



norwalk
EASTER PUBLIC LIBRARY

BUILDING PROGRAM DOCUMENT



FEH DESIGN



NORWALK PUBLIC LIBRARY BUILDING PROGRAM

This building program is for a new Norwalk Public Library facility to be located in Norwalk, Iowa. The need for a building considerably larger than the existing facility has been clearly documented in a space needs study that was conducted by FEH DESIGN in 2022. Rapid population growth, an existing collection of physical materials that is considerably undersized compared to peer communities and the increasing extent to which the programming aspect of public library's service model has expanded, together speak to the need for a new, bigger structure.

This building program is based on a refinement of one of four space planning scenarios created by FEH DESIGN in consultation with the library administration, staff, and with the additional involvement of a member of the Library Board of Trustees. A summary of Norwalk's space needs was presented to the full Library Board on May 24, 2022. Another meeting was held with the Library Director on October 24, 2022 to discuss the development of this building program and specifically to review details regarding functional space needs as well as the desired characteristics and adjacencies for each of more than 50 distinct elements of the proposed facility. A review of the library's space needs and a discussion of the size of a site necessary for the recommended building was provided to the City Council on November 17, 2022. Subsequent enhancements and refinements were made to the building program in consultation with the Library Director in 2023.

The building program is based on a projected service population of 23,016 for the year 2042 and includes an estimated municipal population of approximately 21,800 with the balance of users coming from the surrounding area. The building program also assumes that the library will address its undersized collections, which currently falls well below the mean and median totals for similar sized Iowa communities. The program anticipates an initial opening day collection of 66,700 volumes and provides long-term capacity for up to 80,200 volumes. While specific collection size estimates are applied in the program, it will be necessary to seek confirmation from staff that these collection sizes (and therefore the shelving that is specified to house them) are relatively accurate closer to the time at which the building is in design development.

The program details **31,852** net square feet (NSF) of functional space that is directly related to the provision of library services. The total building size including restrooms, mechanicals, wall thickness, corridors, etc. in addition to the functional library spaces is approximately **39,815** gross square feet (GSF).

One other item that has been discussed has been the inclusion of an underground storm shelter. This feature is not included in the following program. Adding a second level to the library would come at a significant cost because a two-level design would require multiple stairwells and an elevator. Even if planned meeting spaces was utilized as the shelter area itself, this feature would add a minimum of 1,600 SF to the program at a cost that would very likely exceed \$500,000.

This building program statement includes **84** individual functional spaces. A summary of these spaces follows in Table A.

Table A
Summary of Net Assignable Spaces

<i>Space Category</i>	<i>Space No.</i>	<i>NSF</i>
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<u>Adult Services</u>	<u>9,837 NSF</u>
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Adult Non-Fiction

Adult Non-Fiction Collections	Space 1	1,763 NSF
Adult Non-Fiction Study Seating (12 seats)	Space 2	420 NSF
Adult Non-Fiction Casual Seating (10 seats)	Space 3	400 NSF
Adult Non-Fiction Tutoring/Quiet Study Seating (10 seats)	Space 4	450 NSF
Adult Non-Fiction Group Study Room (6 seats)	Space 5	270 NSF
Adult Laptop Bar (3 seats)	Space 6	72 NSF
Adult Non-Fiction Sub-Total		3,375 NSF

Adult Fiction & Periodicals

Adult Fiction Collections	Space 7	1,513 NSF
Adult Large Print Collection	Space 8	191 NSF
Adult Magazine/Newspaper Collections	Space 9	72 NSF
Adult Fiction Casual Seating (8 seats)	Space 10	360 NSF
Adult Fiction Casual "Living Room" Seating (10 seats)	Space 11	550 NSF
Adult Fiction Quiet Room Seating (8 seats)	Space 12	400 NSF
Coffee Bar	Space 13	64 NSF
Adult Fiction & Periodicals Sub-Total		3,150 NSF

Adult Non-Print/Media Area

Adult Audio Books	Space 14	191 NSF
Adult Video (and other non-print)	Space 15	346 NSF
Adult Non-Print Bench Seating (6 seats)	Space 16	90 NSF
Adult Non-Print/Media Area Sub-Total		627 NSF

Adult Public Computing

Adult Public Internet Computers (18 seats)	Space 17	810 NSF
Adult Specialty Computers/Technology Stations (4)	Space 18	200 NSF
Photocopy Machines (2)	Space 19	100 NSF
Adult Computing Kiosk Desk	Space 20	75 NSF
Intergenerational Maker Space/Teen Program Area	Space 21	1,000 NSF
Library of Things Collection Space & Storage	Space 22	200 NSF
Adult Services Workroom	Space 23	300 NSF
Adult Public Computing Sub-Total		2,685 NSF

<u>Children's Services</u>	<u>9,239 NSF</u>
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Preschool Children's Services

Preschool Collections (Picture Books, Board Books, etc.)	Space 24	1,430 NSF
Preschool Casual/Fun/Whimsical Seating (8 seats)	Space 25	200 NSF
Preschool Multigenerational Seating (6 seats)	Space 26	270 NSF
Preschool Educational/Creative Play Space	Space 27	1,000 NSF
Nursing/Lactation Room	Space 28	120 NSF
Preschool Children's Services Sub-Total		3,020 NSF

Primary & Intermediate Children's Services

Children's Services' Kiosk Desks (2)	Space 29	150 NSF
Children's Services Self-Check Station (1)	Space 30	60 NSF
Children's/Youth Services Head Office	Space 31	160 NSF
Children's/Youth Services Workroom	Space 32	300 NSF
Children's Youth Services Storage	Space 33	260 NSF
Children's Fiction, Non-Fiction, and Chapter Books	Space 34	2,025 NSF
Children's Non-Print/Media Collections	Space 35	191 NSF
Children's Kits, Games, Puzzles, etc.	Space 36	215 NSF
Children's Magazine Collection	Space 37	48 NSF
Children's Primary Casual Seating (10 seats)	Space 38	250 NSF
Children's Primary Multigenerational Seating (4 seats)	Space 39	180 NSF
Children's Primary Computing (2 computers, 4 seats)	Space 40	80 NSF
Children's Intermediate Casual Seating (8 seats)	Space 41	320 NSF
Children's Intermediate Study Seating (8 seats)	Space 42	200 NSF
Children's Intermediate Computing (4 computers, 8 seats)	Space 43	200 NSF
Children's Tutoring/Quiet Study Seating (4 seats)	Space 44	160 NSF
Children's Program Area (Occupancy 75)	Space 45	1,000 NSF
Children's Craft Area (Occupancy 30)	Space 46	420 NSF
Primary and Intermediate Children's Services Sub-Total		6,219 NSF

Young Adult Services

1,281 NSF

Young Adult Services Kiosk Desk (1)	Space 47	75 NSF
Young Adult Fiction and Non-Fiction Collections	Space 48	691 NSF
Young Adult Magazine Collection	Space 49	20 NSF
Young Adult Casual Seating (7 seats)	Space 50	315 NSF
Young Adult Study Seating (4 seats)	Space 51	180 NSF
Young Adult Services Sub-Total		1,281 NSF

Meeting & Gathering Spaces

4,640 NSF

Conference and Meeting Rooms

Conference Room #1 (10 seats)	Space 52	360 NSF
Conference Room #2 (14 seats)	Space 53	480 NSF
All-Purpose Room #1 (125 seats)	Space 54	1,875 NSF
All-Purpose Room #2 (75 seats)	Space 55	1,125 NSF
Pre/Post Function Space	Space 56	800 NSF
Meeting & Gathering Spaces Sub-Total		4,640 NSF

Circulation and Technical Services

3,335 NSF

Circulation Desk Area

Circulation Desk and Public Queuing	Space 57	560 NSF
Circulation Services Self-Check Stations (2)	Space 58	120 NSF
Circulation Services Self-Service Holds	Space 59	90 NSF
Circulation Services "Flex" Consultation Space	Space 60	125 NSF
New Materials Display Space	Space 61	120 NSF

New Materials Bench Seating (6 seats)	Space 62	90 NSF
Friends' Ongoing Booksale Area	Space 63	100 NSF
Circulation Desk Area Sub-Total		1,205 NSF

Circulation Services Workspace

Circulation Services Workroom (Staff and Cart Space)	Space 64	350 NSF
Head of Circulation Office	Space 65	140 NSF
Drive Through Circulation/Return Window	Space 66	220 NSF
Circulation Services Supply Storage	Space 67	40 NSF
Automated Materials Handling & Book Drop	Space 68	300 NSF
Circulation Services Workspace Sub-Total		1,050 NSF

Technical Services and IT

Technical Services Workroom (Staff and Cart Space)	Space 69	350 NSF
Assistant Director/Head of Technical Services Office	Space 70	140 NSF
Technical Services Supply & Materials Storage	Space 71	100 NSF
Information Technology Office	Space 72	140 NSF
Information Technology Storage	Space 73	100 NSF
Server Room/Main Distribution Frame/Wiring Closet	Space 74	250 NSF
Technical Services and IT Sub-Total		1,080 NSF

Administration & Miscellaneous Spaces

3,520 NSF

Administrative Offices

Director's Office	Space 75	220 NSF
Administrative Assistant's Office/Reception	Space 76	120 NSF
Public Services Coordinator's Office	Space 77	160 NSF
Administrative/File Storage	Space 78	100 NSF
Administrative Services Sub-Total		600 NSF

Miscellaneous Spaces

Entry Lobby	Space 79	750 NSF
Service Entrance/Loading/Receiving Area	Space 80	350 NSF
Staff Lunch/Break Room	Space 81	600 NSF
Staff Lockers	Space 82	120 NSF
Friends' Office/Book Storage & Sorting Area	Space 83	500 NSF
General Storage	Space 84	600 NSF
Miscellaneous Spaces Sub-Total		2,920 NSF

Total All Net Square Feet

31.852 NSF

25% Allowance for Unassigned Spaces (Restrooms, Corridors
Mechanical Rooms, external wall thickness, etc.)

7.963 SF

TOTAL GROSS SQUARE FEET (BGSF)

39,815 GSF

A NOTE REGARDING SHELVING: The majority of the shelving required for this project will be double-faced, cantilever-type steel library shelving (with decorative end-panels). However, to aid in the visualization of the nature of shelving in specific areas,

descriptions indicate the number of single-faced sections and the number of shelves per single-faced section. The number of single-faced sections is then restated in terms of number of double-faced sections that represents since the vast majority of the shelving used is, and will continue to be, double-faced units.

Space Code: Space 1

Name of Area: Adult Non-Fiction Collections

General Area: Adult Non-Fiction

Size: 1,763 NSF

Function: Provides an area for the housing and display of adult non-fiction and biography materials that enables browsing and encourages use.

Anticipated Occupancy: This area is likely to experience moderate use. It is likely that there will be times when there are few library users in the adult non-fiction stack area and other times when there may be a dozen or more individuals browsing the collections.

Essential Equipment & Furnishings: Use steel cantilever shelving (for flexibility) with decorative end-panels to coordinate with the overall design of the library space. A total of 148 single-faced sections (74 double-faced sections) of 78" high, 10" deep shelving should be provided to house a collection of 12,000 volumes. Eventually, this collection may grow as large as 14,400 volumes. Initially, it will be possible to use only 4 shelves per section. Five shelves may be needed to house the maximum stated number of volumes. At least one online public access catalog (OPAC - consult with staff and a network technologist to determine what type of device to deploy) should be located at a prominent point at the end of a stack aisle.

Adjacencies: In close proximity to Adult Non-Fiction Study seating (Space 2) and Adult Non-Fiction Casual Seating (Space 3). The Adult Non-Fiction Collections should **not** be located in close proximity to Preschool and Children's Services (Spaces 24 – 46).

Special Considerations: Consider placing some seating among the stacks to break up the density and to provide a relatively quiet reading environment. Avoid the use of canopy top shelving in that it impedes the penetration of light into the aisles and can collect dust and debris. Bookstacks should be lit adequately so customers can find materials and, also, so staff can shelve materials 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 no less than 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 necessary electrical and network connectivity for the OPAC(s).

Space Code: Space 2

Name of Area: Adult Non-Fiction Study Seating (12 adult user seats)

General Area: Adult Non-Fiction

Size: 420 NSF

Function: Provide a relatively quiet environment for using the library's non-fiction (and other) resources.

Anticipated Occupancy: At different times, usage of this area may vary from zero (0) to a maximum occupancy of twelve (12). Typical occupancy is likely to be three (3) or four (4).

Essential Equipment & Furnishings: Provide two (2) wired rectangular library study tables approximately 60" W x 36" D x 29"/30" H. Each table should offer at least two (2) duplex outlets and two (2) Universal Serial Bus (USB) ports built into the table top. **Note: USB ports are mentioned frequently in this building program, Consult with staff and a network technologist regarding the most up-to-date USB format or formats to deploy.**

Eight wheeled chairs should be provided (4 for each table). In addition, provide four (4) wheeled seats (seat height approximately 18") distributed among two (2) wheeled two-top study tables each approximately 30" W x 30" D x 29"/30" H. Setting for the tables should allow the tables to be used individually or grouped together to seat two (2) or four (4). Consider including at least one wheelchair accessible work table approximately 66" W x 36" D x with an adjustable height

of 27" – 39".

Adjacencies: In close proximity to Adult Non-Fiction Collections (Space 1), Adult Non-Fiction Tutoring/Quiet Study Seating (Space 4), and Adult Non-Fiction Group Study Room (Space 5). The Adult Non-Fiction Study Seating should **not** be located in close proximity to Preschool and Children's Services (Spaces 24 – 46).

Special Considerations: Power to the tables should be provided from boxes that are flush to the floor surface. Do not use tombstone type boxes. A lighting level of approximately 40 ft-c should be provided at the tabletop height.

Space Code: Space 3

Name of Area: **Adult Non-Fiction Casual Seating** (10 adult user seats)

General Area: Adult Non-Fiction

Size: 400 NSF

Function: Provides a comfortable and relaxing area to read adult non-fiction (and other materials) in a relatively quiet setting.

Anticipated Occupancy: This area is likely to receive moderate use. Typical occupancy will be zero (0) four (4) persons. Maximum occupancy will be ten (10).

Essential Equipment & Furnishings: Provide 10 lounge chairs. At least six (6) of the chairs should be equipped with tablet arms. Ensure that electrical power (both duplex outlets and Universal Serial Bus (USB) ports are available either by being integrated into the design of the chairs or as part of a nearby occasional table (space allocation provided will allow for occasional tables to be used.) Consider using some chairs that are senior-friendly (with sturdy arms that allow individuals to boost themselves to a standing position),

Adjacencies: In close proximity to Adult Non-Fiction Collections (Space 1). The Adult Non-Fiction Casual Seating should **not** be located in close proximity to Preschool and Children's Services (Spaces 24 – 46).

Special Considerations: Power to the chairs should be provided from boxes that are flush to the floor surface. Do not use tombstone type boxes. A lighting level of 30 - 40 foot-candles (ft-c) should be provided at the tablet arm height.

Space Code: Space 4

Name of Area: **Adult Non-Fiction Tutoring/Quiet Study Seating** (4 rooms, 10 adult user seats)

General Area: Adult Non-Fiction

Size: 450 NSF

Function: Provides an environment for solitary studying and tutoring that minimizes distraction and preserves confidentiality.

Anticipated Occupancy: At different times, usage of these rooms may vary from zero (0) to a maximum occupancy of ten (10).

Essential Equipment & Furnishings: Ten (10) wheeled seats distributed among four (4) rooms. Three (3) seats each in two (2) rooms and two (2) seats each in two (2) rooms or four (4) seats in one room and (2) seats each in three (3) rooms. Each room should have one small, wheeled collaborative table per chair to be used independently or grouped together. Provide a whiteboard in each room and a wall mounted video monitor in one of the larger spaces.

Adjacencies: In close proximity to Adult Non-Fiction Collections (Space 1) and Adult Non-Fiction Group Study Room (Space 5). The Adult Non-Fiction Tutoring/Quiet Study Seating should **not** be located in close proximity to Preschool and Children's Services (Spaces 24 – 46).

Special Considerations: For security purposes, one wall of these spaces should have a

considerable amount of glass area; however, the space should be designed so that those using the space can position themselves so they don't feel that they are in a fishbowl. Duplex and Universal Serial Bus (USB) ports should be available in each room. Space should achieve a Noise Criteria Rating (NCR) of 25. A lighting level of approximately 40 ft-c should be provided at the tabletop height.

Space Code: Space 5

Name of Area: **Adult Non-Fiction Group Study Room** (6 adult user seats)

General Area: Adult Non-Fiction

Size: 270 NSF

Function: Provides an area for collaborative study and working on group projects in a technology-rich environment.

Anticipated Occupancy: This area will be especially heavily used by young adult and adult students during after-school hours; however, it is anticipated that the space will also become a popular meeting space for committee meetings of community groups. Occupancy will range from zero (0) to six (6).

Essential Equipment & Furnishings: Six (6) wheeled seats should be provided as well as six (6) small wheeled collaborative tables that can be used independently or grouped together. Provide a large whiteboard and a wall mounted video monitor.

