room's purpose, finishes should be soothing and informal. This area will not have the heavy use of the public areas.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Tackable surface

FLOOR:

Anti-static carpet tile, linoleum, or other resilient flooring material; Ceramic tile at sink

Access

The Staff Lounge will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

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

Acoustics

The Staff Lounge can become somewhat noisy during break and meal times. Good acoustical control is important in order to keep the noise from carrying into public areas and vice versa. Standard acoustical dampening strategies must be utilized. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. Part of the Staff Lounge should be acoustically isolated for those who desire to watch TV while they are on breaks.

HVAC

Separate temperature control is required. Temperature requirements to be relaxed for energy conservation. Provide an adequate supply of exhaust and air intake to promote comfort and protect health with a minimum of 12 air exchanges per hour.

Illumination

A combination of natural, incandescent, and fluorescent lighting to provide a soft, warm ambient light. Task lighting should be provided to supplement light levels over the tables and with table lamps on the end tables.

Telecommunications

One standard duplex communications outlet (one voice and one data) co-located with associated power distributed on at least three of four available walls coordinated with the furniture layout mounted at 15" above the finished floor. One wall-mounted voice outlet (one voice) suitable for a wall-mounted phone, located near the door.

Audio - Visual

Provide a Cable TV distribution outlet with power in an alcove of this room that is somewhat removed from the dining tables for use by staff during breaks.

Signage

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

Electrical

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

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Bulletin Board	1	0	0
Chair, Café	16	0	0
Chair, Staff Lounge 36"w x 36"d	4	35	140
Locker Unit 12"w x 12"d x 62"h (Two 30"h lockers)	35	5	175
Mirror Full length	1	0	0
Table, Café Staff (4) - 36" diameter	4	60	240
Telephone Handset	1	0	0
White Board 3' x 4' – erasable marker board	1	0	0

2 Staff Rest Rooms

0 Sq. Ft.

Functional Activity

This space will provide rest rooms exclusively for the library staff with an appropriate number of fixtures based upon the size of the staff and the local code requirements. There should be separate rest rooms for men and women.

Relationships

The Staff Rest Rooms should be close to the Staff Lounge and Kitchen but should not open directly into the Lounge. They may also be close to the Custodial Closet. The Rest Rooms should not be accessible to the public.

CLOSE:

Custodial Closet

PROXIMITY:

Staff Lounge

Kitchen

Collections

Security

This is a staff only area which requires a key or magnetic card reader to control access, unless it is located within a secured staff area.

Flexibility

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

Fenestration

No windows required.

Finishes

Finishes must be durable, non-slip and low maintenance.

CEILING:

Water resistant gypsum board with chemical resistant latex paint

WALLS:

Glazed ceramic tile or partial tile and water resistant wall board

FLOOR:

Unglazed ceramic tile with dark grout; Floor drain

FIXTURES:

Sinks: Self-activated

Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided for staff. If separate staff rest rooms are provided for each gender, then separate and accessible facilities must also be provided for staff of each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

See Public Rest Rooms for specific accessibility requirements.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

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

HVAC

See Family Rest Rooms

Illumination

Warm lighting with bright lighting for mirrors. Consider occupancy sensors or motion detectors for energy savings.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle 1/4" thick with edges 12" long pointing upward), Women's (12" diameter circle 1/4" thick), or Unisex facilities (12" diameter circle with 1/4" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

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

Electrical

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

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Commode Rest room	3	0	0
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	2	0	0
Mirror Full length	2	0	0
Paper Towel Dispenser Wall-mounted	2	0	0
Sink And Counter Rest room	2	0	0
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	2	0	0
Stall Rest room	3	0	0
Urinal	1	0	0

2 Staff Sick Bay

70 Sq. Ft.

Functional Activity

The function of this room is to provide a place for a staff member who is ill or wants to rest, to lie down, or sit alone quietly.

Relationships

The Staff Sick Bay will be adjacent to the Staff Rest Rooms and close to the Staff Kitchen and Lounge.

ADJACENT:

Staff Rest Rooms

PROXIMITY:

Staff Lounge

Kitchen

Occupancy

STAFF SEATS: 1 and 1 Cot

Collections

Security

This is a staff only area which requires a key or magnetic card reader to control access, unless it is located within a secured staff area.

Flexibility

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

Fenestration

No windows required.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended) or Wall covering;

FLOOR:

Carpet

Access

The Staff Sick Bay must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

Acoustics

This should be a very quiet, a place for a staff member to lie down or sit if ill. Adequate sound control must be provided through the use of acoustic ceilings and floors, and wall treatment.

HVAC

Separate temperature control is required. Temperature requirements to be relaxed for energy conservation. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Standard non-glare lighting at 30 to 40 foot candles. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

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

Signage

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

Electrical

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

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Chair, Staff Lounge 36"w x 36"d	1	35	35
Cot, Sick Bay 27"w x 76"d x 17"h - folding	1	35	35

3. Administration

1,115 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Administration Division is to provide offices for the library administrators to plan and implement the library's service program. Offices will be provided for the Library Director, Administrative Manager, Accountant and Administrative Assistant. Visitors will be greeted at a counter in the reception area; two administrative staff will have workstations adjacent to the reception counter. Coffee and light refreshments may be prepared in a small kitchenette. Human Relations files will be secured in a lockable closet.

A secondary function of this division is to facilitate the administration's relationships with governing bodies, organizations, patrons, job applicants, potential donors, and administrators outside the library. A strong focus of the library will be partnering with other City departments, local businesses, schools and community organizations in the delivery of services. The design and finishes must enhance both the library's image and its ability to host potential and current partners: welcoming and professional.

SPATIAL RELATIONSHIPS

The Administration Division needs to be accessible to the public, but need not be located in prime floor space. In a building this size, administration may best be located on a secondary floor, but relatively close to elevators and stairs leading to the main entry. It should be relatively close to the Kitchen and Lounge of Staff Services.

PROXIMITY:

Staff Services

DIVISION SPACE SUMMARY	Sq. Ft.
3 Accounting Office	135
3 Administration Reception Area	145
3 Administrative Manager's Office	135
3 Administrative Rest Room	N/A
3 Administrative Work Area	280
3 File/Supply Room	195
3 Library Director's Office	225
TOTAL:	1,115

3 Accounting Office

135 Sq. Ft.

Functional Activity

This is a private office for the Accountant, whose duties include developing budgets and maintaining financial records as well as overseeing the purchasing activities of the library.