Adjacencies: In close proximity to Adult Non-Fiction Collections Space (Space 1) and Adult Non-Fiction Tutoring/Quiet Study Seating (Space 4). The Adult Non-Fiction Group Study Room should **not** be located in close proximity to Preschool and Children's Services (Spaces 24 – 46).

Special Considerations: For security purposes, one wall of this space should have a considerable amount of glass area; however, the space should be designed so that those using the space can position themselves so they don't feel that they are in a fishbowl. Duplex and Universal Serial Bus (USB) ports should be available in each room. Space should achieve a Noise Criteria Rating (NCR) of 25. A lighting level of approximately 40 ft-c should be provided at the tabletop height.

Space Code: Space 6

Name of Area: **Adult Laptop Bar**

General Area: Adult Non-Fiction

Size: 72 NSF

Function: Provides an alternative seating option for individuals using laptops, tablets, and smartphones that also offers convenient access to power sources for charging personally owned devices.

Anticipated Occupancy: This area will be occupied by zero (0) to three (3) Individuals.

Essential Equipment & Furnishings: Provide a casework counter (40" - 42" high) and three(3) 30" – 32" seat height stools.

Adjacencies: In close proximity to Adult Non-Fiction Study Seating (Space 2). The Adult Laptop Bar should **not** be located in close proximity to Preschool and Children's Services (Spaces 24 – 46).

Special Considerations: Multiple duplex and Universal Serial Bus (USB) ports should be available along the entire length of the counter just above the counter height. Consult with network technologist to determine whether this may be a good place to locate a Wi-Fi access point. A lighting level of approximately 40 ft-c should be provided at the countertop height.

Space Code: Space 7

Name of Area: Adult Fiction Collections

General Area: Adult Fiction & Periodicals

Size: 1,513 NSF

Function: Provides an area for the housing and display of adult fiction and genre fiction (mysteries, science-fiction, etc.) that enables browsing and encourages use.

Anticipated Occupancy: These collections will be among the most popular in the library and, while there may be times when there are few library users in the stacks, at other times there may be a dozen or more library users and library staff in this area.

Essential Equipment & Furnishings: Use steel cantilever shelving (for flexibility) with decorative end-panels to coordinate with the overall design of the library space. A total of 128 single-faced sections (64 double-faced sections) of 78" high, 10" deep shelving should be provided to house a collection of 10,000 volumes. Eventually, this collection may grow as large as 12,000 volumes. Initially, it will be possible to use only 4 shelves per section. Five shelves may be needed to house the maximum stated number of volumes. At least one online public access catalog (OPAC - consult with staff and a network technologist to determine what type of device to deploy) should be located at a prominent point at the end of a stack aisle.

Adjacencies: In close proximity to Adult Fiction Casual Seating (Space 10) and Adult Fiction Casual Living Room Seating (Space 11). The Adult Fiction Collections should **not** be located in close proximity to Preschool and Children's Services (Spaces 24 – 46).

Special Considerations: Bookstacks should be lit adequately so customers can find materials and, also, so staff can shelve materials 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 no less than 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. At least one online public access catalog (consult with staff and a network technologist to determine what type of device to deploy) should be located at a prominent point at the end of a stack aisle. Provide necessary electrical and network connectivity for the OPAC(s).

Space Code: Space 8

Name of Area: Adult Large Print Collection

General Area: Adult Fiction & Periodicals

Size: 191 NSF

Function: Provides an area for the housing and display of Large Print materials that enables browsing and encourages use by individuals, some of whom may have limited or diminished eyesight.

Anticipated Occupancy: This is a specialty collection, and the area will typically not be heavily trafficked. Average occupancy is anticipated to be between zero (0) and four (4) library users and staff.

Essential Equipment & Furnishings: Use steel cantilever shelving (for flexibility) with decorative end-panels to coordinate with the overall design of the library space. A total of 16 single-faced sections (8 double-faced sections) of 78" high, 10" deep shelving should be provided to house a collection of 1,000 volumes. Eventually, this collection may grow as large as 1,200 volumes. Initially, it will be possible to use only 3 shelves per section. Four shelves may be needed to house the maximum stated number of volumes.

Adjacencies: In close proximity to Adult Fiction Casual Seating (Space 10) and Adult Fiction Casual Living Room Seating (Space 11). Adult Large Print Collections should **not** be located in

close proximity to Preschool and Children's Services (Spaces 24 – 46) or Young Adult Services (Spaces 47 – 51).

Special Considerations: Bookstacks should be lit adequately so customers can find materials and, also, so staff can shelve materials 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 no less than 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.

Space Code: Space 9

Name of Area: Adult Magazine/Newspaper Collections

General Area: Adult Fiction & Periodicals

Size: 72 NSF

Function: Provides a space for the display of current magazines and newspapers and the housing of a limited number of back issues of the same titles

Anticipated Occupancy: This area will be relatively busy given its small size. While there will be times when the area is unoccupied, during peak periods, three (3) or four (4) individuals may be browsing the magazine and newspaper shelves simultaneously.

Essential Equipment & Furnishings: Use steel cantilever shelving (for flexibility) with decorative end-panels to coordinate with the overall design of the library space. A total of 6 single-faced sections (3 double-faced sections) of 66" high, 12" deep shelving should be provided to house a collection of 60 magazine and newspaper titles. Only three shelves should be used in each section to comply with Americans with Disabilities Act (ADA) guidelines. This collection is likely to decrease in size over time. Shelves should be fitted with slant-front display units to hold the current issues. Recent back issues will be housed on the flat shelves under the slant-front display units. Alternatively, consider the use of clear plastic "Mag Boxes" on flat open shelves to display and house magazines.

Adjacencies: In close proximity to Adult Fiction Casual Living Room Seating (Space 11). The Adult Magazine/Newspaper Collection should **not** be located in close proximity to Preschool and Children's Services (Spaces 24 – 46).

Special Considerations: Bookstacks should be lit adequately so customers can find materials and, also, so staff can shelve materials 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 no less than 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.

Space Code: Space 10

Name of Area: Adult Fiction Casual Seating (8 adult user seats)

General Area: Adult Fiction & Periodicals

Size: 360 NSF

Function: Provides a comfortable and relaxing area to read adult fiction (and other materials) in a relatively quiet setting. It is anticipated that users of this area versus those who choose to sit in the "Living Room" area will be solitary users seeking a quieter setting.

Anticipated Occupancy: This will likely be a popular area and many of the eight (8) seats provided may frequently be in use. Occupancy of the area will range from zero (0) to eight (8).

Essential Equipment & Furnishings: Provide eight (8) lounge chairs. At least four (4) of the chairs should be equipped with tablet arms. (Provide a mixture of left and right tablet arms.) Ensure that electrical power (both duplex outlets and Universal Serial Bus (USB) ports are available either by being integrated into the design of the chairs or as part of a nearby occasional table (space allocation provided will allow for occasional tables to be used.) Consider using some chairs that are senior-friendly (with sturdy arms that allow individuals to boost themselves to a standing position),

Adjacencies: In close proximity to Adult Fiction Collections (Space 7). The Adult Fiction Casual Seating should **not** be located in close proximity to Preschool and Children's Services (Spaces 24 – 46).

Special Considerations: Power to the chairs (or occasional tables) should be provided from boxes that are flush to the floor surface. Do not use tombstone type boxes. A lighting level of approximately 30 - 40 foot-candles (ft-c) should be provided at the tablet arm height.

Space Code: Space 11

Name of Area: **Adult Fiction Casual Living Room Seating** (10 adult user seats)

General Area: Adult Fiction & Periodicals

Size: 550 NSF

Function: Provides a community living room atmosphere that invites conversation and interaction as well as providing a comfortable place for reading all types of materials.

Anticipated Occupancy: This will likely be a very popular area and, in fact, there may be times when occupancy exceeds the number of seats provided. Individuals passing through the area may observe friends and converse with them while standing. Occupancy will range from zero to a dozen (12) or more.

Essential Equipment & Furnishings: Provide ten (10) lounge chairs. At least six (6) of the chairs should be equipped with tablet arms. (Provide a mixture of left and right tablet arms.) Ensure that electrical power (both duplex outlets and Universal Serial Bus (USB) ports are available either by being integrated into the design of the chairs or as part of a nearby occasional table (space allocation provided will allow for occasional tables to be used.) Consider using some chairs that are senior-friendly (with sturdy arms that allow individuals to boost themselves to a standing position),

Adjacencies: In close proximity to Adult Fiction Collections (Space 7), and the Coffee Bar (Space 13). In relatively close proximity to the Adult Magazine/Newspaper Collections (Space 9) and the New Materials Display Space (Space 61). The Adult Fiction Casual Seating should **not** be located in close proximity to Preschool and Children's Services (Spaces 24 – 46).

Special Considerations: Power to the chairs (or occasional tables) should be provided from boxes that are flush to the floor surface. Do not use tombstone type boxes. A lighting level of 30 - 40 foot-candles (ft-c) should be provided at the tablet arm height. This area should offer amenities not available in other areas. Consideration should be given to providing a special feature such as a gas fireplace in this area. (Do **not** include water features.)

Space Code: Space 12

Name of Area: **Adult Fiction Quiet Room Seating** (8 adult user seats)

General Area: Adult Fiction & Periodicals

Size: 400 NSF

Function: Provides a very quiet, comfortable, enclosed area for reading adult fiction (and other materials).

Anticipated Occupancy: This area will receive moderate use. Occupancy will range from zero

(0) to eight (8) library users.

Essential Equipment & Furnishings: Provide a mixture of casual seating in this area. Provide one (1) wired rectangular library study table approximately 60" W x 36" D x 29"/30" H with four wheeled chairs. The table should offer at least two (2) duplex outlets and two (2) Universal Serial Bus (USB) ports built into the table top. In addition, provide four (4) lounge chairs. At least two (2) of the chairs should be equipped with tablet arms. (Provide one left and one right tablet arms.) Ensure that electrical power (both duplex outlets and Universal Serial Bus (USB) ports are available either by being integrated into the design of the chairs or as part of a nearby occasional table (space allocation provided will allow for occasional tables to be used.) Consider using some chairs that are senior-friendly (with sturdy arms that allow individuals to boost themselves to a standing position),

Adjacencies: In close proximity to the Adult Fiction Collections (Space 7). The Adult Fiction Quiet Room Seating should not be located in close proximity to Preschool and Children's Services (Spaces 24 – 46).

Special Considerations: This area is intended to be a quiet zone. The space should achieve a Noise Criteria Rating (NCR) of 20 and consideration should be given to the introduction of white noise to enhance the nature of the room. While the space should be at least partially glass enclosed, care should be given to minimize hard surfaces that are likely to reflect sound. Power to the chairs (or occasional tables) should be provided from boxes that are flush to the floor surface. Do not use tombstone type boxes. A lighting level of 30 - 40 foot-candles (ft-c) should be provided at the tablet arm and tabletop heights.

Space Code: Space 13

Name of Area: Coffee Bar

General Area: Adult Fiction & Periodicals

Size: 64 NSF

Function: To provide access to a variety of hot beverages for consumption in the Adult Fiction Casual Living Room Seating area. This is not intended to be a full café, rather this is essentially a counter area with a sink and a commercial single brew coffee machine (such as a Keurig), a countertop single brew coffee pod vending machine and supply storage space.

Anticipated Occupancy: This is envisioned to be a self-serve coffee bar area. Occupancy is likely to vary from zero (0) to no more than two (2) or three (3) individuals preparing their beverages. Staff servicing the area will also occasionally be in this space.

Essential Equipment & Furnishings: A casework counter and storage cabinets both above and below the counter. Provide a commercial single brew coffee machine with direct hook-up to filtered water supply. Counter space for a single brew coffee pod vending machine, a deep sink, and lockable storage space for coffee, tea, chocolate, etc. pods, cups, napkins, and other cleaning supplies.

Adjacencies: Adult Fiction Casual Living Room Seating (Space 11).

Special Considerations: This area will require a double sink and a plumbing connection to the commercial coffee machine. Electrical requirements will depend in part on what specific equipment is selected. Check with the appropriate health department officials to confirm any special requirements that may apply. The lighting level in this area should be approximately 30 – 40 ft-c.

Space Code: Space 14

Name of Area: Adult Audio Books

General Area: Adult Non-Print Media Area

Size: 191 NSF

Function: Provides an area for the housing and display of audio books for adults that enables browsing and encourages use by individuals.

Anticipated Occupancy: This is an area that will be declining in popularity over time as library users turn from using audio books on compact discs to downloaded audio books licensed by the library or acquired personally on a subscription or direct purchase basis. Occupancy in this area (and the size of the collection) is likely to decline over time. Occupancy is likely to range from zero (0) to three (3) or four (4) people in the short-term.

Essential Equipment & Furnishings: Use steel cantilever shelving (for flexibility) with decorative end-panels to coordinate with the overall design of the library space. A total of 16 single-faced sections (8 double-faced sections) of 78" high, 10" deep shelving should be provided to house a collection of 1,500 volumes. Eventually, this collection may grow as large as 1,800 volumes before beginning to decline in size. Initially, it will be possible to use only 4 shelves per section. Five shelves may be needed to house the maximum anticipated number of volumes.

Adjacencies: In close proximity to the Adult Video (and other non-print) area (Space 15) and the Adult Non-Print Bench Seating (Space 16). The Adult Audio Books Area should be strategically located in relatively close proximity to the Adult Fiction Collections (Space 7), the Adult Public Internet Computers (Space 17), the Intergenerational Maker Space (Space 21), and the Library of Things Collection Space & Storage (Space 22) in anticipation of the eventual conversion of this space into additional collection, seating, or programming space.

Special Considerations: Bookstacks should be lit adequately so customers can find materials and also so staff can shelve materials 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 no less than 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.

Space Code: Space 15

Name of Area: Adult Video (and other non-print)

General Area: Adult Non-Print/Media Area

Size: 346 NSF

Function: Provides an area for the housing and display of video DVDs for adults and children that enables browsing and encourages use by individuals.

Anticipated Occupancy: This is an area that will be declining in popularity over time as library users turn from using videos on DVDs to downloaded video content licensed by the library or acquired personally on a subscription or direct purchase basis. Occupancy in this area (and the size of the collection) is likely to decline over time; however, it is likely to remain a very busy area in the immediate future. Occupancy is likely to range from zero (0) to a dozen (12) or more people in the short-term.

Essential Equipment & Furnishings: Use steel cantilever shelving (for flexibility) with decorative end-panels to coordinate with the overall design of the library space. A total of 30 single-faced sections (15 double-faced sections) of 66" high, 10" deep shelving should be provided to house a collection of 6,000 volumes. Eventually, this collection may grow as large as 7,200 volumes. Initially, it may be possible to use only 4 shelves per section. Five shelves may be needed to house the maximum stated number of volumes.

Adjacencies: In close proximity to the Adult Audio Books (Space 14) and the Adult Non-Print Bench Seating (Space 16). The Adult Video area should be in relatively close proximity to the Adult Public Internet Computers (Space 17). The Adult Video area should be strategically located in relation to the Adult Fiction Collections (Space 7), the Intergenerational Maker Space

(Space 21), and the Library of Things Collection Space & Storage (Space 22) in anticipation of the eventual conversion of this space into additional collection, seating, or programming space. **Special Considerations:** This building program specifies the use of steel cantilever shelving rather than browser bins to house the video collection. This is based on the opinion that the video DVD format is likely to decline in popularity over time and the housing of the videos on traditional shelving will enable the library to seamlessly transition the use of these shelving units to house other materials in the future. Consideration can be given to using browser bin inserts on the steel cantilever shelving initially and transitioning to traditional flat shelves in the future. Bookstacks should be lit adequately so customers can find materials and also so staff can shelve materials 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 no less than 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.

Space Code: Space 16

Name of Area: **Adult Non-Print/Media Bench Seating** (6 adult user seats)

General Area: Adult Non-Print/Media Area

Size: 90 NSF

Function: Provides a place to sit for a short time while perusing the library's video and other non-print collections.

Anticipated Occupancy: The Adult Video area (Space 15) adjacent to these benches will be among the busiest areas of the library at least in the immediate future. However, people will generally visit the area for only a short time. At any given time, there may be zero (0) to half a dozen (6) or more library users and staff in the area. As many as four (4) to six (6) may be seated on one of the benches.

Essential Equipment & Furnishings: Provide three (3) two-person benches (no backs).

Adjacencies: In close proximity to Adult Audio Books (Space 14) and Adult Video (and other non-print (Space 15)).

Special Considerations: The lighting level in this area should be approximately 30 – 40 ft-c.

Space Code: Space 17

Name of Area: **Adult Public Internet Computers**

General Area: Adult Public Computing

Size: 810 NSF

Function: Provide a location where adults can use library-owned computers to access the Internet to pursue job opportunities, participate in online learning, conduct research as well as use productivity software such as word-processing and spreadsheet applications.

Anticipated Occupancy: This area will be in use during most of the hours that the library is open. Typical occupancy is likely to range from a handful of library users to twenty (20) or more library users and staff. Some of the seating at these workstations should be designed to accommodate two people using a single computer simultaneously.

Essential Equipment & Furnishings: Provide three (3) large computer workstation tables each approximately 144" W x 60" D x 30" H. Each table will accommodate six (6) large individual workspaces. Provide dividers (both back and sides) to define each workstation area. Each area should be large enough to provide space for a variety of different configurations including a single computer with ample table workspace, a computer with multiple monitors, or a computer and a peripheral device such as a scanner. It is anticipated that at least four of the

workstations will be configured to support use by two (2) people working together. Provide a total of twenty-two (22) ergonomic, wheeled chairs with an adjustable seat height between 18” – 22.5”. Consult with library staff to determine exact needs for computers and peripherals for each workstation.

Adjacencies: In close proximity to the Adult Specialty Computers/Technology Stations (Space 18), Adult Computing Kiosk Desk (Space 20) and Photocopy Machines (Space 19). Provide good sightlines from the Circulation Desk & Public Queuing area (Space 57) to allow visual supervision of the Adult Internet Computers.

Special Considerations: The lighting level in this area should be approximately 40 ft-c. However, care should be taken to minimize potential glare on computer screens. Tables should have built-in wire management systems to minimize unsightly and dangerous wire clutter. Provide sufficient electrical and data outlets to service each table. Consider providing “spare” data drops.

Space Code: Space 18

Name of Area: Adult Specialty Computers/Technology Stations

General Area: Adult Public Computing

Size: 200 NSF

Function: To provide a location for technology devices such as a print-release station and specialty computer workstations for public use including at least two fully ADA compliant positions.

Anticipated Occupancy: This area will have a mixture of uses including housing specialty devices (printer, scanner, etc.) and two (2) wheelchair accessible workstations. At any given time there may be from zero (0) to six (6) library staff and library users in this area.

Essential Equipment & Furnishings: Provide one computer workstation table with integrated wiring management approximately 72” W x 48 D X 29” - 30” H and two (2) wheelchair accessible workstations approximately 66” W x 36” D x adjustable from 27” – 39” H.

Adjacencies: In close proximity to the Adult Public Internet Computers (Space 17), Adult Computing Kiosk Desk (Space 20) and Photocopy Machines (Space 19). Provide good sightlines from the Circulation Desk & Public Queuing area (Space 57) to allow visual supervision of the Adult Specialty Computers/Technology Stations.

Special Considerations: Consult with staff to determine the exact mix of technologies to be provided in this area. The lighting level in this area should be approximately 40 ft-c. However, care should be taken to minimize potential glare on computer screens. Tables should have built-in wire management systems to minimize unsightly and dangerous wire clutter. Provide sufficient electrical and data outlets to service each table. Consider providing “spare” data drops.

Space Code: Space 19

Name of Area: Photocopy Machines

General Area: Adult Public Computing

Size: 100 NSF

Function: Provides a convenient location for the public to make photocopies.

Anticipated Occupancy: Library users will make frequent use of the photocopy machines; however, usage times are unpredictable. Maximum occupancy in this area will range from zero (0) to three (3) or four (4) staff and library users.

Essential Equipment & Furnishings: Provide two color copy machines. Consult with staff to determine the range of specific features required and how payment for the service will be

handled.

Adjacencies: In close proximity to Adult Public Internet Computers (Space 17), Adult Specialty Computers/Technology Stations (Space 18), and the Adult Computing Kiosk Desk (Space 20). Provide good sightlines from the Circulation Desk & Public Queuing area (Space 57) to allow visual supervision of the Photocopy Machines area.

Special Considerations: The lighting level in this area should be approximately 40 ft-c. Consult with staff to determine what equipment will be needed to handle payments (card reader, etc.). Provide dedicated electrical circuit for the copy machines.

Space Code: Space 20

Name of Area: Adult Computing Kiosk Desk

General Area: Adult Public Computing

Size: 75 NSF

Function: Provides a service point to assist computer/technology and copy machine users during peak periods. (It is anticipated that this desk will not be staffed at all times.)

Anticipated Occupancy: It is anticipated that this desk will only be staffed at peak usage times. At those times, typical occupancy will range from one (1) staff member to two (2) or three (3) including a staff member and one or two library users who are being assisted. The staff member is likely to leave this desk frequently to assist users at the public internet computers, the print station, or at one of the copy machines.

Essential Equipment & Furnishings: Provide a mobile kiosk desk large enough to accommodate a laptop computer and still provide a usable staff work surface. Also provide a high mobile work stool (with arms and back) that has an adjustable seat height of approximately 24" – 32".

Adjacencies: In close proximity to Adult Public Internet Computers (Space 17), Adult Specialty Computers/Technology Stations (Space 18), Photocopy Machines (Space 19), and Intergenerational Maker Space (Space 21). The Adult Computing Kiosk Desk should also be in relatively close proximity to the Library of Things Collection Space and Storage (Space 22).

Special Considerations: The lighting level in this area should be approximately 40 ft-c. at the desktop height.

Space Code: Space 21

Name of Area: Intergenerational Maker Space/ Teen Program Area (25 - 40 adult/teen user seats depending on seating configuration and nature of activity)

General Area: Adult Public Computing

Size: 1,000 NSF

Function: Provides a venue for library users of all ages to create and to explore a wide variety of topics including science, technology, reading, engineering, arts, and math (STEM, STEAM, STREAM) in an information and technology-rich environment. This area would also serve as a teen programming space for a variety of offerings.

Anticipated Occupancy: Although this area may be unoccupied at times, it is anticipated that it will frequently be nearly or fully occupied. Peak occupancy will be approximately 40 library staff and library users.

Essential Equipment & Furnishings: Provide six (6) wheeled maker tables with butcher block tops and adjustable height legs (approximately 60" W x 36" D x 29" – 41" H, Provide 40 stackable chairs and 24 stackable stools for use at the tables. Consult with staff to determine the exact seat heights to be selected based on anticipated ages of participants and nature of programming. Provide two wall-mounted large screen video monitors (each a minimum of 70"

measured diagonally).

Adjacencies: In close proximity to Library of Things Collection Space and Storage (Space 22) and Adult Computing Kiosk Desk (Space 20). It is anticipated that the Intergenerational Maker Space will share the storage space used to house “Library of Things” items not displayed in the open public space allocated for the Library of Things collection.

Special Considerations: The lighting level in this area should be approximately 40 ft-c – 50 ft-c at the tabletop level. This area should be equipped with a deep sink set into a countertop with cabinets above and below for the storage of cleaning supplies. The area should be designed to be easy to clean. Consider a polished concrete or epoxy floor surface that is impervious and utilize furnishings that can withstand considerable abuse. For example, work tables used should have butcherblock (or similarly durable) tops. It is essential that ample storage space be available both within the makerspace itself and in an adjoining storage area. (See note above regarding sharing the Library of Things storage space.) Consult with staff to discuss the full range of potential programs that may be offered and consequently other special considerations that should be taken into account. For example, some maker spaces deploy special ventilation equipment. Provide a telephone in this area.

Space Code: Space 22

Name of Area: Library of Things Collection Space & Storage

General Area: Adult Public Computing

Size: 200 NSF

Function: Provides a public space for the display of Library of Things items available for checkout and storage space for additional Library of Things items and Intergenerational Maker Space materials and equipment.

Anticipated Occupancy: It is likely that this feature of the library will attract a fair amount of attention from the public. Consequently, the public portion of this space may be occupied by anywhere from zero (0) to six (6) or more library users or staff at any given time. The storage area will be unoccupied at most times but may be occupied by one (1) or two (2) library staff or volunteers at some times.

Essential Equipment & Furnishings: Provide two (2) 6’ W x 24” D X 72” H industrial-grade shelving units in the storage area . In addition, provide two (2) single-faced sections of 80” – 90” wall-mounted steel cantilever shelving each section with six (6) or seven (7) 12” deep shelves. Consult with staff to determine appropriate mix of shelving and other type of display fixtures for the public portion of the Library of Things area.

Adjacencies: In close proximity to the Intergenerational Maker Space (Space 21) and the Adult Computing Kiosk Desk (Space 20).

Special Considerations: The lighting level in this area should be approximately 30 – 40 ft-c. Consult with staff to determine whether duplex electrical outlets should be incorporated into the design for the Library of Things.

Space Code: Space 23

Name of Area: Adult Services Workroom

General Area: Adult Public Computing

Size: 300 NSF

Function: Provides a workspace for library staff involved in adult services including programming and outreach. Space will be used for planning and administrative tasks.

Anticipated Occupancy: This space will serve as a workspace for at least two staff members who provide complementary services. Occupancy will rarely exceed three (3) library staff

members or community programming partners.

Essential Equipment & Furnishings: Provide two (2) desks with returns and two (2) wheeled ergonomic chairs with adjustable height seats (18" – 22.5"). Consult with staff to determine the nature of the collaborative space for this area. This may involve wheeled tables, a work island, or some other configuration as well as appropriate seating. Provide a white board and a wall-mounted video monitor (approximately 42" measured diagonally). Provide four single-faced sections of 80" – 90" steel cantilever shelving each with six (6) 12" deep shelves.

Adjacencies: In reasonably close proximity to Adult Services area (Spaces 1 – 23) and to the Service Entrance/ Loading/ Receiving Area (Space 80)

Special Considerations: The lighting level in this area should be approximately 50 ft-c at the desktop level. This space should be envisioned as a collaborative space in addition to a workspace for individuals. Consider placement of the staff desks/workstations on the perimeter with a collaboration area in the center. Provide electrical and data to support networked computers and any peripherals identified and an additional data drop to accommodate future expanded staffing or the housing a volunteer. Provide a telephone in this area.

Space Code: Space 24

Name of Area: **Preschool Collections**

General Area: Preschool Children's Services

Size: 1,430 NSF

Function: Provide an area in which to house, display and provide convenient public access to children's pre-school and primary collections such as board books, picture books and early "reader" books.

Anticipated Occupancy: This will be among the most popular areas in the library. While there may be times when the space is unoccupied, the fact that this area serves a pre-school population means that it will frequently be used even during regular school hours. Visitors in the area will range widely in age from the preschoolers themselves to both infant and older siblings as well as parents, grandparents and other caregivers of all ages. At peak times, including times before and after scheduled storytime programs, there may be as many as thirty (30) or forty (40) children, adults, and library staff in the area.

Essential Equipment & Furnishings: Use steel cantilever shelving (for flexibility) with decorative end-panels to coordinate with the overall design of the library space and browser bins with shelving below. Shelving should 42" high, 12" deep shelving with canopy tops. Each shelf unit should have vertical dividers to support the thin format of these materials. The exact mix of shelving and bins will depend of the quantity of each of the types of materials in the preschool collection. The initial target for this total collection is 12,000 volumes. This is approximately double the library's current holdings. Eventually, this collection may grow as large as 14,400 volumes. Shelving holding picture books should utilize no more than two shelves per single-faced section. Shelving holding easy readers, and board books (if shelves are used for these materials) can utilize three (3) shelves per section.

Adjacencies: In close proximity to Preschool Casual/Fun/Whimsical Seating (Space 25), Preschool Multigenerational Seating (Space 26), Preschool Educational/Creative Play Space (Space 27), and the Nursing/Lactation Room (Space 28). In relatively close proximity to all other Children's Services areas (Spaces 29 – 46). The Preschool Collections and other preschool-related areas should not be adjacent to the Entry Lobby (Space 79) to prevent small children from "escaping."

Special Considerations: Bookstacks should be lit adequately so customers can find materials and so staff can shelve materials 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 no less than 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. If browser bins are employed, lighting level at the browser level should be approximately 30 ft-c - 40 ft-c.

Space Code: Space 25

Name of Area: **Preschool Casual/Fun/Whimsical Seating**

General Area: Preschool Children's Services

Size: 200 NSF

Function: Provides seating space for preschool children to look at board books and other preschool materials in a safe, educational environment.

Anticipated Occupancy: This area will likely be occupied primarily during morning and afternoon hours. Occupancy will likely range from zero (0) to ten (10) or more toddler-aged children (some seated, some moving and discovering the world!)

Essential Equipment & Furnishings: Seating should be provided for eight (8) toddler-aged children. Staff and the interior designer should work together to identify seating that is safe, whimsical, fun, and that fits the overall theme or atmosphere of the preschool area.

Adjacencies: In close proximity to Preschool Multigenerational Seating (Space 26), Preschool Collections (Space 24), and the Preschool Educational/Creative Play Space (Space 27).

Special Considerations: This area should be envisioned as a "learning space." Great consideration should be given to making the area one that sparks curiosity. The incorporation of primary colors and a variety of textures are examples. Special attention should be given to making sure that the furnishings provided can be easily cleaned and sanitized. The lighting level in this area should be approximately 30 – 40 ft-c.

Space Code: Space 26

Name of Area: **Preschool Multigenerational Seating** (6 adult user seats plus children)

General Area: Preschool Children's Services

Size: 270 NSF

Function: Provides seating for parents and caregivers so they can interact with children in a safe, supportive learning environment.

Anticipated Occupancy: The furnishings in this area should encourage adults to invite small children to sit with them and read. A total of six (6) adult seats will be provided; however, each of these adults may have one or two children in their lap. Total occupancy in this area will range from zero (0) to a dozen (12) including small children.

Essential Equipment & Furnishings: Provide six (6) oversized chairs (chair and a half) or a mix of individual large chairs and love seats. Some individual chairs should be included. Avoid the use of rocking chairs or gliders in that the mechanics of these types of chairs can injure small hands and feet. Furnishings should be upholstered in an extremely durable and cleanable material.

Adjacencies: In close proximity to Preschool Casual/Fun/Whimsical Seating (Space 25), Preschool Collections (Space 24), and the Preschool Educational/Creative Play Space (Space 27).

Special Considerations: The lighting level in this area should be approximately 30 – 40 ft-c.

Space Code: Space 27

Name of Area: **Preschool Educational/Creative Playspace**

General Area: Preschool Children's Services

Size: 1,000 NSF

Function: Provides a space for intergenerational creative play, discovery, and learning for preschool and primary school aged children and their caregivers.

Anticipated Occupancy: 0 – 50 children, caregivers, and library staff

Essential Equipment & Furnishings: This space will be designed in collaboration with library staff, early childhood learning experts, parents/caregivers, and children.

Adjacencies: In close proximity to Children's Program Area (Space 45), Nursing/Lactation Room (Space 28), Preschool Multigenerational Seating (Space 26) and Children's Primary Multigenerational Seating (Space 39). Consideration should be given to a design that would include elements that can be easily moved (wheeled) in proximity to the Children's Program Space (Space 45) so that larger audiences could be accommodated by opening dividers between the program space and the Creative Playspace. The Creative Playspace should be in relatively close proximity to preschool and primary collections. The Creative Playspace, like other preschool-related areas, should not be adjacent to the Entry Lobby (Space 79) to prevent small children from "escaping."

Special Considerations: It is likely that this area will require a variety of special considerations that may include special lighting, sound, electrical, and plumbing considerations. Unless otherwise specified in the development of the concept for this area, the general lighting level should be approximately 30 – 40 ft-c.

Space Code: Space 28

Name of Area: Nursing/Lactation Room

General Area: Preschool Children's Services

Size: 120 NSF

Function: To provide a relatively private, comfortable area for mothers who are breastfeeding to nurse their children or pump their breastmilk.

Anticipated Occupancy: While this room may often be vacant, it will likely to be used frequently especially during morning and afternoon hours. Occupancy will range from zero (0) to two (2) nursing mothers and up to four (4) or five (5) children in addition to those being breastfed.

Essential Equipment & Furnishings: Provide two (2) comfortable armchairs each with a side table. Provide a variety of toys and an enclosed area for siblings of the child being nursed can play nearby. Consider including wall-mounted "busy boxes" or other educational elements. Provide a sink and a baby-changing station in an adjoining area.

Adjacencies: In close proximity to Preschool Collections (Space 24). Preschool Casual/Fun/Whimsical Seating (Space 25). Preschool Multigenerational Seating (Space 26), and Preschool Educational, Creative Play Space (Space 27). and Children's Craft Area (Space 46). In relatively close proximity to areas designed to serve primary school-aged children (Spaces 34 – 39).

Special Considerations: The lighting level in this area should be approximately 20 ft-c.

Space Code: Space 29

Name of Area: Children's Services Kiosk Desks (2)

General Area: Primary & Intermediate Children's Services

Size: 150 NSF

Function: Provides a visible place for a staff presence in the Children's area.

Anticipated Occupancy: Two (2) staff and up to four (4) or more children and parent/caregivers)

Essential Equipment & Furnishings: Provide two (2) mobile kiosk desks large enough to accommodate a laptop computer and still provide a usable staff work surface. Also provide two (2) high mobile work stools (with arms and back) that have an adjustable seat height of approximately 24” – 32”.

Adjacencies: One (1) of the mobile desks would likely be located in proximity to the preschool collections (Space 24) and the other desk would likely be placed in proximity to the children’s collections for primary and intermediate school-aged children (Spaces 34 – 37). Note that there may be times when it would be advantageous to have both mobile desks in one or the other of these locations rather than being placed separately.