Relationships

The Accounting Office should be adjacent to the Library Director's Office, and close to the Administrative Manager's Office, Administrative Rest Room and the Administrative Workroom's copy machine. This is not an office that will have many visitors other than staff members. It is in the same complex as the Reception and Administrative Workroom. It should be relatively close to the Kitchen and Lounge of Staff Services.

ADJACENT:

Library Director's Office

CLOSE:

Administrative Manager's Office
Administrative Workroom
Administrative Rest Room

PROXIMITY:

Administration Reception Area
Staff Services (Kitchen and Lounge)

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Collections

Security

This is a staff office which requires a key or magnetic card reader to control access.

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

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

Finishes

This office should look very professional. The walls and carpet will not have the heavy use of public areas, but must maintain a quality appearance after many years of normal use.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Glass window

FLOOR:

Anti-static carpet

Access

The Accounting Office will meet all disabled access requirements. It will be accessible by means of a minimum 36" aisle. A 36" door with a minimum clearance of 32" is required. The door can require no more than 5 pounds of pressure to operate and the hardware can be mounted no higher than 48" above finished floor. The signage will include a wall-mounted sign on the latch side of the door at 60" above finished floor with both 1/32" raised uppercase sans serif characters and Grade II Braille.

Acoustics

The room should be as sound proof as possible so that conversations cannot be heard outside the room. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

Offices and workrooms require separate temperature control. Set temperature at 68° to 72° for heating and 72° to 78° for cooling for comfort and energy savings. Set relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

Signage

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

Electrical

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

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Chair, Professional's Low back high quality with casters	1	0	0
Chair, Visitor's	2	15	30
Clock Wall-mounted	1	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0
Credenza 60"w x 24"d x 30"h	1	25	25
Desk, Professional 66"w x 30"d	1	50	50
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20
Paper Shredder 20"w x 18"d x 33"h	1	0	0
Printer, Laser (B&W)	1	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Shelving, SF 90" h Steel W/ 7 Shelves 3'w x 12"d unit	1	10	10
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	0	0

3 Administration Reception Area

145 Sq. Ft.

Functional Activity

The Reception Area is the first space that visitors to the library's administrative offices will enter. It will provide visitors with a comfortable place to sit after they have been greeted by the receptionist and should be immediately visible when arriving on the same floor as the administrative offices.

Relationships

This space should be adjacent to the Administrative Workroom, separated from the workroom space by a counter. It should be visible from the elevator and stairway of the second floor. Visitors will be escorted to the offices of the Library Director, Administrative Librarian and Accountant.

ADJACENT:

Administrative Workroom

PROXIMITY:

Library Director's Office

Occupancy

VISITOR SEATS: 4

Collections

Security

This space which is supervised by the administrative staff, requires a key or magnetic card reader to control access. If it is the entrance to the Administrative Division, it might also include a separately zoned alarm system which can be set when the staff leaves for the night.

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

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

Finishes

The appearance of this space is extremely important since it will be the public's first impression of the library's administration area. The impression must reflect a professional atmosphere. The walls and carpet will not have the heavy use of public areas, but still must maintain a quality appearance after many years of normal use.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or Fabric wall covering with acoustical panels for sound absorption; Vinyl or carpet cove base; Tackable surfaces; Hanging track

FLOOR:

Anti-static carpet tile

Access

See Accounting Office

Acoustics

This is not a particularly noisy area, but there may be conversations between the receptionist and the public. Standard acoustical dampening strategies should be employed to keep the sound generated here from spreading to other areas in the Administration Division.

HVAC

See Accounting Office

Illumination

Standard non-glare office lighting averaging 30 to 40 foot candles with 50 foot candles on the desk top. The reception desk should be highlighted to draw patrons to it automatically. A table lamp in the seating area will help to provide a comfortable atmosphere.

Telecommunications

See Accounting Office

Signage

Required signage includes a permanent wall-mounted room identification sign ("Library Administration").

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Art Print	2	0	0
Framed			
Chair, Lounge	2	35	70
36"w x 36"d			
Clock	1	0	0
Wall-mounted			
Panel Divider	1	0	0
72" h systems furniture panel divider			
Rack, Literature Display Handout	1	0	0
Wall-mounted			
Sofa (2 Seat)	1	50	50
56"w x 32"d			
Table, Coffee	1	25	25
30"w x 30"d x 17"h			
Waste Basket	1	0	0
13"w x 15"d x 15"h			

3 Administrative Manager's Office

135 Sq. Ft.

Functional Activity

This is a private office for the Administrative Manager, who works closely with the Library Director on planning, administrative reports and budgets.

Relationships

This space must be adjacent to the Library Director's Office, and close to the Accounting Office, Administrative Rest Room and the Administrative Workroom (with its copy machine). It is in the same complex as the Administration Reception Area. This office will not have frequent visitors other than staff. It should have access to the Kitchen and Lounge in Staff Services.

ADJACENT:

Library Director's Office

CLOSE:

Accounting Office
Administrative Workroom
Administrative Rest Room

PROXIMITY:

Administration Reception Area
Staff Services (Kitchen and Lounge)

Occupancy

STAFF WORKROOM WORKSTATIONS: 1

Collections

Security

See Accounting Office.

Flexibility

See Accounting Office.

Fenestration

See Accounting Office.

Finishes

See Accounting Office

Access

See Accounting Office

Acoustics

See Accounting Office

HVAC

See Accounting Office

Illumination

See Accounting Office

Telecommunications

See Accounting Office.

Signage

Required signage includes a permanent room identification sign ("Administrative Office") wall-mounted on the latch side of the door.

Electrical

See Accounting Office

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Chair, Professional's Low back high quality with casters	1	0	0
Chair, Visitor's	2	15	30
Clock Wall-mounted	1	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0
Credenza 60"w x 24"d x 30"h	1	25	25
Desk, Professional 66"w x 30"d	1	50	50
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20
Printer, Scanner, Copier, & FAX All-in-one Desktop combination Unit	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	1	10	10
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	0	0

3 Administrative Rest Room

0 Sq. Ft.

Functional Activity

This single stall unisex rest room will be utilized by administrative staff and visitors.

Relationships

The Administrative Rest Room should be close to all the staff workstations of the Administrative Division. It will be used by the public only occasionally.

CLOSE:

Administrative Manager's Office
Accounting Office
Administrative Workroom
Library Director's Office

Collections

Security

This is a staff only area which requires a key or magnetic card reader to control access unless it is located within a secured staff area.

Flexibility

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

Fenestration

No windows required.

Finishes

Finishes must be durable, non-slip and low maintenance.