Special Considerations: The lighting level in this area should be approximately 40 ft-c. It is assumed that the personnel assigned to these desks would have access to a wireless telephone. Consult with staff and a network technologist to determine whether wired network connections are required in proximity to proposed desk locations.

Space Code: Space 30

Name of Area: Children’s Services Self-Check Station

General Area: Primary & Intermediate Children’s Services

Size: 60 NSF

Function: Provides an area for customers to use self-service checkout stations to avoid waiting at the circulation desk and/or to complete the circulation function in a confidential manner.

Anticipated Occupancy: Although this area may often be unoccupied, it may be crowded, especially before and after children’s programming is taking place. Maximum occupancy in the area may be up to six (6) adult caregivers and potentially numerous small children.

Essential Equipment & Furnishings: Casework or workstation to house a self-check unit. Consult with staff and a network technologist to determine the specific needs based on the exact type and configuration of the desired unit.

Adjacencies: In close proximity to Preschool Collections (Space 24) and other children’s collections (Spaces 34 – 37).

Special Considerations: The lighting level in this area should be approximately 40 ft-c. Exercise care to minimize glare on the self-check station monitor. The specific electrical and data needs will be determined based on the type and configuration of the unit that is selected; however, it should be understood that this area will definitely require both electrical and data connections.

Space Code: Space 31

Name of Area: Children’s Youth Services Head Office

General Area: Primary & Intermediate Children’s Services

Size: 160 NSF

Function: Provides a workspace for the Head of Youth Services.

Anticipated Occupancy: This office will be occupied only when the Head of Youth Services is not actively engaged in work in other parts of the library or out of the library as a representative of the institution. Seating should be provided to allow for meetings with a limited number of staff members or with a vendor; however, it is anticipated that the Head of Youth Services would use one of the other conference rooms for larger meetings. Maximum occupancy is likely to be three (3) library staff or staff and vendors.

Essential Equipment & Furnishings: Provide a desk with a return and a wheeled ergonomic chair with an adjustable seat height of 18” – 22.5”, a two-drawer lateral file, and two (2) comfortable side chairs. Provide two single-faced sections of wall-mounted steel cantilever

shelving 78" – 84" in height with six (6) 12" deep shelves. Provide a wall-mounted white board. Provide a computer. Consult with staff regarding the provision of other peripheral devices.

Adjacencies: In close proximity to the Children's/Youth Services Workroom (Space 32). In reasonably close proximity to other Preschool and Children's Services areas (Spaces 24 – 30 and Spaces 33 – 46).

Special Considerations: The lighting level in this office should be approximately 40 – 50 ft-c at desktop height. A lower lighting level is acceptable if task lighting is provided. Provide electrical and data to support networked computer and any peripherals identified. Confidential conversations (such as personnel and budget matters) sometimes take place in this office, Consequently, it is important for sound within this room to be contained. Space should achieve a Noise Criteria Rating (NCR) of 30 – 35. Walls should achieve a sound transmission class (STC) rating of 50. Provide a telephone in this office.

Space Code: Space 32

Name of Area: Children's/Youth Services Workroom

General Area: Primary & Intermediate Children's Services

Size: 300 NSF

Function: Provides an area for Children's Services staff to plan and prepare programs. This should be seen as both an office space and a collaborative workspace.

Anticipated Occupancy: This space will frequently be unoccupied; however, it is likely to be a very active space when library staff are working to prepare programs. Occupancy in the area will range from zero (0) to two (2) or three (3) library staff, volunteers, and or individuals from partner organizations.

Essential Equipment & Furnishings:

Adjacencies: In close proximity to Children's Program Area (Space 45) and Children's Craft Area (Space 46). In relatively close proximity to Preschool areas (Spaces 24 – 27).

Special Considerations: Lighting in this area should be in the range of 40 ft-c – 50 ft-c at the desktop/tabletop level due to the type of work that will be done preparing craft materials.

Provide electrical and data to support networked computers and any peripherals identified and an additional data drop to accommodate future expanded staffing or the housing a volunteer. Provide a telephone in this area.

Space Code: Space 33

Name of Area: Children's/Youth Services Storage

General Area: Primary & Intermediate Children's Services

Size: 260 NSF

Function: Provides space for the storage of craft supplies, seasonal materials, equipment (temporary display units) and display materials and accessories (such as life-sized cutouts). A separate segment of this area (enclosed) will also be used to house costumes, props, and to provide a changing area to be used by "Scribbles," the library's mascot.

Anticipated Occupancy: This area will typically be unoccupied. When in active use, occupancy is likely to be one (1) or two (2) library staff and/or volunteers,

Essential Equipment & Furnishings: Provide two (2) 6' W x 24" D X 72" H industrial-grade shelving units a three (sections) of 84" – 90" high, wall-mounted, steel cantilever shelving each section with seven 12" deep shelves.

Adjacencies: In close proximity to the Children's/Youth Services Workroom (Space 32).

Special Considerations: This area can be windowless. Lighting should be motion-activated. The lighting level in this area should be approximately 30 ft-c.

Space Code: Space 34

Name of Area: Children's Fiction, Non-Fiction, and Chapter Books

General Area: Primary & Intermediate Children's Services

Size: 2,025 NSF

Function: Provides an area in which to house, display and provide convenient public access to children's collections for school-aged children including juvenile non-fiction, fiction, chapter books, and graphic novels.

Anticipated Occupancy: This area will receive moderate use and will be busiest during after school hours on school days and during the summer reading program. Most users will be school-aged children between the ages of six (6) and thirteen (13). Typical occupancy in this area is likely to be five (5) to ten (10) school-aged children (sometimes accompanied by a parent or caregiver) and library staff. Maximum occupancy will likely occur during class visits and may reach twenty-five (25) to thirty (30) children, teachers, and library staff.

Essential Equipment & Furnishings: Use steel cantilever shelving (for flexibility) with decorative end-panels to coordinate with the overall design of the library space. A total of 170 single-faced sections (85 double-faced sections) of 66" high, 10" deep shelving should be provided to house a collection of 18,000 volumes. Eventually, this collection may grow as large as 21,600 volumes. Initially, it will be possible to use only 3 shelves per section. Four shelves may be needed to house the maximum stated number of volumes. At least one online public access catalog (OPAC - consult with staff and a network technologist to determine what type of device to deploy) should be located at a prominent point at the end of a stack aisle.

Adjacencies: In close proximity to Children's Non-Print/Media Collections (Space 35), Children's Kits, Games, and Puzzles (Space 36), Children's Magazine Collection (Space 37), Children's Primary Casual Seating (Space 38), Children's Primary Multigenerational Seating (Space 39), Children's Intermediate Casual Seating (Space 41), Children's Intermediate Study Seating (Space 42), and Children's Tutoring/Quiet Study Seating (Space 44).

Special Considerations: Bookstacks should be lit adequately so customers can find materials and so staff can shelve materials 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 no less than 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.

Space Code: Space 35

Name of Area: Children's Non-Print/Media Collections

General Area: Primary & Intermediate Children's Services

Size: 191 NSF

Function: Provides an area in which to house, display and provide convenient public access to children's non-print/media collections (primarily audiobooks and CDs), Confirm with staff that children's videos will continue to be housed in the adult collections area.

Anticipated Occupancy: This is a small space and it is unlikely that occupancy will ever exceed two (2) or three (3) children, caregivers, and/or library staff.

Essential Equipment & Furnishings: Use steel cantilever shelving (for flexibility) with decorative end-panels to coordinate with the overall design of the library space. A total of 16 single-faced sections (8 double-faced sections) of 66" high, 10" deep shelving should be provided to house a collection of 1,000 items. Eventually, this collection may grow as large as 1,200 volumes. Initially, it will be possible to use only 3 shelves per section. Four shelves may

have to be used to house the maximum collection size stated,

Adjacencies: In close proximity to Children's Fiction, Non-Fiction, and Chapter Books (Space 34), Children's Kits, Games, Puzzles (Space 36), Children's Magazine Collection (Space 37), Children's Primary Casual Seating (Space 38), and Children's Primary Multigenerational Seating (Space 39).

Special Considerations: Shelving area should be lit adequately so customers can find materials and so staff can shelve materials 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 no less than 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.

Space Code: Space 36

Name of Area: Children's Kits, Games, Puzzles, etc.

General Area: Primary & Intermediate Children's Services

Size: 215 NSF

Function: Provides an area in which to house, display and provide convenient public access to children's kits, games, and puzzles.

Anticipated Occupancy: Although this is a relatively small space, it will be actively used and occupancy will range from zero (0) to as many as six (6) or eight (8) children, caregivers, and/or library staff.

Essential Equipment & Furnishings: Use steel cantilever shelving (for flexibility) with decorative end-panels to coordinate with the overall design of the library space. A total of 18 single-faced sections (9 double-faced sections) of 42" high, 12" deep shelving should be provided to house a collection of 200 items. Eventually, this collection may grow as large as 400 items. Consult with staff to determine the mix of the types of shelving inserts (hang-ups, bins, flat shelves, etc.) that should be used.

Adjacencies: In close proximity to Children's Fiction, Non-Fiction, and Chapter Books (Space 34), Children's Non-Print/Media Collections (Space 35), Children's Magazine Collection (Space 37), Children's Primary Casual Seating (Space 38), and Children's Primary Multigenerational Seating (Space 39).

Special Considerations: Shelving area should be lit adequately so customers can find materials and so staff can shelve materials 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 no less than 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.

Space Code: Space 37

Name of Area: Children's Magazines Collection

General Area: Primary & Intermediate Children's Services

Size: 48 NSF

Function: Provides an area in which to house, display and provide convenient public access to children's magazines.

Anticipated Occupancy: Occupancy in this area is likely to range from zero (0) to no more than two (2) or three (3) children and caregivers.

Essential Equipment & Furnishings: Use steel cantilever shelving (for flexibility) with decorative end-panels to coordinate with the overall design of the library space. A total of three (3) single-faced sections (1 1/2 double-faced sections) of 42" high, 12" deep shelving should be provided to house a collection of up to 18 titles. Eventually, this collection may decrease in number of titles. Consider the use of clear plastic "Mag Boxes" on flat open shelves to display and house magazines. Alternatively, shelves could be fitted with slant-front display units to hold the current issues. Recent back issues will be housed on the flat shelves under the slant-front display units.

Special Considerations: Shelving area should be lit adequately so customers can find materials and so staff can shelve materials 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 no less than 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.

Space Code: Space 38

Name of Area: Children's Primary Casual Seating (10 children's user seats)

General Area: Primary & Intermediate Children's Services

Size: 250 NSF

Function: Provides a comfortable and relaxing area for primary school-aged children (roughly grades 1 – 3) to read books and to use other library materials.

Anticipated Occupancy: This will be a relatively active area. Children of the age that will be using this area are unlikely to stay in one place for an extended period of time, consequently, it is expected that kids will be coming and going frequently. At some times, most of the seats will be in use; however, at other times, the space may be unoccupied. Anticipated occupancy is between zero (0) to a dozen (12) or more children, library staff, and caregivers (ten seated).

Essential Equipment & Furnishings: Provide ten (10) primary height children's casual/lounge chairs (approximate seat height should be about 14").

Adjacencies: In close proximity to Children's Fiction, Non-Fiction, and Chapter Books (Space 34), Children's Non-Print/Media Collections (Space 35), Children's Kits, Games, Puzzles, etc. (Space 36), Children's Magazine Collection (Space 37), and Children's Primary Multigenerational Seating (Space 39).

Special Considerations: The lighting level in this area should be approximately 30 – 40 ft-c. Consult with library staff to determine whether any of these chairs should have easy access to plug-ins for recharging devices. Some libraries desire this to be a device-free zone.

Space Code: Space 39

Name of Area: Children's Primary Multigenerational Seating (4 adult user seats)

General Area: Primary & Intermediate Children's Services

Size: 180 NSF

Function: Provides seating for parents and caregivers so they can interact with children in a safe, supportive learning environment.

Anticipated Occupancy: The furnishings in this area should encourage adults to invite children to sit with them and read. A total of four (4) adult seats will be provided; however, each of these adults may have one or two children in their lap. Total occupancy in this area will range from zero (0) to a dozen (12) including children.

Essential Equipment & Furnishings: Provide four (4) oversized chairs (chair and a half) or a

mix of two individual large chairs and one love seat. Some individual chairs should be included. Avoid the use of rocking chairs or gliders in that the mechanics of these types of chairs can injure small hands and feet. Furnishings should be upholstered in an extremely durable and cleanable material.

Adjacencies: In close proximity to the Preschool Educational/Creative Play Space (Space 27), Children’s Primary Casual Seating (Space 38), and Children’s Fiction/Non-Fiction and Chapter Books (Space 34).

Special Considerations: The lighting level in this area should be approximately 30 – 40 ft-c.

Space Code: Space 40

Name of Area: **Children’s Primary Computing** (4 children’s user seats)

General Area: Primary & Intermediate Children’s Services

Size: 80 NSF

Function: Provide a location where children and their parents/caregivers can use library-owned computers to access the Internet and can play computer-based educational games.

Anticipated Occupancy: Each computer workstation should be designed to accommodate either two children working together or a child and a caregiver. Occupancy will be between zero (0) and four (4) young children and caregivers.

Essential Equipment & Furnishings: Provide two primary height computer workstations (approximate desktop height 22” – 24”) with four wheeled chairs. Two of the chairs should be primary height (seat height 14” seat height) and two intermediate height (approximately 16” seat height). Consult with staff to determine what types of computers should be provided. Some libraries select specific early literacy computers and some opt for a more standardized unit.

Adjacencies: In close proximity to Children’s Collections (Spaces 34 – 37), and Children’s Intermediate Computing (Space 43), and Children’s Services Kiosk Desk (Space 29).

Special Considerations: Consult with staff to determine the exact mix of technologies to be provided in this area. The lighting level in this area should be approximately 40 ft-c. However, care should be taken to minimize potential glare on computer screens. Computer tables should have built-in wire management systems to minimize unsightly and dangerous wire clutter. Provide sufficient electrical and data outlets to service each table. Consider providing a “spare” data drop.

Space Code: Space 41

Name of Area: **Children’s Intermediate Casual Seating** (8 children’s user seats)

General Area: Primary & Intermediate Children’s Services

Size: 320 NSF

Function: Provides an area in which intermediate-aged (roughly grades 4 – 8) children can sit and read in a safe, comfortable, stimulating, supervised environment.

Anticipated Occupancy: Occupancy will range from zero (0) to ten (10) children, library staff, and caregivers (eight seated) depending on time of day/week and scheduled events.

Essential Equipment & Furnishings: Provide eight (8) intermediate height lounge chairs (approximate seat height should be about 16”). At least four (4) of the chairs should be equipped with tablet arms. (Provide a mixture of left and right tablet arms.) Ensure that electrical power (both duplex outlets and Universal Serial Bus (USB) ports) are available either by being integrated into the design of the chairs or as part of a nearby occasional table (space allocation provided will allow for occasional tables to be used.)

Adjacencies: In close proximity to children’s collections (Spaces 34 – 37), Children’s Intermediate Study Seating (Space 42), and Children’s Intermediate Computing (Space 43).

Special Considerations: Power to the wired chairs (or occasional furniture) should be provided from boxes that are flush to the floor surface. Do not use tombstone type boxes. A lighting level of 30 - 40 foot-candles (ft-c) should be provided at the tablet arm height.

Space Code: Space 42

Name of Area: **Children's Intermediate Study Seating** (8 children's user seats)

General Area: Primary & Intermediate Children's Services

Size: 200 NSF

Function: Provides an area in which intermediate-aged children (roughly grades 4 – 8) can read, study and work together in a safe, comfortable, stimulating, supervised environment.

Anticipated Occupancy: Occupancy will range from zero (0) to ten (10) children, library staff, and caregivers (eight seated) depending on time of day/week and scheduled events.

Essential Equipment & Furnishings: Provide four (4) wheeled collaborative tables (adjustable height tables are preferable, but average table top height should be approximately 24" – 26"). Provide two (2) 42" square tables with integrated wiring (duplex and USB) and wire-management. Provide eight intermediate height wheeled chairs (seat height should be approximately 16").

Adjacencies: In close proximity to children's collections (Spaces 34 – 37), Children's Intermediate Casual Seating (Space 41), and Children's Intermediate Computing (Space 43).

Special Considerations: Power to the wired tables should be provided from boxes that are flush to the floor surface. Do not use tombstone type boxes. A lighting level of 30 - 40 foot-candles (ft-c) should be provided at the table top level.

Space Code: Space 43

Name of Area: **Children's Intermediate Computing**

General Area: Primary & Intermediate Children's Services

Size: 200 NSF

Function: Provide a location where intermediate school aged children and their can use library-owned computers to access the Internet and can play computer-based educational games.

Anticipated Occupancy: Each computer workstation should be designed to accommodate either two children working together. Occupancy will be between zero (0) and eight (8) intermediate aged children.

Essential Equipment & Furnishings: Provide two (2) intermediate height computer workstation tables (approximate workstation top height of 25" – 27") and two (2) wheelchair accessible workstations approximately 66" W x 36" D x adjustable from 27" – 39" H. Provide eight (8) wheeled chairs. Four of the chairs should have seat heights of approximately 16" and four should have seat heights of approximately 18". Consult with staff to determine the exact mix of technologies to be provided in this area.