CEILING:

Water resistant gypsum board with chemical resistant latex paint

WALLS:

Glazed ceramic tile or partial tile and water resistant wall board

FLOOR:

Unglazed ceramic tile with dark grout; Floor drain

Access

Accessible sanitary facilities must be provided for staff. If separate staff rest rooms are provided for each gender, then separate and accessible facilities must also be provided for staff of each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

Acoustics

Automatic hand dryers must be sound-dampened from adjacent spaces. Standard acoustical dampening strategies must be utilized.

HVAC

Separate temperature control is required. Temperature requirements to be relaxed for energy conservation. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Warm lighting with bright lighting for mirrors. Consider occupancy sensors or motion detectors for energy savings.

Signage

Required signage includes a door-mounted geometric identification symbol to identify a Unisex facility (12" diameter circle with 1/4" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

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

Electrical

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

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Commode Rest room	1	0	0
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	1	0	0
Mirror, With Shelf Above counter	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Sink And Counter Rest room	1	0	0
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0

3 Administrative Work Area

280 Sq. Ft.

Functional Activity

This is the work area for the Administrative Secretary and support staff, whose duties include managing personnel records and time-sheets, preparing statistics, and interacting with both staff and visitors. The space also includes the equipment for the administrative staff (copier/ fax/ printer/scanner) and a small coffee counter and refrigerator for the preparation of coffee and light refreshments for visitors.

Relationships

This space provides two staff workstations, the supply/equipment counter, copy center and kitchenette. The staff in this space greet visitors in the Reception Area, which must be adjacent. They work frequently with the personnel files stored in the File/Supply Room. They work with the Library Director on a daily basis.

ADJACENT:

Reception Area
File/Supply Room

CLOSE:

Library Director's Office

PROXIMITY:

Administrative Rest Room
Staff Services (Kitchen and Lounge)

Occupancy

STAFF WORKROOM WORKSTATIONS: 2

Collections

Security

This is adjacent to the Reception Area, which requires a key or magnetic card reader to control access.

Flexibility

This workroom may be reconfigured in the future. Sufficient flexibility should be provided to allow for remodeling and expansion, such as installation of floor covering under any built-in casework.

Fenestration

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

Finishes

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

CEILING:

Acoustical tile

WALLS:

Glass window; Tackable surfaces

FLOOR:

Anti-static carpet tile or carpet

Access

See Accounting Office

Acoustics

The sound generated in this space (primarily staff conversations) needs to be absorbed and

kept from filtering into the rest of the Administrative Area or the library. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

See Accounting Office

Illumination

See Accounting Office

Telecommunications

See Accounting Office

Signage

No sign required.

Electrical

See Accounting Office

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Cabinets, Above Counter 1 linear foot x 24"d	12	0	0
Cabinets, Below Counter 1 linear foot x 24"d	4	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	2	0	0
Clock Wall-mounted	1	0	0
Coffee Maker/Urn	1	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	2	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	2	20	40
Paper Shredder 20"w x 18"d x 33"h	1	0	0
Printer, Scanner, Copier, & FAX All-in-one Desktop combination Unit	1	0	0
Refrigerator, Compact 20"w x 21"d x 33"h - under counter	1	0	0
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	4	10	40
Sink 36"w x 24"d - In counter	1	0	0
Telephone Handset	2	0	0
Workstation, Clerical Office System 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	2	55	110
Workstation, Preparation Counter 6'w x 30"d - against wall	2	45	90

3 File/Supply Room

195 Sq. Ft.

Functional Activity

This secure room will house office supplies and the personnel and fiscal records for the library, and will include a counter for administrative staff working with the files.

Relationships

This File/Supply Room must be adjacent to the Administrative Workroom and close to the Library Director's Office for easy access to personnel files.

ADJACENT:

Administrative Workroom

PROXIMITY:

Library Director's Office

Collections

Security

Staff only area which requires a key or magnetic card reader to control access. File cabinets within this room must be lockable, since they contain personnel records.

Flexibility

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

Fenestration

No windows required.

Finishes

Minimal finishes for a non-public area and will only be used by staff.

Access

See General Storage

Acoustics

This area will be relatively quiet and does not require extensive buffering.

HVAC

See General Storage

Illumination

See General Storage

Signage

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

Electrical

See General Storage

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Cabinets, Above Counter	4	0	0
1 linear foot x 24"d			
Cabinets, Below Counter	4	0	0
1 linear foot x 24"d			
File Cabinet, Vertical (Four Drawer)	10	14	140
18"w x 29"d x 52"h			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	2	10	20
Workstation, File Room Counter 4'w x 30"d - against wall	1	35	35

3 Library Director's Office

225 Sq. Ft.

Functional Activity

The Library Director's Office is where the library's programs and services are planned, managed, and analyzed. This office will provide a private space where staff reviews can be performed and where staff and the public can discuss confidential issues. The Library Director's Office will often be used to greet and meet with VIPs, including donors, government and library board officials, and corporate partners.

Relationships

The Library Director's Office must be adjacent to the Administrative Manager's Office and the Accounting Office for easy in daily interactions. It should be close to the Administrative Workroom's kitchenette, files and equipment. It should be relatively close to the Reception Area, from which visitors will be escorted into this office.

ADJACENT:

Administrative Manager's Office
Accounting Office

CLOSE:

Administrative Workroom
Administrative Rest Room

PROXIMITY:

Reception Area
File/Supply Room

Occupancy

STAFF OFFICE WORKSTATIONS: 1
STAFF MEETING SEATS: 4

Collections

Security

This is a staff office which requires a key or magnetic card reader to control access.

Flexibility

See Accounting Office

Fenestration

See Accounting Office

Finishes

See Accounting Office

Access

See Accounting Office

Acoustics

See Accounting Office

HVAC

See Accounting Office

Illumination

See Accounting Office

Telecommunications

See Accounting Office

Signage

Required signage includes a permanent wall-mounted room identification sign ("Library Director"). This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room numbers as assigned by facilities staff.

Electrical

See Accounting Office

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Art Print	2	0	0
Framed			
Chair, Conference Room	4	0	0
At conference table - 26"w x 28"d			
Chair, Department Head's	1	0	0
Mid-back high quality with casters			
Clock	1	0	0
Wall-mounted			
Computer, Staff Desktop	1	0	0
CPU, w/17" flat panel monitor, keyboard & mouse			
Credenza	1	25	25
60"w x 24"d x 30"h			
Desk, Department Head's	1	55	55
66"w x 36"d			
File Cabinet, Lateral (Three Drawer)	2	20	40
36"w x 18"d x 40"h			
Lamp, Desk	1	0	0
Printer, Scanner, Copier, & FAX All-in-one	1	0	0
Desktop combination Unit			
Shelving, SF 90"h Steel W/ 7 Shelves	3	10	30
3'w x 12"d unit			
Table, Conference	1	75	75
Staff (4) - 42" diameter x 29"h			
Telephone Handset	1	0	0
Waste Basket	1	0	0
13"w x 15"d x 15"h			

General Building Services**1,264 Sq. Ft.****FUNCTIONAL ACTIVITY**

The General Building Services Division provides custodian, general library storage, shipping & receiving, mechanical equipment, and other support spaces such as the Security Office.