Adjacencies: In close proximity to Children's Collections (Spaces 34 – 37), and Children's Primary Computing (Space 40), and Children's Services Kiosk Desk (Space 29).

Special Considerations: The lighting level in this area should be approximately 40 ft-c. However, care should be taken to minimize potential glare on computer screens. Computer tables should have built-in wire management systems to minimize unsightly and dangerous wire clutter. Provide sufficient electrical and data outlets to service each table. Consider providing a "spare" data drop.

Space Code: Space 44

Name of Area: Children's Tutoring/Quiet Study Seating (2 children's and 2 adult user seats)

General Area: Primary & Intermediate Children's Services

Size: 160 NSF

Function: Provides an environment for solitary studying and tutoring that minimizes distraction and preserves confidentiality.

Anticipated Occupancy: At different times, usage of these rooms may vary from zero (0) to a maximum occupancy of four (4).

Essential Equipment & Furnishings: Four (4) wheeled chair distributed among two (2) rooms. [Two (2) seats each in two (2) rooms.] Two (2) of the chairs should have seat heights of approximately 16" and two (2) should have seat heights of approximately 18". Provide four (4) wheeled collaborative tables. [Two (2) tables in each room] Adjustable height tables are preferable, but average table top height should be approximately 26"). Provide a whiteboard in each room and a small wall mounted video monitor in one of the rooms.

Adjacencies: In close proximity to Children's Intermediate Study Seating (Space 42) and Children's Intermediate Computing (Space 43), and children's collections (Spaces 34 – 37).

Special Considerations: For security purposes, one wall of these spaces should have a considerable amount of glass area; however, the space should be designed so that those using the space can position themselves so they don't feel that they are in a fishbowl. Duplex and Universal Serial Bus (USB) ports should be available in each room. Space should achieve a Noise Criteria Rating (NCR) of 25. A lighting level of approximately 40 ft-c should be provided at the tabletop height.

Space Code: Space 45

Name of Area: Children's Program Area

General Area: Primary & Intermediate Children's Services

Size: 1,000 NSF

Function: Provides an area for all but the largest children's programming activities. It is assumed that very large performance events. e.g., major summer reading program events) would be held in the combined All-Purpose Room #1 (Space 54) and All-Purpose Room #2 (Space 55) area.

Anticipated Occupancy: This room will be used frequently for children's program activities ranging in size from a dozen (12) to seventy-five (75) children, caregivers, volunteers, and library staff.

Essential Equipment & Furnishings: Provide a mixture of a total of seventy-five (75) stackable children's chairs ranging in seat height from approximately 10" – 18" with the majority being in the 12" – 15" range. Consult with staff to determine the best mix of seating. Provide eight (8) adult-sized (seat height approximately 19") stackable chairs for use by caregivers, volunteers and library staff that may attend programs. Provide seventy-five colorful, cleanable, and stackable floor cushions for children to use as an alternative to chairs. Provide four (4) folding rectangular activity tables (approximately 60" W x 30" D with legs approximately 24" H and four (4) folding rectangular activity tables (approximately 60"W x 30" D with legs approximately 29" H. Provide ample lockable storage cabinets. Consult with staff to determine quantity, mix, and whether these units should be casework or standalone units, Provide two (2) wall-mounted flat screen video monitors (each no less than 60" measured diagonally).

Adjacencies: In close proximity to Preschool Collections (Space 24). Preschool Casual/Fun/Whimsical Seating (Space 25). Preschool Multigenerational Seating (Space 26), Preschool Educational, Creative Play Space (Space 27), Nursing/Lactation Room (Space 28), and Children's Craft Area (Space 46). In relatively close proximity to areas designed to serve

primary school-aged children (Spaces 34 – 39).

Special Considerations: Although the prospect of carpeting this area is enticing, consideration should be given to alternatives that may be healthier in terms of minimizing Volatile Organic Compounds (VOCs), eliminating potential mold, and avoiding the hazards associated with the “sinking” characteristics of carpeting. Some textured vinyl composite tiles can offer a relatively soft, sound-deadening surface and provide a healthier, easier-to-maintain environment. Some libraries choose to use durable, cleanable cushions to add to the comfort of the room. The net square footage assigned to this area is designed to allow for the provision of a storage room, which can be used for housing chairs, tables, audiovisual equipment and other programming materials. Provide electrical and computer network connections as well as necessary wiring for an audio system. The lighting level in this area should be approximately 30 ft-c at the floor level. Consider a location that would allow for movable walls that would extend the programming space into an adjoining area with furnishing on casters that could be moved. Provide a telephone in this area (silent ring?).

Space Code: Space 46

Name of Area: Children’s Craft Area

General Area: Primary & Intermediate Children’s Services

Size: 420 NSF

Function: Provides a space for children to create art/objects, to develop motor skills, and have fun in a safe, easy-to-clean environment.

Anticipated Occupancy: This space will be used routinely for children’s programs that will be designed to engage ten (10) to twenty (20) children. Total occupancy may reach thirty including children, caregivers, volunteers, and library staff.

Essential Equipment & Furnishings: Provide six (6) rectangular activity tables (approximately 60” W x 30” D with legs that adjust between 15” – 24” H). Provide thirty (30) stackable primary height (seat height between 10” – 14”) chairs. Provide six (6) stackable intermediate height (seat height between 15” – 18”) to offer seating for staff/caregivers/volunteers assisting children. Provide ample lockable storage cabinets. Consult with staff to determine quantity, mix, and whether these units should be casework or standalone units.

Adjacencies: In close proximity to Preschool Collections (Space 24). Preschool Casual/Fun/Whimsical Seating (Space 25). Preschool Multigenerational Seating (Space 26), Preschool Educational, Creative Play Space (Space 27), Nursing/Lactation Room (Space 28), and Children’s Program Area (Space 45). In relatively close proximity to areas designed to serve primary school-aged children (Spaces 34 – 39).

Special Considerations: Provide a hard, impervious surface floor that is easy to clean and sanitize. At least one casework countertop with a sink should be included in this area. Ideally, this area would have a family restroom nearby that might serve both the Craft Area (Space 46) and the Children’s Program Area (Space 45). Provide a telephone in this area. Lighting level in this area should be approximately 40 ft-c at the table top level.

Space Code: Space 47

Name of Area: Young Adult Services Kiosk Desk (1)

General Area: Young Adult Services

Size: 75 NSF

Function: To provide a small desk to offer direct supervision and assistance in the young adult area at peak times or when special events are taking place. (This kiosk will not be staffed on a regular basis.)

Anticipated Occupancy: When this desk is occupied, typical occupancy will be one (1) library staff member interacting with one (1) to three (3) teens ,

Essential Equipment & Furnishings: Provide a mobile kiosk desk large enough to accommodate a laptop computer and still provide a usable staff work surface. Also provide a high mobile work stool (with arms and back) that has an adjustable seat height of approximately 24" – 32".

Adjacencies: The Young Adult Services Kiosk Desk area should be in relatively close proximity to the Young Adult Casual Seating (Space 50), and the Young Adult Study Seating (Space 51) and the Young Adult Magazine Collection area. The Young Adult areas as a whole should not be located immediately adjacent to the Children's Services areas (Spaces 24 – 46) in an effort to convey a message to teens that they have an area of their own.

Special Considerations: A lighting level of approximately 40 ft-c should be provided at the desktop surface.

Space Code: Space 48

Name of Area: Young Adult Fiction and Non-Fiction Collections

General Area: Young Adult Services

Size: 691 NSF

Function: Provides an area for the housing and display of young adult materials that enables browsing and encourages use.

Anticipated Occupancy: This space is likely to be unoccupied during school hours and only moderately used during after school hours. Segments of this collection (graphic novels for example) are likely to be more popular than the balance of the young adult collections. It is likely that the maximum number of library users and staff actively looking at these materials will be six (6) or fewer.

Essential Equipment & Furnishings: Use steel cantilever shelving (for flexibility) with decorative end-panels to coordinate with the overall design of the library space. A total of 58 single-faced sections (29 double-faced sections) of 66" high, 10" deep shelving should be provided to house a collection of 5,000 volumes. Eventually, this collection may grow as large as 6,000 volumes. Initially, it will be possible to use only 3 shelves per section. Four shelves may be needed to house the maximum stated number of volumes.

Adjacencies: The Young Adult Fiction and Non-Fiction Collections area should be in close proximity to the Young Adult Casual Seating (Space 50), and the Young Adult Study Seating (Space 51) and the Young Adult Magazine Collection area (Space 49). It should be in relatively close proximity to the location of the Young Adult Services Kiosk Desk (Space 47). If possible, sightlines should allow this area to be visually supervised by library staff at the Circulation Desk & Public Queuing area (Space 57). The Young Adult Fiction and Non-Fiction Collections area (and all Young Adult areas) should not be located immediately adjacent to the Children's Services areas (Spaces 24 – 46) in an effort to convey a message to teens that they have an area of their own.

Special Considerations: Consult with staff to determine whether an online public access catalog should be located in this area. NOTE: PROBABLY NOT NEEDED. Bookstacks should be lit adequately so customers can find materials and, also, so staff can shelve materials 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 no less than 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.

Space Code: Space 49

Name of Area: Young Adult Magazine Collection

General Area: Young Adult Services

Size: 20 NSF

Function: Provides a space to display and house a small number of magazines (3-6 titles) targeting a teen audience.

Anticipated Occupancy: This is a small area that will receive marginal use. It will frequently be unoccupied and the maximum occupancy of the area is likely to be two (2).

Essential Equipment & Furnishings: If “Mag boxes” are used in this area, they should be housed on a single section of 66” high steel cantilever shelving. No more than three shelves should be used.

Adjacencies: The Young Adult Magazine Collection area should be in close proximity to the Young Adult Fiction and Non-Fiction Collection (Space 48), the Young Adult Casual Seating (Space 50), and the Young Adult Study Seating (Space 51). The seating should be in relatively close proximity to the location of the Young Adult Services Kiosk Desk (Space 47). If possible, sightlines should allow this area to be visually supervised by library staff at the Circulation Desk & Public Queuing area (Space 57). The Young Adult Seating Area (and all Young Adult areas) should not be located immediately adjacent to the Children’s Services areas (Spaces 24 – 46) in an effort to convey a message to teens that they have an area of their own.

Special Considerations: Consider either the use of clear plastic “Mag Boxes” on flat open shelves or some innovative alternative rack system to display and house teen magazines. Bookstacks should be lit adequately so customers can find materials and, also, so staff can shelve materials 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 no less than 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.

Space Code: Space 50

Name of Area: Young Adult Casual Seating (7 young adult user seats)

General Area: Young Adult Services

Size: 315 NSF

Function: Provide an inviting a comfortable environment for teens/young adults to use library resources and interact with each other in an information/technology-rich environment.

Anticipated Occupancy: Although this space may be frequently unoccupied (especially during school hours), it is anticipated that it will become a very active space during the hours immediately after-school and into the evenings. Occupancy in the Young Adult Seating area may at times exceed the number of chairs. An occupancy of ten (10) or even more (with some standing or sitting on the floor) may occur.

Essential Equipment & Furnishings: Consider the provision of innovative seating that in comfortable and extremely durable. Consider involving a teen advisory commit in selecting (and perhaps testing) a few model chairs. At least half of the chairs should incorporate tablet arms or a built-in work surface of some type. Wiring blocks with both duplex outlets and USB ports should either be incorporated into the seating or into nearby occasional furnishings to eliminate the need to string wiring across the floor.

Adjacencies: The Young Adult Casual Seating area should be in close proximity to the Young Adult Fiction and Non-Fiction Collection (Space 48), the Young Adult Magazine Collection (Space 49), and the Young Adult Study Seating (Space 51). The seating should be in relatively close proximity to the location of the Young Adult Services Kiosk Desk (Space 47). If possible,

sightlines should allow this area to be visually supervised by library staff at the Circulation Desk & Public Queuing area (Space 57). The Young Adult Seating Area (and all Young Adult areas) should not be located immediately adjacent to the Children's Services areas (Spaces 24 – 46) in an effort to convey a message to teens that they have an area of their own.

Special Considerations: Consider bright colors or unconventional décor. Power to the chairs (or occasional tables) should be provided from boxes that are flush to the floor surface. Do not use tombstone type boxes. A lighting level of 30 - 40 foot-candles (ft-c) should be provided at the tablet arm height.

Space Code: Space 51

Name of Area: **Young Adult Study Seating** (4 young adult user seats)

General Area: Young Adult Services

Size: 180 NSF

Function: Provide an inviting a comfortable environment for teens/young adults to study and to use library resources and interact with each other in an information/technology-rich environment.

Anticipated Occupancy: While this area will be unoccupied at times (especially during school hours), it is anticipated that the Young Adult Study Seating Space will be extremely popular and that occupancy will often range from two (2) to six (6) with some teens standing or sitting nearby on the floor.

Essential Equipment & Furnishings: Provide some type of study seating that will attract teens. A study booth with a video monitor that can be used with personal devices or innovative study pods of some sort are just two of many possibilities. Consult with staff about the anticipated teen use of the Adult Non-Fiction Group Study Room (Space 5) in that this may inform the discussion regarding the type of seating used in this area.

Adjacencies: : The Young Adult Study Seating area should be in close proximity to the Young Adult Fiction and Non-Fiction Collection (Space 48), the Young Adult Magazine Collection (Space 49), and the Young Adult Casual Seating (Space 50). The seating should be in relatively close proximity to the location of the Young Adult Services Kiosk Desk (Space 47). If possible, sightlines should allow this area to be visually supervised by library staff at the Circulation Desk & Public Queuing area (Space 57). The Young Adult Seating Area (and all Young Adult areas) should not be located immediately adjacent to the Children's Services areas (Spaces 24 – 46) in an effort to convey a message to teens that they have an area of their own.

Special Considerations: Consider bright colors or unconventional décor. Both duplex outlets and USB ports should be incorporated into the study booth if that option is selected or should be provided from boxes that are flush to the floor surface if some type of study pod chair is chosen. Do not use tombstone type outlet boxes. A lighting level of 30 - 40 foot-candles (ft-c) should be provided at the study surface height.

Space Code: Space 52

Name of Area: **Conference Room #1**

General Area: Meeting & Gathering Spaces

Size: 360 NSF

Function: Provides a location for moderately sized groups of people to meet. Meetings will include both library sponsored sessions as well as those organized by community organizations.

Anticipated Occupancy: This is the smaller of two (2) public conference rooms. While it may often be unoccupied, it is likely to become a popular venue for groups of a half dozen (6) to ten (10) people. Unlike the Adult Non-Fiction Group Study Room (Space 5), which will be designed

for study purposes, Conference Room #1 will likely host somewhat more formal meetings such as board meetings for non-profit organizations and civic organizations.

Essential Equipment & Furnishings: Provide a conference table suitable for seating 10 (approximately 144" - 168"L x 48"W x 30"H) with ten (10) height adjustable (approximately 18" x 23" seat height) wheeled chairs and four (4) side chairs to provide additional seating at the perimeter. Provide a table suitable for presenting handouts, meeting packets and/or refreshments.

Adjacencies: In close proximity to Conference Room #2 (Space 53), All-Purpose Room # 1 (Space 54) and All-Purpose Room #2 (Space 55). In relatively close proximity to the Director's Office (Space 75). Consider a design that will allow access to the room from a public area such as the Pre/Post Function Space (Space 56) on one side and staff spaces (through an access-controlled door) on the other side.

Special Considerations: Lighting in this area should achieve an overall level of 30 – 40 ft-c; however, consideration must be given to appropriate lighting levels to illuminate a whiteboard, a large-screen video monitor and/or other art or displays. Provide electrical and data to the table.

Space Code: Space 53

Name of Area: Conference Room #2

General Area: Meeting & Gathering Spaces

Size: 480 NSF

Function: Provides a location for larger sized groups of people to meet. Meetings will include both library sponsored sessions as well as those organized by community organizations. This room will also serve as the meeting place for the Library Board.

Anticipated Occupancy: This is the larger of two (2) public conference rooms. While it may often be unoccupied, it is likely to become a popular venue for groups of a dozen (12) to twenty (20) people. Unlike the Adult Non-Fiction Group Study Room (Space 5), which will be designed for study purposes, Conference Room #2 will likely host somewhat more formal meetings such as board meetings for non-profit organizations and civic organizations.

Essential Equipment & Furnishings: Provide a conference table suitable for seating 14 (approximately 192" - 216"L x 48"W x 30"H) with fourteen (14) height adjustable (approximately 18" x 23" seat height) wheeled chairs and six (6) side chairs to provide additional seating at the perimeter. The conference table should feature a built-in wiring hub to facilitate the use of electronic devices including computers and tablets to feed a video monitor. A video monitor no smaller than 70" (measured diagonally) should be provided. Provide a credenza, table, or casework counter suitable for presenting handouts, meeting packets and/or refreshments.

Adjacencies: In close proximity to Conference Room #1 (Space 52), All-Purpose Room # 1 (Space 54) and All-Purpose Room #2 (Space 55). In relatively close proximity to the Director's Office (Space 75). Consider a design that will allow access to the room from a public area such as the Pre/Post Function Space (Space 56) on one side and staff spaces (through an access-controlled door) on the other side.

Special Considerations: Lighting in this area should achieve an overall level of 30 – 40 ft-c; however, consideration must be given to appropriate lighting levels to illuminate a whiteboard, a large-screen video monitor and/or other art or displays. Provide electrical and data to the table.

Space Code: Space 54

Name of Area: All-Purpose Room #1

General Area: Meeting & Gathering Spaces

Size: 1,875 NSF

Function: To provide a large group meeting space for a wide variety of lectures, performances, and presentations of all types. The space should also be designed to combine with All-Purpose Room #2 to create an even larger meeting/gathering/presentation space. This facility may also be used for community events such as blood drives, science fairs, Friends of the Library book sales, and other types of exhibit events.

Anticipated Occupancy: This space will be used for a wide variety of community events (both those sponsored by the library and those sponsored by other community organizations). Maximum capacity of the area should be approximately 125 seated “theater style” or 75 seated “classroom style.” The exact capacity of the area will depend on the addition of desired elements (such as a permanent stage or a demonstration kitchen area) and prevailing fire codes.

Essential Equipment & Furnishings: Provide a total of 240 stackable chairs (seat height approximately 18-19”) for use in All-Purpose Rooms #1 and #2. Provide 44 wheeled rectangular flip-top tables each approximately 72”W x 24”Dx 28.5”H. Two podiums (at least one for each All-Purpose Room space) should be provided. Consult with staff to determine specific needs for audio, and projection. Consider the provision of two (2) “video walls” (one for each All-Purpose Room) or multiple large-screen video monitors (at least 80” measured diagonally) for each of the All-Purpose rooms. Consult with staff and an audiovisual planning consultant to refine exact needs for presentation audio and video components based on envisioned usage of space.

Adjacencies: In close proximity to All-Purpose Room #2 (Space 53), the Pre/Post Function Space (Space 56), Conference Room #1 (Space 52), and Conference Room #2 (Space 53). and In relatively close proximity to the Entry Lobby (Space 79). Consider a design that would allow public access to the meeting spaces after normal library hours without providing access to other areas of the library facility. Restroom facilities should also be available as part of this conference space suite.

Special Considerations: All purpose Room #1 and All Purpose Room #2 should share a storage space for tables, chairs, and other furnishings and equipment (risers, podiums, flipcharts, AV carts, etc.) Space for this storage has been built into the allocation for the meeting space itself. Access to the shared storage space should be available on both sides of the movable wall that will be used to divide the entire All-Purpose Room area into separate functional spaces. The acoustic qualities of the movable dividing wall should be such that sound in one section of the All-Purpose Room area is significantly dampened, in the adjoining area. The specific characteristics of the movable wall will depend on the ceiling height, structure, etc. The overall lighting level in this area should be in the range of 15 - 20 ft-c; however, this light should be supplemented to highlight specific areas for specific purposes. Consult with library administration and staff before determining specific needs. Electrical power should be available at multiple points throughout both All-Purpose Room spaces to allow for use as an exhibit space. All outlets provided should be flush with the floor.

Space Code: Space 55

Name of Area: All-Purpose Room #2

General Area: Meeting & Gathering Spaces

Size: 1,125 NSF

Function: To provide a large group meeting space for a wide variety of lectures, performances, and presentations of all types. The space should also be designed to combine with All-Purpose Room #1 to create an even larger meeting/gathering/presentation space. This facility may also be used for community events such as blood drives, science fairs, Friends of the Library book sales, and other types of exhibit events.

Anticipated Occupancy: This space will be used for a wide variety of community events (both those sponsored by the library and those sponsored by other community organizations).

Maximum capacity of the area should be approximately 75 seated “theater style” or 45 seated “classroom style.” The exact capacity of the area will depend on the addition of desired elements (such as a permanent stage or a demonstration kitchen area) and prevailing fire codes.

Essential Equipment & Furnishings: Provide a total of 240 stackable chairs (seat height approximately 18-19”) for use in All-Purpose Rooms #1 and #2. Provide 44 wheeled rectangular flip-top tables each approximately 72”W x 24”D x 28.5”H. Two podiums (at least one for each All-Purpose Room space) should be provided. Consult with staff to determine specific needs for audio, and projection. Consider the provision of two (2) “video walls” (one for each All-Purpose Room) or multiple large-screen video monitors (at least 80” measured diagonally) for each of the All-Purpose rooms. Consult with staff and an audiovisual planning consultant to refine exact needs for presentation audio and video components based on envisioned usage of space.

Essential Equipment & Furnishings: Provide a total of 240 stackable chairs (seat height approximately 18-19”) for use in All-Purpose Rooms #1 and #2. Provide 44 wheeled rectangular flip-top tables each approximately 72”W x 24”D x 28.5”H. Two podiums (at least one for each All-Purpose Room space) should be provided. Consult with staff to determine specific needs for audio, and projection. Consider the provision of two (2) “video walls” (one for each All-Purpose Room) or multiple large-screen video monitors (at least 80” measured diagonally) for each of the All-Purpose rooms. Consult with staff and an audiovisual planning consultant to refine exact needs for presentation audio and video components based on envisioned usage of space.

Adjacencies: In close proximity to All-Purpose Room #1 (Space 54), the Pre/Post Function Space (Space 56), Conference Room #1 (Space 52), and Conference Room #2 (Space 53). and In relatively close proximity to the Entry Lobby (Space 79). Consider a design that would allow public access to the meeting spaces after normal library hours without providing access to other areas of the library facility. Restroom facilities should also be available as part of this conference space suite.

Special Considerations: All purpose Room #1 and All Purpose Room #2 should share a storage space for tables, chairs, and other furnishings and equipment (risers, podiums, flipcharts, AV carts, etc.) Space for this storage has been built into the allocation for the meeting space itself. Access to the shared storage space should be available on both sides of the movable wall that will be used to divide the entire All-Purpose Room area into separate functional spaces. The acoustic qualities of the movable dividing wall should be such that sound in one section of the All-Purpose Room area is significantly dampened, in the adjoining area. The specific characteristics of the movable wall will depend on the ceiling height, structure, etc. The overall lighting level in this area should be in the range of 15 - 20 ft-c; however, this light should be supplemented to highlight specific areas for specific purposes. Consult with library administration and staff before determining specific needs. Electrical power should be available at multiple points throughout both All-Purpose Room spaces to allow for use as an exhibit space. All outlets provided should be flush with the floor.

Space Code: Space 56

Name of Area: Pre/Post Function Space

General Area: Meeting & Gathering Space

Size: 800 NSF

Function: Provides a space for people to gather before and after program events and to interact during breaks/intermissions. This area may also be used for serving refreshments. Consideration may be given to using some wall space in this area for purposes of a small gallery for the display of wall art.

Anticipated Occupancy: Occupancy in this area will range from zero (0) to approximately eighty (80) people depending on the nature and timing of events scheduled in the all-purpose

meeting facilities and conference rooms.

Essential Equipment & Furnishings: Provide a built-in coat rack area or areas to service the meeting room suite. Provide four (4) wheeled flip-top tables to be used for serving refreshments. When not in use, these tables would be stored in the storage area adjoining the All-Purpose Rooms.

Adjacencies: All-Purpose Room #1 (Space 54), All-Purpose Room #2 (Space 55), Conference Room #1 (Space 53), Conference Room #2, and Entry Lobby (Space 79).

Special Considerations: Since this area may be used for serving refreshments, considerable thought should be given to carpet selection since spill are inevitable. Electrical distribution should consider the locations where refreshments may be served and where, consequently multiple appliances may be plugged in. Consider the placement of wall-mounted water fountain/bottle-filling station in this area. Wall washing lights should be provided if an area is devoted to offering a small gallery space. Overall lighting level in this area should be in the 30 ft-c. range.

Space Code: Space 57

Name of Area: Circulation Desk & Public Queuing

General Area: Circulation Desk Area

Size: 560 NSF

Function: Provides a highly visible area where the public can apply for a library card, check out and return materials, pay fines and receive directional assistance. The area also provides space for the public to queue in an organized fashion while waiting for staff assistance and offers a work environment for circulation staff in which they can manage a wide variety of transactions and supervise both the Library entrance and nearby areas.

Anticipated Occupancy: Occupancy in this area will range from zero (0) to a dozen (12) or more library staff, volunteers, and customers of all ages.

Essential Equipment & Furnishings: Provide a circulation desk suitable for supporting four staff positions. Three of these should be at standing counter height (approximately 39") and one position should be specifically designed to accommodate customers using wheelchairs. The height of this surface must be no higher than 36"; however a height of 28" – 29" is preferred. Confer with library staff, administration, and a network technologist to determine configuration of computers and peripherals required at each circulation workstation. Also confer with staff and administration about incorporating a book return slot or slots in the circulation desk.

Adjacencies: Entry Lobby (Space 79), Circulation Services Workroom (Space 64), Circulation Services Self-Check (Space 58), Circulation Services Self-Service Holds (Space 59), Circulation Services "Flex" Consultation Space (Space 60). In relatively close proximity to New Materials Display Space (Space 61), Drive-Through Circulation/Return Window (Space 66) and Head of Circulation Office (Space 65).

Special Considerations: Confer with library staff, administration, and a network technologist to determine configuration of computers and peripherals required at each circulation workstation. The lighting level should be 40 - 50 foot-candles (ft-c) on the desk. This can be achieved through a general lighting scheme or by providing approx. 30 ft-c of general illumination and additional task lighting at the portions of the desk where paper-based tasks are performed. The lighting should be located so it does not cause glare on computer screens. If down lights are located above the desk, they should have lenses or diffusers to soften the light that occurs directly over the staff member's or customer's head. Provide two (2) telephones in this area. Confer with staff and administration to determine exact locations. This area should be included in a closed circuit television security system. Provide a panic alarm system that allows desk staff to alert staff in the Circulation Services Workroom and one other area selected by administration if an emergency situation exists.

Space Code: Space 58

Name of Area: Circulation Services Self-Check (2)

General Area: Circulation Desk Area

Size: 120 NSF

Function: Provides an area for customers to use self-service checkout stations to avoid waiting at the circulation desk and/or to complete the circulation function in a confidential manner.

Anticipated Occupancy: Although this area may often be unoccupied, it may be crowded, especially before and after times when library programming is taking place. Maximum occupancy in the area may be up to six (6) customers and library staff.

Essential Equipment & Furnishings: Casework or workstation to house a self-check unit. Consult with staff and a network technologist to determine the specific needs based on the exact type and configuration of the desired unit.

Adjacencies: In close proximity to Circulation Desk & Public Queuing (Space 57) and New Materials Display Space (Space 61).

Special Considerations: The lighting level in this area should be approximately 40 ft-c. Exercise care to minimize glare on the self-check station monitor. The specific electrical and data needs will be determined based on the type and configuration of the unit that is selected; however, it should be understood that this area will definitely require both electrical and data connections.

Space Code: Space 59

Name of Area: Circulation Services Self-Service Holds

General Area: Circulation Desk Area

Size: 90 NSF

Function: Provides an area to house materials reserved by library customers or acquired for customers from other libraries through interlibrary loan that are awaiting pickup by the requesting customer.

Anticipated Occupancy: Occupancy in this area will range from zero (0) to four (4) or five (5) customers and library staff.

Essential Equipment & Furnishings: Provide six (6) single-faced sections of wall-mounted steel cantilever shelving with five (5) adjustable 10" deep shelves over one fixed 10 base shelf.

Adjacencies: Circulation Desk & Public Queuing (Space 57) and Circulation Services Self-Check Stations (Space 58).

Special Considerations: Shelving area should be lit adequately so customers can find materials and so staff can shelve materials 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 no less than 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.

Space Code: Space 60

Name of Area: Circulation Services "Flex" Consultation Space

General Area: Circulation Desk Area

Size: 125 NSF

Function: Provides a small consultation room that can be used by library staff to have private/confidential conversations with customers. An example of use would be moving an irate customer from the public desk area into an enclosed area with reduced noise transfer to discuss an issue.

Anticipated Occupancy: This flex space would normally be unoccupied. When in use, occupancy would range from two (2) to a maximum of four (4) individuals.

Essential Equipment & Furnishings: Provide a single round table (42" – 48" diameter X 28" H) with four (4) wheeled chairs. Chair seat heights should be approximately 18" – 20". Consult with library staff to determine whether a small workstation with a networked computer to access customer records should be provided in this space.

Adjacencies: Circulation Desk & Public Queuing (Space 57) and Circulation Services Workroom (Space 64). In relatively close proximity to the Head of Circulation Office (Space 65).

Special Considerations: For safety, this area should have two entrances/exits, one from the public side and a second on the Circulation Services Workroom side. Wall on the staff side should include a considerable amount of glass. It is important for sound within this room to be contained. Space should achieve a Noise Criteria Rating (NCR) of 30 – 35. Walls should achieve a sound transmission class (STC) rating of 50.

Space Code: Space 61

Name of Area: New Materials Display Space

General Area: Circulation Desk Area

Size: 120 NSF

Function: Provides a prominent area to display new materials that encourages browsing and stimulates excitement and delight.

Anticipated Occupancy: This will be one of the busiest areas of the library. However, people will generally visit the area for only a short time. At any given time, there may be zero (0) to a dozen or more library users and staff in the area. As many as four (4) to six (6) may be seated on one of the benches.

Essential Equipment & Furnishings: This area will highlight the newest materials that the library has to offer. Shelving selected should itself attract attention. Consider the use of unusual or specialized display shelving such as serpentine units. These shelves should be no higher than 66".

Adjacencies: Circulation Desk & Public Queuing (Space 57), New Materials Bench Seating (Space 62), and Entry Lobby (Space 79).

Special Considerations: The lighting level in this area should be between 30 – 40 ft-c.

Space Code: Space 62

Name of Area: New Materials Bench Seating

General Area: Circulation Desk Area

Size: 90 NSF

Function: Provides a place to sit for a short time while perusing the library's new materials.

Anticipated Occupancy: The New Materials Display Space adjacent to these benches will be one of the busiest areas of the library. However, people will generally visit the area for only a short time. At any given time, there may be zero (0) to a dozen or more library users and staff in the area. As many as four (4) to six (6) may be seated on one of the benches.

Essential Equipment & Furnishings: Provide three (3) two-person benches (no backs).

Adjacencies: The New Materials Bench Seating should be in close proximity to the New Materials Display Space (Space 61)

Special Considerations: The lighting level in this area should be between 30 – 40 ft-c.

Space Code: Space 63

Name of Area: Friends' Ongoing Booksale Area

General Area: Circulation Desk Area

Size: 100 NSF

Function: Provides a space for the ongoing sale of used books and other merchandise sponsored by the Friends of the Library.

Anticipated Occupancy: Occupancy of this area will range from zero (0) to four (4) or five (5) people depending on the time of day/week and the schedule of events at the library.

Essential Equipment & Furnishings: Provide three (3) double-faced mobile A-frame style steel cantilever display carts (six single-faced sections), each 66" high with a variety of display shelving inserts. Confer with library staff and Friends of the Library to determine specific needs.

Adjacencies: The Friends' Ongoing Booksale Area should be in close proximity to the Circulation Desk and Public Queuing (Space 57), the New Materials Display Space (Space 61), and in relatively close proximity to the Entry Lobby (Space 79).

Special Considerations: The lighting level in this area should be between 30 – 40 ft-c.

Space Code: Space 64

Name of Area: Circulation Services Workroom

General Area: Circulation Services Workspace

Size: 350 NSF

Function: Provides a location where library circulation department staff can perform a variety of circulation related functions such as discharging materials and organizing materials for reshelving.

Anticipated Occupancy: Occupancy of this area is likely to range from zero (0) to four (4) library staff members. Typical occupancy will be one (1) or two (2) library staff.

Essential Equipment & Furnishings: Provide four (4) open office workstations each with a computer configuration capable of a full-range of circulation functions. Provide four adjustable, wheeled, ergonomic task chairs (seat height adjustable from approximately 18" – 23"). Consult with staff and administration to determine whether a direct to book truck or organizing shelves workflow will be utilized. Provide a minimum of four single-faced sections of steel cantilever 84" – 90" high shelving. Each section should have six (6) 12" deep shelves. Provide a minimum of four (4) book trucks. Mix of shelving and book trucks will be determined based on a determination of the workflow model that will be deployed in the new building.

Adjacencies: The Circulation Services Workroom should be in close proximity to the Circulation Desk and Public Queuing (Space 57), the Automated Materials Handling & Book Drop (Space 68), the Drive-Through Circulation/Return Window (Space 66), the Circulation Services Supply Storage area (Space 67) and the Head of Circulation Office (Space 65). Please note the large number of critical adjacencies in this area.

Special Considerations: Provide electrical and data connections for four computer workstations and peripheral devices. Confer with staff regarding locations and configuration for each individual workstation. A lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided. Provide task lighting as necessary for individual processes. Provide at least one (1) telephone in this area.