SPATIAL RELATIONSHIPS

Some of the custodial services will be located throughout the building as non-assignable square footage in the form of Custodial Closets or Storage Rooms. However, the majority of the space in this division will be best located in the back-of-house areas of the library. Care should be taken in the location of noise producing spaces such as the Mechanical Equipment Room to isolate them from public spaces and staff offices. There are no required adjacencies for the Division as a whole other than locating the Staff/Delivery Entrance close to both the Technical & Technology Services and the Outreach Divisions.

CLOSE:

Technical Services & Technology (Staff/Delivery Entrance)
Outreach Services

DIVISION SPACE SUMMARY	Sq. Ft.
1 Custodian's Closet	212
1 Delivery/Technical Services Storage	150
1 Electrical Room	N/A
1 Friends' Book Storage and Workroom	220
1 General Library Storage	204
1 Security Office	110
1 Staff/Delivery Entrance	129
2 Custodian's Closet	99
2 General Library Storage	140
Elevator/Elevator Equipment Room	N/A
Mechanical Equipment Room	N/A
TOTAL:	1,264

1 Custodian's Closet

212 Sq. Ft.

Functional Activity

This space will provide a shop for custodians to assist in their servicing of the building. This workroom will provide a counter, shelving for bulk supplies, a sink mop and space for cleaning equipment and cleaning supplies.

Relationships

The Custodial Room has no particular adjacency requirements, although proximity to the Public Rest Rooms would be advantageous, since these room need frequent cleaning.

CLOSE:

Public Rest Rooms

Occupancy

STAFF WORKROOM WORKSTATIONS: 1

Collections

Security

This is a staff only area which requires a key or magnetic card reader to control access.

Flexibility

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

Fenestration

No windows required.

Finishes

See Custodian's Closet Level 2

Access

See Custodian's Closet Level 2

Acoustics

See Custodian's Closet Level 2

HVAC

See Custodian's Closet Level 2

Illumination

See Custodian's Closet Level 2

Telecommunications

See Custodian's Closet Level 2

Signage

See Custodian's Closet Level 2

Electrical

See Custodian's Closet Level 2

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Cabinets, Below Counter 1 linear foot x 24"d	4	0	0
Carpet Cleaning Machine	1	5	5
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Cleaning Cart 38"w x 20"d x 38"h	1	10	10
Clock Wall-mounted	1	0	0
Desk, Custodial 60"w x 30"d	1	45	45
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	1	0	0
Garbage Bin, Interior	1	10	10
Hand Truck 23"w x 18"d x 51"h	1	4	4
Ladder, Extension 22"w x 55"-156"h - Wall-mounted	1	0	0
Ladder, Step	1	2	2
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	4	4
Paper Towel Dispenser Wall-mounted	1	0	0
Preparation Counter 4"w x 30"d - against wall	1	30	30
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	2	15	30
Sink 36"w x 24"d - In counter	1	16	16
Sink, Mop	1	6	6
Stool	1	0	0
Storage Cabinet 36"w x 18"d x 65"h	1	18	18
Storage Rack, Building Supply 48"w x 45"d x 72"h - freestanding single sided unit for light bulbs, lumber, pipes, etc.	1	20	20
Tool Box	1	0	0
Vacuum Cleaner, Dry Upright 15"w x 12"d x 42"h	1	8	8
Waste Basket 13"w x 15"d x 15"h	1	4	4

1 Delivery/Technical Services Storage

150 Sq. Ft.

Functional Activity

The function of this room is to provide temporary storage for deliveries that cannot be processed right away and for Technical Services supplies or materials that are in process but need to be secured.

Relationships

This storage area should be close to the Staff/Delivery Entrance and the Technical Services Workroom, so that deliveries need not be moved too far for temporary storage.

CLOSE:

Staff/Delivery Entrance

PROXIMITY:

Technical Services Workroom

Collections

Security

Staff only area which requires a key or magnetic card reader to control access. Door(s) will need to be alarmed.

Flexibility

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

Fenestration

No windows required.

Finishes

See General Storage

Access

See General Storage

Acoustics

This area will be relatively quiet and does not require extensive buffering.

HVAC

See General Storage

Illumination

See General Storage

Telecommunications

See General Storage

Signage

See General Storage

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	SQ. FT.	SQ. FT.

Description of Furniture & Equipment Units

Book Truck 36"w x 24"d	3	10	30
Box, Cardboard In transition or storage	15	4	60
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	6	10	60

1 Electrical Room

0 Sq. Ft.

Relationships

There is no required adjacency other than this be on the first floor and have an exterior entrance.

Collections

Security

This is a secured area which requires a key or magnetic card reader to control access.

Flexibility

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

Fenestration

No windows required.

Finishes

See General Storage

Access

See General Storage

Acoustics

This area will be relatively quiet and does not require extensive buffering.

Illumination

See General Storage

Signage

Whether the access to this room is required to be from the exterior or interior, required signage includes a permanent room identification sign ("Electrical Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

1 Friends' Book Storage and Workroom

220 Sq. Ft.

Functional Activity

The function of this area is to provide space for the Friends of the Richmond Public Library to receive the generous donations of books from community members, sort through them and prepare them for display in the Friends' Sale Area. The workroom will have shelving and a work table as well as floor space for boxes and bags of donations waiting to be sorted. A bin for collecting donations should be close by in a prominent location.

Relationships

The Friends' Book Storage and Workroom can be somewhat behind-the-scenes space, but should be relatively close to the Friends' Sale Area so that volunteers can re-stock the sale shelves with materials stored in the Workroom. Depending upon the final location of this room, a secure bin for receiving donations may be built into the door of the Workroom or placed in a more prominent location near the entrance to the library.

PROXIMITY:

Friends' Sale Area

Occupancy

VOLUNTEER WORKSTATION: 2

Collections

Security

This is a volunteer workroom which requires a key or magnetic card reader to control access.

Flexibility

It is not anticipated that this space will be expanded. It may, however, be used for another purpose in the future; flexibility is a goal to this end.

Fenestration

A door that is partially glass will reduce any claustrophobia for those working in this area.

Finishes

See General Storage

Access

See General Storage

Acoustics

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

HVAC

See Accounting Office

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the work table, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

Signage

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

Electrical

Electrical outlets should be located along perimeter walls at 10-foot intervals at no less than 15" above finished floor. Utility receptacles will be required for custodial use. Provide dedicated electrical outlets co-located with data jacks along one wall for future expansion of technology.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Book Bin, Depressible In Circulation Desk	1	0	0
Book Truck 36"w x 24"d	1	10	10
Box, Cardboard In transition or storage	5	4	20
Chair, Task Low back mid-quality with casters 25"w x 25"d	2	0	0
Clock Wall-mounted	1	0	0
Recycling Bin	1	10	10
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	8	10	80
Table, Work 96"w x 48"d x 29"h (4 Person)	1	100	100
Waste Basket 13"w x 15"d x 15"h	1	0	0

1 General Library Storage

204 Sq. Ft.

Functional Activity

This area provides space for general library storage. It will house furniture and equipment which is waiting to be repaired or to be placed into service, bulk paper and supplies shipments, seasonal displays and holiday decorations. This room should have a set of double doors (or an extra-wide single door), for bringing bulky items in and out of the room.

Relationships

There are no adjacency requirements for this room. The various storage rooms should be distributed throughout the library.

Collections

Security

This is a staff only area which requires a key or magnetic card reader to control access.

Flexibility

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

Fenestration

No windows required.

Finishes

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

CEILING:

Exposed structure or acoustical tile

WALLS:

Concrete; Glazed and textured CMU; or Dry wall

FLOOR:

Sealed concrete or vinyl tile

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor.

Acoustics

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

HVAC

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

Illumination

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

Telecommunications

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

Signage

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

requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<hr/>			
<u>Description of Furniture & Equipment Units</u>			
Box, Cardboard	20	4	80
In transition or storage			
Hand Truck	1	4	4
23"w x 18"d x 51"h			
Shelving, Industrial	8	15	120
SF 36"w x 24"d x 84"h steel w/ 6 shelves			

1 Security Office**110 Sq. Ft.****Functional Activity**

This is a private office for the Security staff assigned to the library. This may include Police Officers or Security Aides. It may be used for counseling disruptive patrons on their behavior in the library.

Relationships

The Security Office should be close to and visible from the Library Entrance(s), to encourage good behavior within the library.

CLOSE:

Library Entrance(s)

Occupancy

STAFF WORKROOM WORKSTATION: 1

Collections**Security**

This is a staff office which requires a key or magnetic card reader to control access.

Flexibility

It is not anticipated that this area will need expansion. It may, however, be used for a different purpose in the future. Flexibility should be a goal.

Fenestration

See Accounting Office.

Finishes

See Accounting Office.

Access

See Accounting Office.

Acoustics

See Accounting Office.

HVAC

See Accounting Office.

Illumination

See Accounting Office.

Telecommunications

See Accounting Office.

Signage

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

Electrical

See Accounting Office.

Furniture & Equipment and Shelving Units

	UNIT	UNIT	EXTENDED
	QTY	SQ. FT.	SQ. FT.

Description of Furniture & Equipment Units**Chair, Task**

1	0	0
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Low back mid-quality with casters 25"w x 25"d

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Chair, Visitor's	2	15	30
Clock Wall-mounted	1	0	0
Computer, Staff Desktop CPU, w/17" flat panel monitor, keyboard & mouse	1	0	0
Printer, Scanner, Copier, & FAX All-in-one Desktop combination Unit	1	0	0
Security Monitor, Color 14" color quad screen monitor	2	0	0
Shelving, SF 90" h Steel W/ 7 Shelves 3'w x 12"d unit	1	10	10
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	0	0
Workstation, Security Office System 6' x 8' modular panels, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	1	70	70

1 Staff/Delivery Entrance

129 Sq. Ft.

Functional Activity

This is the entrance for staff and deliveries. It will have a door that can be opened double-wide for large deliveries, or opened single-width for general staff use. This area provides space for the delivery of library books and materials, furniture and equipment. The loading of the bookmobile or van may take place here if there is not a separate exit from the Bookmobile Workroom to the garage in which the Bookmobile and van are housed. A delivery counter will allow delivery bins to be sorted. A Delivery/Technical Services Storage Room nearby will provide temporary storage for deliveries that cannot be processed right away.

Relationships

The Staff/Delivery Entrance should be adjacent to the Technical Services and Technology Workroom that will receive many of the items delivered. This entry must not open into the Workroom, however, since the constant coming and going of staff and deliveries would disturb technical services staff. The entrance should also be close to the Bookmobile Workroom if the Bookmobile Garage is remote, so that bookmobile staff can bring materials to and from the bookmobile through this door.

The Delivery/Technical Service Storage Room will be close to this entry so that materials needing temporary storage will not have to be moved a great distance.

CLOSE:

Bookmobile Workroom
Delivery/Technical Services Storage
Technical Services and Technology Workroom

Collections

Security

This is an area which requires a key or magnetic card reader to control access. Door(s) will need to be alarmed.

Flexibility

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

Fenestration

No windows required.

Finishes

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

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended)

Telecommunications

One standard duplex communications outlet (one voice and data) co-located with associated power every 6' on the shipping and receiving counter supporting electronic postage, shipping and receiving equipment.

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

Signage

Required signage includes a permanent room identification sign ("Staff & Delivery Entrance

Only) wall-mounted on the exterior of the entrance at least 60" above the ground with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at no less than 15" above finished floor.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
Bulletin Board	1	0	0
Cabinets, Above Counter 1 linear foot x 24"d	8	0	0
Cabinets, Below Counter 1 linear foot x 24"d	8	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Mail Bin 26"w x 28"d x 36"h - canvas cart	1	9	9
Mail Boxes, Staff 72"w x 16"d x 32"h – 36 slots per unit w/ counter	1	0	0
Telephone Handset	1	0	0
Workstation, Shipping & Receiving Counter 8'w x 30"d - against wall	2	60	120

2 Custodian's Closet

99 Sq. Ft.

Functional Activity

This closet, smaller than the main Custodian's Closet on the first floor, will provide shelving and floor space for cleaning equipment and supplies.

Relationships

The Custodian's Closet on the second floor has no particular adjacency requirements, although proximity to the Staff Services' Kitchen, Lounge and Rest Rooms might be useful in keeping these areas clean.