Space Code: Space 65

Name of Area: Head of Circulation Office**General Area:** Circulation Services Workspace**Size:** 140 NSF**Function:** Provides a workspace for the Head of Circulation.**Anticipated Occupancy:** This office will be occupied only when the Head of Circulation is not actively engaged in work in other parts of the library or out of the library. Seating should be provided to allow for meetings with a limited number of staff members or with a vendor; however, it is anticipated that the Head of Circulation would use one of the other conference rooms for larger meetings. Maximum occupancy is likely to be three (3) library staff or staff and vendors.**Essential Equipment & Furnishings:** Provide a desk with a return and a wheeled ergonomic chair with an adjustable seat height of 18" – 22.5", a two-drawer lateral file, and two (2) comfortable side chairs. Provide two single-faced sections of wall-mounted steel cantilever shelving 78" – 84" in height with six (6) 12" deep shelves. Provide a wall-mounted white board. Provide a computer. Consult with staff regarding the provision of other peripheral devices.**Adjacencies:** The Head of Circulation Office should be located in close proximity to the Circulation Services Workroom (Space 64) and in relatively close proximity to the Circulation Desk and Public Queuing (Space 57).**Special Considerations:** The lighting level in this office should be approximately 40 – 50 ft-c at desktop height. A lower lighting level is acceptable if task lighting is provided. Provide electrical and data to support networked computer and any peripherals identified. Confidential conversations (such as personnel and budget matters) sometimes take place in this office, consequently, it is important for sound within this room to be contained. Space should achieve a Noise Criteria Rating (NCR) of 30 – 35. Walls should achieve a sound transmission class (STC) rating of 50. Provide a telephone in this office.**Space Code:** Space 66**Name of Area: Drive-Through Circulation/Return Window****General Area:** Circulation Services Workspace**Size:** 220 NSF**Function:** Provides an area for customers, without leaving their vehicles, to return materials to the library and to pickup items that they have placed on reserve. A small interior area is also provided for the staff that will be receiving and/or providing items and conducting circulation-related transactions. Consult with library staff and administration to determine the full range of services to be offered in order to determine what equipment (cash drawer, credit card scanner, etc.) will be required.**Anticipated Occupancy:** Occupancy of the interior space will range from zero (0) to two (2) library staff members. Exterior design should allow for at least four (4) vehicles to queue without interfering with the flow of pedestrian or other vehicular traffic.**Essential Equipment & Furnishings:** This area will require specialized equipment to enable "through the wall" transactions to take place. Consult with library staff and administration as well as with libraries with recent drive-through installations and with vendors to determine exact equipment to be provided and electrical, surveillance, and audio needs. This space will obviously require the computer equipment to necessary to facilitate check-ins, checkouts, as well as functions related to the management of customer accounts. It is likely that a high mobile work stool (with arms and back) that has an adjustable seat height of approximately 24" – 32" will be required in this area in addition to several book trucks.**Adjacencies:** The Drive-Through Circulation/Return Window should be located in close proximity to the Circulation Services Workroom (Space 64) and the Automated Materials Handling & Book Drop (Space 68). It should be located in relatively close proximity to the

Circulation Desk & Public Queuing (Space 57).

Special Considerations: Siting this space will require careful consideration to provide vehicular traffic patterns that minimize the potential for vehicle/pedestrian or vehicle/vehicle incidents. The location of the drive-through will also influence the placement of the circulation desk and circulation workroom since it is unlikely that the drive-through window would be fully staffed the majority of the time. Consult with library staff and administration as concepts for these areas are developed. Consult with network technologist to determine electrical and data connections necessary for computers and peripherals. Provide a telephone in this area.

Space Code: Space 67

Name of Area: Circulation Services Supply Storage

General Area: Circulation Services Workspace

Size: 40 NSF

Function: Provides space for the storage of supplies and materials used by the circulation staff to carry out their work. This area also serves to reduce visual clutter that can be observed by the public.

Anticipated Occupancy: This area is a storage area and will typically be unoccupied. Maximum occupancy is likely to be one (1) or two (2) library staff members.

Essential Equipment & Furnishings: Provide two (2) single-faced, wall-mounted sections of steel cantilever shelving 84"-90" in height each section with seven (7) 12" deep shelves.

Adjacencies: The Circulation Services Supply Storage should be located in close proximity to the Circulation Services Workroom and in relatively close proximity to the Circulation Desk & Public Queuing area (Space 57)

Special Considerations: This room should be lockable, and lighting should be motion activated. The lighting level in this area should be approximately 30 ft-c.

Space Code: Space 68

Name of Area: Automated Materials Handling (AMH) & Book Drop

General Area: Circulation Services Workspace

Size: 300 NSF

Function: Provides space for an automated materials handling sorting system, a book return that is integrated into the system, and for the book carts and staff workspace associated with these functions.

Anticipated Occupancy: Occupancy is likely to range from zero (0) to two (2) or three (3) library staff.

Essential Equipment & Furnishings:

Adjacencies: The Automated Materials Handling & Book Drop area should be located in close proximity to the Drive-Through Circulation/Return Window (Space 66) and the Circulation Services Workroom (Space 64).

Special Considerations: The lighting level in this area should be approximately 30 ft-c. Consult with staff and a library technology consultant and vendors regarding the specific technology and electrical needs for the selected system. An appropriate fire-suppression system will also be needed in this area to mitigate the potential for vandalism.

Space Code: Space 69

Name of Area: Technical Services Workroom

General Area: Technical Services & IT

Size: 350 NSF

Function: Provide a location where technical services staff can perform functions related to the acquisition, cataloging and processing of materials as well as maintenance of bibliographic records in the online catalog.

Anticipated Occupancy: This space will typically be occupied by three (3) to four (4) staff members during daytime business hours.

Essential Equipment & Furnishings: Four (4) large casework or office systems workstations to be arranged around the perimeter of the room to provide the opportunity to design a workflow that moves materials through the acquisitions, cataloging and processing procedures. Workstation worksurface height should be approximately 29". Each workstation should have a deep return worksurface (at least 24" deep that extends into the room. Provide four (4) ergonomic posture chairs with seat heights that are adjustable from approximately 18" – 22.5". Each workstation should be equipped with a networked computer. Consult with staff to determine appropriate peripheral devices (such as label printers and barcode readers) to be provided at each individual station. Consideration should also be given to providing a central work island or work table. If a high work island (worksurface approximately 36" H) is selected, two (2) appropriately sized mobile work stools (seat height adjustable between 24" - 32" should be provided. Consider providing supply storage space under the work island surface. Provide one book truck for each workstation. Consult with staff to determine the preferred type of book truck for each workstation.

Adjacencies: The Technical Services Workroom should be located in close proximity to the Technical Services Supply and Materials Storage area (Space 71) and the Assistant Director/Head of Technical Services Office (Space 70).

Special Considerations: The lighting level in this area should be approximately 50 ft-c at the desktop level due to the nature of the work performed in this area. Data drops should be provided for four computers. Consult with staff regarding data needs for other peripherals. Two (2) telephones should be provided in this area. Consult with staff to determine locations. Provide a small sink in this area with a gooseneck faucet.

Space Code: Space 70

Name of Area: Assistant Director/Head of Technical Services Office

General Area: Technical Services & IT

Size: 140 NSF

Function: Provides a workspace for the Assistant Director, who also serves as the Head of Technical Services.

Anticipated Occupancy: This office will be occupied only when the Assistant Director/Head of Technical Services is not actively engaged in work in other parts of the library or out of the library as a representative of the institution. Seating should be provided to allow for meetings with a limited number of staff members or with a vendor; however, it is anticipated that the Assistant Director would use one of the other conference rooms for larger staff meetings. Maximum occupancy is likely to be three (3) library staff or staff and vendors.

Essential Equipment & Furnishings: Provide a desk with a return and a wheeled ergonomic chair with an adjustable seat height of 18" – 22.5", a two-drawer lateral file, and two (2) comfortable side chairs. Provide two single-faced sections of wall-mounted wooden shelving 78" – 84" in height with six (6) 12" deep shelves. Provide a wall-mounted white board. Provide a computer. Consult with staff regarding the provision of other peripheral devices.

Adjacencies: The Assistant Director/Head of Technical Services Office should be located in close proximity to the Technical Services Workroom (Space 69).

Special Considerations: The lighting level in this office should be approximately 40 – 50 ft-c at desktop height. A lower lighting level is acceptable if task lighting is provided. Provide electrical

and data to support networked computer and any peripherals identified. Confidential conversations (such as personnel and budget matters) sometimes take place in this office, Consequently, it is important for sound within this room to be contained. Space should achieve a Noise Criteria Rating (NCR) of 30 – 35. Walls should achieve a sound transmission class (STC) rating of 50. Provide a telephone in this office.

Space Code: Space 71

Name of Area: **Technical Services Supply and Materials Storage**

General Area: Technical Services & IT

Size: 100 NSF

Function: Provides storage space for new materials to be processed, items being withdrawn, and materials and supplies used by the technical services staff in their work. Room is also provided for book carts so they and their contents can be moved into a secure location when staff is not present.

Anticipated Occupancy: This space will typically be unoccupied; however, one (1) or two (2) library staff members may be present at any given time throughout the workday.

Essential Equipment & Furnishings: Provide one 6' W x 24" D X 72" H industrial-grade shelving unit and six (6) 80" – 90" single-faced, wall-mounted steel cantilever shelving units each section with six (6) 12" deep shelves.

Adjacencies: **The Technical Services Supply and Materials Storage room should be in close proximity to the Technical Services Workroom (Space 69).**

Special Considerations: This room should be lockable and lighting should be motion activated. The lighting level in this area should be approximately 40 ft-c.

Space Code: Space 72

Name of Area: **Information Technology Office**

General Area: Technical Services & IT

Size: 140 NSF

Function: Provides an office for staff responsible for the planning, implementation, and maintenance of the library's information technology infrastructure,

Anticipated Occupancy: Occupancy of this office will range from zero (0) to three (3) library staff, technicians, and vendors.

Essential Equipment & Furnishings: Consult with library staff and network technologist to determine the type of desk and equipment that will be included. At least one (1) desk and one (1) workstation/workbench are likely needs as It is anticipated that room will be needed for multiple devices and monitors. Provide two (2) wheeled ergonomic task chairs with adjustable height seats (18" – 22.5"). One of these chairs will be for the desk and a second for a separate workstation/workbench). Provide two side chairs to accommodate visitors to the office. Provide 1 section of 80" – 90" wall mounted steel cantilever shelving with six (6) 12" deep shelves.

Adjacencies: The Information Technology Office should be in close proximity to the Server Room/Main Distribution Frame/Wiring Closet (Space 74) and the Information Technology Storage Area (Space 73). For purposes of security, the Information Technology Office should not be located directly adjacent to a public area.

Special Considerations: This office is likely to have special electrical and data needs. Consult with staff and a network technologist to determine these needs. Like the Server Room/Main Distribution Frame/Wiring Closet (Space 74), this area is likely to generate more heat due to the amount of electrical equipment gathered in a relatively small space. Consider linking this room to the Server Room for purposes of heat and humidity control. The lighting level in this area

should be approximately 40 – 50 ft-c. Consider using lighting fixtures that will effectively diffuse the light and minimize glare on computer screens. A telephone should be provided in this office.

Space Code: Space 73

Name of Area: Information Technology Storage

General Area: Technical Services & IT

Size: 100 NSF

Function: Provides secure storage space for new and backup information technology equipment, miscellaneous parts, apparatus and cabling components.

Anticipated Occupancy: This space will usually be unoccupied. When it is in use, occupancy will be one (1) or two (2) library staff.

Essential Equipment & Furnishings: Provide three (3) 6' W x 24" D X 72" H industrial-grade shelving units.

Adjacencies: In close proximity to the Information Technology Office (Space 72) and the Server Room/Main Distribution Frame/Wiring Closet (Space 74).

Special Considerations: This room should be lockable and should have antistatic flooring. Lighting in this room should be motion-activated. The lighting level in this area should be approximately 30 ft-c.

Space Code: Space 74

Name of Area: Server Room/Main Distribution Frame/Wiring Closet

General Area: Technical Services & IT

Size: 250 NSF

Function: Provides the primary hub or demarcation point that interconnects the library's network. This room will house computer servers, the main distribution frame, and ancillary equipment. Consult with library staff and a network technologist to better understand the exact needs of the library and its interconnection with other libraries and networks.

Anticipated Occupancy: This room will frequently be unoccupied. When people will be present, the total number is likely to be one (1) or two (2),

Essential Equipment & Furnishings:

Adjacencies: In close proximity to the Information Technology Office (Space 72) and Information Technology Storage (Space 73). This area should be strategically located to ensure that runs of data cable are of a length that will not result in the significant degradation of network speed. Consult with staff and a network technologist to determine a fiber to the desktop solution is advisable and affordable.

Special Considerations: Consult with library staff and a network technologist in designing this space. Note that this room is likely to generate a significant amount of heat and will require special consideration regarding heating, cooling, and humidification. Special considerations may also be necessary regarding backup source(s) of power including the possibility of providing an uninterruptible power supply (UPS) and/or a backup generator. This room should be lockable. Antistatic flooring should be used in this area. Lighting in this area should be motion activated. The lighting level should be approximately 40 ft-c. Consult with staff and a network technologist to determine whether the entry door to this area should be extra wide to accommodate the movement of bulky equipment. This area should be monitored by video surveillance cameras. Consider providing a door directly from the Information Technology Office (Space 72) into the Server Room/Main Distribution Frame/Wiring Closet. Provide a telephone in this area.

Space Code: Space 75

Name of Area: Director's Office

General Area: Administrative Offices

Size: 220 NSF

Function: Provides a space for performing a variety of administrative tasks and for interacting with library staff, Library Board members, public officials, vendors, community members/partners, and potential donors.

Anticipated Occupancy: This office will be occupied less than half of the time because the Director will be involved in many other activities both within the building and in the community. That said, the Director will frequently be involved in small meetings with key staff members as well as other influential individuals. Up to four (4) individuals (the Director and three (3) others may participate in discussions and meetings in this space.

Essential Equipment & Furnishings: Provide an executive desk with a return and a desktop computer with dual monitors. A separate multi-function laser printer should also be provided (a network connection to use the copy machine in the Administrative Assistant's Office should also be available). Provide an ergonomic executive chair, a credenza and two sections of wooden shelving 78" – 84" in height. Two comfortable side chairs should be provided to enable across the desk conversations. A round table (approximately 42" diameter) and four (4) wheeled chairs should be supplied in addition to a whiteboard and a wall mounted monitor (approximately 40" measured diagonally).

Adjacencies: Administrative Assistant's Office/Reception (Space 76).

Special Considerations: Provide electrical and data to support networked computer and any peripherals identified. Confidential conversations (such as personnel and budget matters) sometimes take place in this office. Consequently, it is important for sound within this room to be contained. Space should achieve a Noise Criteria Rating (NCR) of 30 – 35. Walls should achieve a sound transmission class (STC) rating of 50. This is an executive office and the Director will host important meetings with public officials, vendors and staff in this space. The finishes and furnishings in this office should project a dignified, professional look and feel. A lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided. A lower lighting level can be provided if task lighting is employed. Provide a telephone in this office.

Space Code: Space 76

Name of Area: Administrative Assistant's Office/Reception

General Area: Administrative Offices

Size: 120 NSF

Function: Provides a space for an Administrative Assistant to perform duties in support of the Library Director. This space will also be used as a reception/waiting area for visitors who have come to converse with the Director.

Anticipated Occupancy: This office would typically be staffed by one person during normal business hours. Peak occupancy would be three (3) library staff and/or members of the public.

Essential Equipment & Furnishings: Provide a desk with a return and a wheeled ergonomic chair with an adjustable seat height of 18" – 22.5". Provide a two-drawer lateral file, two (2) comfortable side chairs, and an occasional table (to hold materials that those waiting to see the Director can browse). A networked computer and copy machine should also be located in this space.

Adjacencies: In close proximity to the Director's Office (Space 75) and the Administrative/File Storage area (Space 78).

Special Considerations: Provide electrical and data to support networked computer and any peripherals identified. Provide a dedicated electrical circuit for the copy machine. Confidential

conversations (such as personnel and budget matters) may take place in this office, Consequently, it is important for sound within this room to be contained. Space should achieve a Noise Criteria Rating (NCR) of 30 – 35. Walls should achieve a sound transmission class (STC) rating of 50. The finishes and furnishings in this office should project a dignified, professional look and feel. A lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided. A telephone should be provided in this office.

Space Code: Space 77

Name of Area: Public Services Coordinator Office

General Area: Administrative Offices

Size: 160 NSF

Function: Provides a workspace for the Head of Youth Services.

Anticipated Occupancy: This office will be occupied a significant percentage of the time when the Public Services Coordinator is not actively engaged in work in other parts of the library or out of the library as a representative of the institution. Seating should be provided to allow for meetings with a limited number of staff members or with community partners; however, it is anticipated that the Public Services Coordinator would use one of the other conference rooms for larger meetings. Maximum occupancy is likely to be three (3) library staff or staff and/or representatives of community partner organizations.