PROXIMITY:

Staff Services (Rest Rooms, Kitchen, Lounge Area)

Collections

Security

Staff only area which requires a key or magnetic card reader to control access.

Flexibility

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

Fenestration

No windows required.

Finishes

Minimal finishes for a non-public area and will only be used by staff.

CEILING:

Exposed structure or acoustical tile

WALLS:

Latex paint over sealed concrete or concrete block

FLOOR:

Sealed or painted concrete

Access

The Custodian's Closet must be accessible from a 36" aisle. A 36" wide door with a minimum of clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor.

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

Acoustics

This area will be relatively quiet and does not require extensive buffering.

HVAC

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

Illumination

Interior lighting provided by industrial strength, non-glare fixtures which deliver a minimum of 30 to 40 foot candles at counter level, and task lighting which delivers up to 50 foot candles at the work surface. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

One standard quad communications outlet (two voice and two data) co-located with associated power mounted at 15" above the finished floor.

Signage

Required signage includes a permanent room identification sign ("Custodian") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans

serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at no less than 15" above the finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	4	4
Paper Towel Dispenser Wall-mounted	1	0	0
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	5	15	75
Sink, Mop	1	6	6
Vacuum Cleaner, Wet "Shop" 22" diameter x 28"h	1	10	10
Waste Basket 13"w x 15"d x 15"h	1	4	4

2 General Library Storage

140 Sq. Ft.

Functional Activity

This area provides space for general library storage.

Relationships

There is no required adjacency.

Collections

Security

See General Storage

Flexibility

See General Storage

Fenestration

No windows required.

Finishes

See General Storage

Access

See General Storage

Illumination

See General Storage

Telecommunications

See General Storage

Signage

See General Storage

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Description of Furniture & Equipment Units</u>			
Box, Cardboard	20	4	80
In transition or storage			
Shelving, Industrial	4	15	60
SF 36"w x 24"d x 84"h steel w/ 6 shelves			

Elevator/Elevator Equipment Room**0 Sq. Ft.****Functional Activity**

The Elevator will provide public access to the collections and services of the upper level(s) of the library. It will also be used by staff to transport materials between floors.

Relationships

The Elevator should be close to and visible from the Library Entrance(s) to provide access to the second floor collections and services. It must be large enough to accommodate strollers as well as book trucks, since a separate staff elevator is not planned. It should be close to the Technical Services Workroom and Circulation Services spaces to facilitate moving new materials to the upper levels. On the upper level(s), the Elevator should provide visibility to all the public areas and to the Administrative Services Reception Area.

CLOSE:

- Public Entrance(s)
- Customer Service Desk and Circulation and Materials Handling Workroom
- Technical Services and Technology Workroom

SIGHT LINES:

- Library Entrance(s)
- Reference Desk
- Administrative Services

Collections**Security****Flexibility**

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

Mechanical Equipment Room

0 Sq. Ft.

Functional Activity

This room is for the placement of the mechanical equipment which operate the library's HVAC system. This room should have a set of double doors, or an extra-wide single door, for bringing bulky items in and out of the room.

Relationships

This room has no adjacency requirements.

Collections

Security

This is a staff only area which requires a key or magnetic card reader to control access unless it is located within a secured staff area.

Fenestration

No windows required.

Finishes

Minimal finishes for a non-public area.

CEILING:

Exposed structure or acoustical tile

WALLS:

Latex paint over sealed concrete or concrete block

FLOOR:

Sealed or painted concrete with drain

Access

The Mechanical Equipment Room must be accessible from a 36" aisle. A 36" wide door with a minimum 32" clearance is required.

Acoustics

The sound of mechanical equipment must be dampened so that the noise generated from this room does not disturb staff or public areas of the library. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level.

Telecommunications

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

Signage

Required signage includes a permanent room identification sign ("Mechanical Room") wall-mounted on the latch side of the door at least 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

06

**SUMMARY OF FURNI-
TURE + EQUIPMENT**



SUMMARY OF FURNITURE + EQUIPMENT

Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
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Inventory Items:

ADA Alternate Keyboard	1	0	0
ADA Screen Magnifier Attachment	1	0	0
ADA Touch Screen Monitor	1	0	0
Art Print	4	0	0
Assistive Listening System, Wide Area FM	1	0	0
Atlas Case	2	35	70
Automated Materials Handling System	1	300	300
AV/Technology Equipment Cart, Large	2	15	30
AV/Technology Equipment Cart, Small	2	10	20
Bench, Lobby (2 Person)	4	0	0
Book Bin, Depressible	2	16	32
Book Bin, Depressible	1	0	0
Book Truck	38	10	380
Box, Cardboard	76	4	304
Bulletin Board	9	0	0
Cabinet, AV Equipment	1	15	15
Cabinets, Above Counter	128	0	0
Cabinets, Above Counter (Lockable)	78	0	0
Cabinets, Above Counter (Lockable)	30	0	0
Cabinets, Below Counter	81	0	0
Cabinets, Below Counter (Lockable)	26	0	0
Cabinets, Below Counter (Lockable)	44	0	0
Camera, Digital	1	0	0
Cappuccino Machine	1	0	0
Card Catalog Unit	1	20	20
Carpet Cleaning Machine	1	5	5
Carrel, Reader's Wood	8	40	320
Case, Floor Display	1	30	30
Case, In-Wall Display	8	0	0
Case, Merchandise Display	1	30	30
Cash Register	2	0	0
CD Player	1	0	0
Chair, Café	16	0	0

Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
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Inventory Items:

Chair, Café	16	0	0
Chair, Child's	12	0	0
Chair, Conference Room	12	0	0
Chair, Conference Room	4	0	0
Chair, Department Head's	5	0	0
Chair, Group Study	18	0	0
Chair, Index Table	8	0	0
Chair, Juvenile	48	0	0
Chair, Juvenile Lounge	4	25	100
Chair, Lounge	31	35	1,085
Chair, Lounge	6	30	180
Chair, Lounge	4	35	140
Chair, Meeting Room - Stacking	64	0	0
Chair, Meeting Room - Stacking	280	12	3,360
Chair, Professional's	5	0	0
Chair, Reader's	98	0	0
Chair, Rocking	1	20	20
Chair, Staff Lounge	5	35	175
Chair, Task	58	0	0
Chair, Task	24	0	0
Chair, Technology Workstation	76	0	0
Chair, Technology Workstation Task	34	0	0
Chair, Visitor's	2	15	30
Chair, Visitor's	20	15	300
Chair, Visitor's	2	0	0
Chair, Visitor's	2	15	30
Change Machine (Bill & Coin)	2	10	20
Children's Craft Counter	2	40	80
Children's Play Fixture	1	100	100
Children's Soft Sculpted Furniture	6	40	240
Cleaning Cart	1	10	10
Clock	30	0	0
Coffee Maker/Urn	7	0	0
Coffee Thermos	8	0	0
Commode	12	0	0

Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Inventory Items:</u>			
Computer, AWE	5	45	225
Computer, OPAC	6	10	60
Computer, Public Desktop	22	0	0
Computer, Public Desktop	62	0	0
Computer, Public Portable	60	0	0
Computer, Staff Desktop	63	0	0
Computer, Staff Portable	2	0	0
Copier, B&W Freestanding	1	50	50
Copier, Color Countertop	1	0	0
Copier, Color Freestanding	3	50	150
Cot, Sick Bay	1	35	35
Counter With Cabinets Above And Below	1	55	55
Credenza	8	25	200
Credenza	1	28	28
Cushion, Floor	50	8	400
Desk, Custodial	1	45	45
Desk, Department Head's	5	55	275
Desk, Professional	2	50	100
Desk, Professional	1	55	55
Diaper Changing Counter	3	0	0
Digital Staff Workstation	2	0	0
Directory	2	0	0
Dolly, Chair	16	12	192
Dolly, Table	12	12	144
DVD Player	1	0	0
Easel	1	15	15
FAX Machine, Desktop	1	0	0
File Cabinet, Lateral (Four Drawer)	13	20	260
File Cabinet, Lateral (Three Drawer))	2	20	40
File Cabinet, Vertical (Four Drawer)	34	14	476
First Aid Kit	1	0	0
Flat File	1	36	36
Garbage Bin, Interior	3	10	30
Hand Dryer	5	0	0
Hand Truck	2	4	8

Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
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Inventory Items:

Hot Water Urn	3	0	0
Instructor's Station, Systems Furniture	2	50	100
Kiosk, Electronic	1	50	50
Ladder, Extension	1	0	0
Ladder, Step	1	2	2
Lamp, Desk	1	0	0
Lamp, Floor	2	6	12
Lamp, Table	2	0	0
Laser Pointer	1	0	0
Lectern (w/ Space For A Portable Computer)	2	50	100
Literacy Tutoring Counter	1	40	40
Literacy Tutoring Counter	2	56	112
Locker	35	5	175
Mail Bin	1	9	9
Mail Boxes, Staff	1	0	0
Map Case	1	36	36
Microfilm Cabinet, Vertical (8 Drawer)	2	16	32
Microfilm Reader/Printer	1	40	40
Microphone, Floor	1	0	0
Microphone, Lavalier	1	0	0
Microwave Oven	3	0	0
Mirror	3	0	0
Mirror, With Shelf	3	0	0
Mobile Laptop Storage Security Cart	1	0	0
Mobile Laptop Storage Security Cart	2	20	40
Mobile Reference Desk	2	50	100
Mop Bucket	2	4	8
Panel Divider	1	0	0
Paper Shredder	2	0	0
Paper Towel Dispenser	14	0	0
Play Area	1	30	30
Preparation Counter	7	30	210
Preparation Counter	2	40	80
Presentation Center	4	0	0
Print Release Station	7	0	0

Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Inventory Items:</u>			
Printer, Ink-Jet (B&W)	1	0	0
Printer, Laser (B&W)	8	0	0
Printer, Laser (Color)	2	0	0
Printer, Receipt	2	0	0
Printer, Scanner, Copier, & FAX All-in-one	51	0	0
Printer/Fax/Scanner/Copier	7	0	0
Projection Screen, Motorized Ceiling	5	0	0
Projector, Ceiling Mounted	3	0	0
Projector, Desktop	1	0	0
Projector, Overhead	1	0	0
Projector, Portable AV & Computer LCD/DLP	1	0	0
Puppet Theater	1	40	40
Queuing Space (Per Person)	16	6	96
Rack, AV Equipment	1	10	10
Rack, Computer / Communications Equipment	2	30	60
Rack, Literature Display Handout	4	0	0
Rack, Literature Display Handout	2	15	30
Recycling Bin	2	0	0
Recycling Bin	3	10	30
Refrigerator	3	20	60
Refrigerator, Commercial	1	35	35
Refrigerator, Compact	1	0	0
Router/Switch	1	0	0
Safe, Floor	1	0	0
Scanner, Flat	1	0	0
Security Monitor, Color	2	0	0
Security System Book & Media Resensitizer	2	0	0
Security System Book Desensitizer	2	0	0
Security System Desensitizer/Resensitizer	2	0	0
Security System Gates, Inventory Control	2	0	0
Security System Media Desensitizer	2	0	0
Self Check-Out Counter	3	30	90
Self Check-Out Machine	3	0	0
Self Check-Out Machine & Kiosk	2	25	50
Server, Desktop / Rack Mount	4	0	0

Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
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Inventory Items:

Shelving, Industrial	19	15	285
Shelving, SF 45"h Steel W/ 3 Shelves	3	10	30
Shelving, SF 60"h Steel W/ 5 Shelves	4	10	40
Shelving, SF 66"h Steel W/ 5 Shelves	4	10	40
Shelving, SF 90"h Steel W/ 7 Shelves	144	10	1,440
Shelving, SF 90"h Steel W/ 7 Shelves	7	15	105
Shelving, SF 90"h Steel W/ 7 Shelves	17	10	170
Shelving, SF 90"h Steel W/ 7 Shelves	6	15	90
Sign, Announcement	4	0	0
Sink	7	16	112
Sink	1	0	0
Sink And Counter	10	0	0
Sink, Mop	2	6	12
Soap Dispenser	14	0	0
Sofa (2 Seat)	1	50	50
Stage, Portable	1	440	440
Stall	10	0	0
Step Seating For 6	1	80	80
Stool	2	0	0
Stool, Kick-Step	9	0	0
Stool, Technology Workstation	9	0	0
Storage Cabinet	3	18	54
Storage Cabinet	1	18	18
Storage Rack, Building Supply	1	20	20
Stove Top & Oven, Electric	2	15	30
Study Counter (high)	1	120	120
Supply Cabinet	1	18	18
Table, Café	3	60	180
Table, Café	4	60	240
Table, Café	2	50	100
Table, Children's	1	75	75
Table, Children's Play	2	55	110
Table, Children's Activity	6	80	480
Table, Coffee	1	25	25
Table, Conference	1	260	260