Essential Equipment & Furnishings: Provide a desk with a return and a wheeled ergonomic chair with an adjustable seat height of 18" – 22.5", a two-drawer lateral file, and two (2) comfortable side chairs. Provide two single-faced sections of wall-mounted steel cantilever shelving 78" – 84" in height with six (6) 12" deep shelves. Provide a wall-mounted whiteboard. Provide a computer. Consult with staff regarding the provision of other peripheral devices.

Adjacencies: In close proximity to the Director's Office (Space 75). In reasonably close proximity of meeting and gathering spaces such as the All-Purpose Meeting Rooms (Space 54 and 55).

Special Considerations: The lighting level in this office should be approximately 40 – 50 ft-c at desktop height. A lower lighting level is acceptable if task lighting is provided. Provide electrical and data to support networked computer and any peripherals identified. Confidential conversations may sometimes take place in this office, Consequently, it is important for sound within this room to be contained. Space should achieve a Noise Criteria Rating (NCR) of 30 – 35. Walls should achieve a sound transmission class (STC) rating of 50. Provide a telephone in this office.

Space Code: Space 78

Name of Area: Administrative/File Storage

General Area: Administrative Offices

Size: 100 NSF

Function: Provides a space for the storage of administrative records, personnel files, and other confidential documents. Also provides a space for the storage of records and artifacts related to the history of the library.

Anticipated Occupancy: 0 – 2 library staff

Essential Equipment & Furnishings: Provide a small fireproof safe, a four-drawer fire-resistant/fireproof lateral file cabinet and four single-faced sections of wall-mounted, 80" – 90" H, 12" D metal cantilever library shelving. Provide six (6) shelves for each section.

Adjacencies: Director's Office (Space 75) and Administrative Assistant's Office/Reception (Space 76).

Special Considerations: Consult with library and municipal authorities to determine which records retention policies apply and what records should be stored in the library, and which should be housed in another archival storage facility in the municipality. Lighting in this area should be motion-activated. The lighting level in this area should be approximately 40 ft-c.

Space Code: Space 79

Name of Area: Entry Lobby

General Area: Miscellaneous Spaces

Size: 750 NSF

Function: Provides a highly visible, welcoming entrance into the library. The area will serve as a transitional area between the outdoors and the interior of the library and as such should be designed to minimize drafts entering the building and to diminish dirt, snow, slush and salt from entering the library interior.

Anticipated Occupancy: This is obviously one of the busiest areas of the library and occupancy may vary from zero (0) to as many as a dozen (12) or more customers, staff, volunteers, and visitors depending upon the activities that are taking place and the time of day/week.

Essential Equipment & Furnishings: Employ electronic sliding doors to provide hands-free easy entry for all. Employ at least two sets of doors and design the heating system to create a heat curtain effect to minimize drafts entering the main portion of the building. Provide a large screen monitor that can be seen from the lobby area to announce programs and provide information about the library. To prevent vandalism, it is best if this monitor is immediately beyond the actual lobby area. The lobby area should also be monitored using a video surveillance system.

Adjacencies: The Entrance lobby should be in close proximity and should be clearly visible from the Circulation Desk & Public Queuing Area (Space 57). It should also be in relatively close proximity to the New Materials Display Space (Space 61) and the Friends' Ongoing Book Sale Area (Space 63). The Entrance Lobby should **not** be in direct proximity to the entrance to the Preschool and Children's Services area to prevent the possibility of small children "escaping" from the library.

Special Considerations: All materials in this area should be highly resistant to vandalism. Flooring should be designed to prevent snow, salt, dirt, and grime from getting into the main portion of the library. Use a carpet tile system especially designed for this purpose. Lighting fixtures should be highly vandalism resistant. Consult with staff to determine if the lobby should be designed to be open after hours and if any services such as book lockers should be included in the interior. If not, consideration should be given to providing both book lockers and a walk-up book drop near the entrance on the exterior of the building. The lighting level in this area should be in the range of 40 ft-c. Daylighting will likely play an important role in the lighting of this area. Consider the use of a photoelectric sensor to control lighting to enable lights to be turned off when sufficient daylighting is available.

Space Code: Space 80

Name of Area: Service Entrance/Loading/Receiving Area

General Area: Miscellaneous Spaces

Size: 350 NSF

Function: This area provides an entrance that can be used by staff and for the purpose of deliveries of items. NOTE: Some items may be large crates containing exhibits from sources such as the Smithsonian Institution Traveling Exhibit Service (SITES) and the Library of

Congress' Traveling Exhibitions.

Anticipated Occupancy: This area will frequently be unoccupied; however, it will be busy at the beginning and end of the library's open hours and, potentially, during "shift-change" periods. Peak occupancy of the area is likely to be eight (8) to ten (10) people.

Essential Equipment & Furnishings: Provide one (1) industrial-grade storage shelf (6" wide x 30" D x 72" H) adjacent to the entrance to accommodate bins for materials being transferred between/among libraries through interlibrary loan. A hydraulic pallet jack should be provided for unloading large items such as exhibit crates.

Adjacencies: In close proximity to Staff Lunch/Break Room (Space 81), Staff Lockers (Space 82), Friends' Office/Book Storage & Sorting Area (Space 83), and General Storage (Space 84). Service Entrance/ Loading/ Receiving Area should be in relatively close proximity to the Circulation Services Workroom (Space 64) and Technical Services Workroom (Space 69). Individuals making deliveries to the library should be able to go directly to Spaces 64 or 69 without passing through a public area of the library.

Special Considerations: The Service Entrance area (both inside and outside) should be monitored by video surveillance cameras. Service Entrance door should be no less than 42" wide to accommodate oversized deliveries and should incorporate a shatter-proof window to enable staff to observe who is at the door before unlocking. Include a doorbell at the Service Entrance and consult with staff to determine where the bell should ring to alert staff that someone is seeking entry. Consider providing an intercom for communicating with whoever is seeking entry. The lighting level in this area should be approximately 40 ft-c. Because a portion of this area will be used as a receiving area, stainless protective corners and/or other features should be included along the pathway these items will travel to prevent marring and damage to walls and door frames.

Space Code: Space 81

Name of Area: Staff Lunch/Break Room

General Area: Miscellaneous Spaces

Size: 600 NSF

Function: Provides a place for staff to each lunch or dinner and/or to take a break from their work routine in a comfortable, relaxed environment.

Anticipated Occupancy: Occupancy in this area will vary depending on time of day. As many as six (6) or eight (8) staff members may be in the area at peak times.

Essential Equipment & Furnishings: This area will feature a kitchenette including a double sink, a full-sized refrigerator, a dishwasher, a directly plumbed commercial-grade pod-type coffee machine, and a microwave oven. Consult with staff regarding the need or advisability of providing a range and oven. Table seating should be provided for eight (8) individuals (provide at least three separate tables). Comfortable casual seating should be provided for up to eight (8) people in a home-like atmosphere.

Adjacencies: In close proximity to Service Entrance/Loading/Receiving Area (Space 80) and Staff Lockers (Space 82). See note below regarding the location of a staff restroom in close proximity.

Special Considerations: Provide a staff-only restroom in close proximity to the Staff Lunch/Break Room. However, the restroom should be designed so it does not open directly into the Staff Lunch/Break Room. Also consider the provision of a small exterior patio that can be used by staff when weather conditions are favorable. The lighting level in this area should be approximately 30 – 40 ft-c. Consider providing some table lamps or other home-like fixtures to achieve a subdued environment in the casual seating area. Provide a phone in this area.

Space Code: Space 82

Name of Area: Staff Lockers

General Area: Miscellaneous Spaces

Size: 120 NSF

Function: This space will provide lockers in which staff and volunteers can store their coats and valuable items in a secure environment.

Anticipated Occupancy: This area will be busiest at the beginning and end of the day and/or during “shift-change” times. Typical occupancy may vary from zero (0) to a maximum of five (5) or six (6).

Essential Equipment & Furnishings: Provide eighteen (18) small lockers (approximately 12” W x 12” H X 18” D), and six (6) full-sized lockers (approximately 12” W x 68” H x 18” D).

Adjacencies: In close proximity to Service Entrance/ Loading/ Receiving Area (Space 80) and Staff Lunch/Break Room (Space 81).

Special Considerations: Lockers need not be located in a separate room. They can be located along a corridor as long as use of the lockers is factored into the width of the corridor. The lighting level in this area should be approximately 40 ft-c.

Space Code: Space 83

Name of Area: Friends’ Office/Book Storage & Sorting Area

General Area: Miscellaneous Spaces

Size: 500 NSF

Function: This space will provide a secure area for the sorting and storage of materials related to Friends of the Library book sale activities as well as a small work area for maintaining Friends’ records.

Anticipated Occupancy: While this area will frequently be unoccupied, three (3) or four (4) library Friends or library staff may be working in this area simultaneously in preparation for periodic Friends’ book sales.

Essential Equipment & Furnishings: Provide a small desk and ergonomic chair, two work tables (each approximately 60” L x 30” D x 30” H), and a least eight (8) single-faced sections (4 double-faced sections) of standard steel cantilever library shelving 80” – 90” H X 12” D. Also provide two (2) book trucks and a hand truck rated to support at least 200 pounds.

Adjacencies: In close proximity to Service Entrance/ Loading Receiving Area (Space 80) and General Storage (Space 84).

Special Considerations: Bookstacks should be lit adequately so workers can find materials and shelve materials 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 a minimum of 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. Lighting in this area should be motion-activated. Lighting in the space near the desk should be in the range of 40 – 50 ft-c. Consult with staff to determine whether a phone should be provided for this area.

Space Code: Space 84

Name of Area: General Storage

General Area: Miscellaneous Spaces

Size: 600 NSF

Function: Provides an area for the storage of miscellaneous equipment, supplies, seasonal items, and surplus furnishings and equipment.

Anticipated Occupancy: The space will typically be unoccupied. When in use, it will be normally occupied by one (1) or two (2) people.

Essential Equipment & Furnishings: Consult with staff regarding specific proportion of space to be open versus occupied by shelving. At least four (4) 6' W x 24" D X 72" H industrial-grade shelving units.

Adjacencies: Located in close proximity to the Service Entrance/ Loading/ Receiving Area (Space 80).

Special Considerations: This area can be windowless and can have an unfinished high ceiling. Lighting should be motion-activated, and lighting fixtures should have cages or guards to prevent lamp breakage. The lighting level in this area should be approximately 30 ft-c.

LIBRARY LIGHTING

The following is adapted from:

Lighting for Libraries. 2001, Revised 2005. Created by David Malman, Architectural Lighting Design, and provided through the Libris Design Project, supported by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act.

Although lighting levels are easy to measure, producing specified lighting levels alone does not guarantee that the lighting will be successful. The lighting design must fulfill needs for glare control, spatial definition, orientation, and variety, and these may have more bearing on the perception of "good lighting" than achieving certain lighting levels. Many well-loved libraries do not have the 30-40 foot candles (ft-c) of general light regarded as optimum, but they are successful because the lighting and architecture work in concert to create pleasant environments.

General Library Lighting Level

A lighting level of 30-40 ft-c is adequate for general reading and staff areas. This level can be treated as the default for areas not specifically described.

Bookstacks

Bookstacks must be lit adequately so patrons can find books and also so staff can spend long hours shelving 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 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.

Lighting for Service Desks

Lighting at service desks must be adequate for paper-based tasks and it must not cause reflected glare in computer screens. In addition, the lighting should be very comfortable because staff members may spend most of their working time at a service desk. The lighting level should be 40-50 ft-c on the desktop. This can be achieved through a general lighting scheme or by providing approximately 30 ft-c of general illumination and additional task lighting at the portions of the desk where paper-based tasks are performed. The lighting should be located so it does not cause glare on computer screens. This is very difficult to do. If downlights are located directly above the desk, they should have lenses or diffusers to soften the light that occurs directly over the staff member's or customer's head.

Staff Workstations

Task lighting should be considered for all staff workstations. Movable lamps are best because they allow users to adjust the lighting to their needs, but generic under-shelf LED lights are an adequate substitute. A general light level of 50ft-c should be provided over book sorting and worktables. Because these areas need ample open unobstructed space, task lights are not very practical for this purpose.

Lighting for Community/Meeting Rooms

Large meeting or community rooms should have 30-40 ft-c with all lights on, and separately controlled lighting for the podium or front of room. The lighting should be dimmable or switchable to produce approximately 5ft-c for note taking during audiovisual presentations. The note-taking lights should not spill on to the projection screen or video monitor. In order to achieve flexibility, several different types of lighting might be deployed in the room (downlights, coves, sconces, perimeter lighting, etc.) that can be combined in various ways to suit different activities. Because the walls are often used for displays, separately controlled wall washers or track lights should be provided around the perimeter.

Occupancy Sensors

Occupancy sensors are a simple way to reduce energy consumption in areas that are not in continuous use, such as storage rooms, electrical closets, mechanical rooms, private offices or small meeting rooms. Turning lights on and off several times a day with occupancy sensors will not shorten lamp life.

Suggested Lighting Levels for Specific Types of Areas

Conference Rooms 30-50 ft-c.

Exhibit Space 30-50 ft-c.

Library Stacks 20-50 ft-c. (however, see detailed description above)

Library Reading/ Study Areas 30-50 ft-c.

Lobby 20-30 ft-c.

Lounge/Breakroom 10–30 ft-c.

Mechanical/Electrical 20-50 ft-c.

Open Office Areas 30–50 ft-c.

Storage Rooms 5-20 ft-c.

General Specifications for Basic Compliance with the Americans with Disabilities Act (ADA).

The following **12 Basic Requirements for ADA Compliance at the Library** is from Access Advocates of Las Vegas, Nevada

ADA compliance of course applies to your public library. There must be adequate parking, all areas of the library must be accessible and it must be possible for you to reach material that are on library shelves or have staff reach it for you. In addition, it must be possible to navigate through the library in a wheelchair or if you are vision-impaired. Signs in and outside the library must be visible to people with disabilities so as to make it easier to find places of access to the library and its various facilities.

1. Parking

If there is less than 25 parking spaces at the library, there needs to be at least one handicapped space that is van accessible. The space must be 8 feet wide and have an aisle 8 feet wide. It

must have a level hard surface and signage and the curb cut must be close to the entrance of the library.

If the library has more than 25 spaces, but less than 50, there needs to be 2 handicapped spaces, though they may share the same aisle. For even larger parking lots, there needs to be 1 additional handicapped space for every additional 25 spaces.

2. Signage

So, obviously signs should be large and clearly readable from the street, even by someone whose vision is impaired. The print on the signs should be adequate in size and contrast on the sign should make the print readable. The signs should also be at height readable by someone in a wheelchair.

The requirements are the same for signs inside the building and they should show which restrooms are accessible, directions to the elevators and stairs, as well as to public service desks, exits, meeting rooms and special collections.

3. Path and Doors

The path to the main entrance should be smooth with a hard surface and have no barriers; in addition, it should be at least 36 inches wide and have a safe and adequate ramp if necessary. Door openings should be 36 inches wide and doors should be easily opened by someone with a disability. The threshold cannot be more than 1/4 of an inch high.

If there is an inaccessible entrance, there should be a sign directing people to an accessible entrance.

Book returns should be barrier-free.

Inside the library, pathways should be at least 32 inches wide and 60 inches wide where wheelchairs would need to pass each other.

4. Elevators and Stairs

If there is more than one level to the library, there should be an accessible elevator. Stairs should be at least 36 inches wide and have handrails. The steps should be non-slip and not more than 11 inches high each.

5. Floors

Floors should not be bumpy and have no debris or obstacles in the way. They should be flat and smooth and also not have loud colors that could disrupt the balance of someone navigating through the library.

6. Lighting

Lighting should be strong and uniform, glare-free. It is important too that the walls are not dark because they could interfere with the vision of some people with disabilities.

7. Public Access Catalogs and Computer Stations

The computer stations should have 36 inches of clear space around them and be at seating level if there are less than 3 of them. In larger libraries there can be a mix.

8. Furniture

There should be 40 inches of clear space between furniture in the library and tables should have a 27 inch high clearance and 19 inches of depth underneath for people in wheelchairs to fit at the tables.

9. Periodicals and Stacks

The top row at the periodicals section shouldn't be higher than 48 inches and if it is, there should be a sign indicating that you can ask for assistance to reach higher material. In the stacks areas, the aisles must have at least 36 inches of clearance but 42 inches is preferred.

10. Checkout

The checkout counter cannot be higher than 36 inches and must be at least 36 inches long.

11. Reference or Help Desk

The counter at the reference or help desks should not be too high for someone in a wheelchair or the library should otherwise make an accommodation; like having a section of the counter accessible or another table available for people with disabilities.

12. Restrooms

There should be no barrier to restrooms and their doorways should be 36 inches wide and doors should be made to be easily opened by someone with a disability. The stalls should be 5 feet by 5 feet to allow for movement in a wheelchair. Grab bars should also be installed. Fixtures should be no higher than 48 inches. Sink handles should be push-type or motion-sensor activated.

Conclusion

As it has done with many aspects of public life, the ADA has opened up opportunities for people with disabilities at the library and other educational institutions. This, of course, betters the community and enriches lives.



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