Furniture and Equipment	UNIT QTY	UNIT SQ. FT.	EXTENDED SQ. FT.
<u>Inventory Items:</u>			
Table, Conference	1	75	75
Table, Drum	2	12	24
Table, End	15	12	180
Table, Folding	16	0	0
Table, Group Study	1	160	160
Table, Group Study	1	175	175
Table, Group Study	2	155	310
Table, Juvenile	6	85	510
Table, Meeting Room	36	0	0
Table, Meeting Room	12	50	600
Table, Reader's	1	80	80
Table, Reader's	6	90	540
Table, Reader's	7	100	700
Table, Reader's	9	80	720
Table, Reader's	5	60	300
Table, Work	1	100	100
Technology Carrel	1	35	35
Technology Carrel	28	40	1,120
Technology Carrel	2	45	90
Technology Carrel	6	60	360
Technology Counter	3	25	75
Technology Counter	20	30	600
Technology Counter	1	35	35
Technology Counter	3	55	165
Technology Station, Systems Furniture	2	40	80
Technology Training Table, Computer Lab	16	50	800
Telephone Handset	68	0	0
Telephone Headset	1	0	0
Tool Box	1	0	0
Toy Bin	1	20	20
Toy Bin	1	25	25
TV Monitor, 32"	1	0	0
TV/VCR/DVD Monitor And Player	2	0	0
Uninterruptible Power Supply (UPS), Single Device	2	0	0
Urinal	4	0	0

Furniture and Equipment

UNIT UNIT EXTENDED
QTY SQ. FT. SQ. FT.

Inventory Items:

Vacuum Cleaner, Dry Upright	1	8	8
Vacuum Cleaner, Wet "Shop"	1	10	10
Waste Basket	57	0	0
Waste Basket	21	4	84
Waste Basket	1	0	0
Waste Basket	1	4	4
White Board	3	0	0
White Board	4	0	0
White Board	2	0	0
Workstation, AV Counter	1	60	60
Workstation, Café Service Counter	1	65	65
Workstation, Children's Counter	1	60	60
Workstation, Children's Desk	2	80	160
Workstation, Children's Office System	7	60	420
Workstation, Circulation Check-In Counter	1	60	60
Workstation, Clerical Counter	18	60	1,080
Workstation, Clerical Office System	6	55	330
Workstation, Coffee Shop Counter	1	35	35
Workstation, Computer Technician's Counter	1	40	40
Workstation, Customer Service Desk	2	65	130
Workstation, File Room Counter	1	35	35
Workstation, Food Preparation Counter	4	60	240
Workstation, Food Preparation Counter	2	45	90
Workstation, Food Service Counter	1	65	65
Workstation, Homework Center Counter	1	45	45
Workstation, Literacy Counter	1	60	60
Workstation, Literacy Office System	6	50	300
Workstation, Local History Desk	1	50	50
Workstation, Preparation Counter	2	45	90
Workstation, Reception Desk	2	65	130
Workstation, Reference Counter	1	60	60
Workstation, Reference Desk	2	80	160
Workstation, Reference Office System	10	60	600
Workstation, Security Office System	1	70	70
Workstation, Shipping & Receiving Counter	2	60	120

Furniture and Equipment

UNIT UNIT EXTENDED
QTY SQ. FT. SQ. FT.

Inventory Items:

Inventory Sub-Total: 29,146

Shelving Units:

36" Aisle DF 45"H Steel Shelving W/6 Divider Shelves	37	18	666
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	17	18	306
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	28	18	504
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	10	10	100
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	12	10	120
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	5	10	50
36" Aisle DF 45"H Magazine Display Shelving W/ 4 Shelvs	5	18	90
42" Aisle DF 45"H Steel Shelving W/ 4 Shelves	2	20	40
42" Aisle DF 58"H Bookstore Display Shelving	5	30	150
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	186	20	3,720
42" Aisle DF 66"H Steel Shelving W/ 8 Shelves	7	20	140
42" Aisle DF 90"H Steel Shelving W/14 Shelves	163	20	3,260
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves	291	20	5,820
42" Aisle DF 90"H Steel Shelving W/ 14 Shelves	21	20	420
42" Aisle DF 45"H Magazine Display Shelving W/ 4 Shelvs	2	20	40
44" Aisle DF 45"H Newspaper Display Shelving W/4 Shlvs	1	22	22
44" Aisle SF 66"H Magazine Display Shelving W/4 Shelves	29	12	348
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes	21	10	210
CD-ROM SF Shelving Unit W/ 4 Sliding Browser Boxes	6	10	60
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes	16	10	160
Index Table	2	100	200
Paperback SF 66" Shelving Unit W/ 5 Divider Shelves	10	10	100
Video Cassette SF 66" Shelving Unit W/ 5 Divider Shelvs	4	10	40

Shelving Sub-Total: 16,566

Total Net Assignable SqFt for Furniture and Equipment: 45,712

07

**PROJECT COST
ESTIMATE**



PROJECT COST ESTIMATE

(WITH DETAILS)

BUDGET ACTIVITY	COST	COST/SQ. FT.	PERCENTAGE OF TOTAL
New Construction	\$27,753,775	\$425.00	62.72%
Site Development	\$1,632,575	\$25.00	3.69%
Furniture & Equipment	\$3,155,769	\$48.33	7.13%
Technology Installation	\$35,000	\$0.54	0.08%
Technology Cabling	\$326,515	\$5.00	0.74%
Signage	\$146,932	\$2.25	0.33%
Works Of Art	\$293,864	\$4.50	0.66%
Architectural & Engineering Fees <i>9.50% of Construction Contract</i>	\$2,791,703	\$42.75	6.31%
Professional Construction Cost Estimator	\$146,932	\$2.25	0.33%
Construction Management	\$881,590	\$13.50	1.99%
Interior Design Fees <i>8.00% of Furniture and Equipment Cost</i>	\$252,462	\$3.87	0.57%
Planning & Administration <i>6.00% of Construction Contract</i>	\$1,763,181	\$27.00	3.98%
Relocation	\$40,000	\$0.61	0.09%
Collection Moving Costs	\$150,000	\$2.30	0.34%
Items Moved		\$250,000	
Number of Times Items Moved		2	
Cost per Item Moved		\$0.30	
Contingency <i>10.00% of Construction Contract</i>	\$2,938,635	\$45.00	6.64%
Project Cost Subtotal	\$42,308,933	\$647.89	95.61%
Inflation <i>4.50% Inflation Rate for 12 months</i>	\$1,943,665	\$29.76	4.39%
Project Cost Estimate Total	\$44,252,598	\$677.65	100%
BUILDING SQFT:	65,303		

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