



# **Main Library at Independence Park**

**East Baton Rouge Parish Library**

**Library Building Program**



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## LIBRARY OVERVIEW

### East Baton Rouge Parish Library

The East Baton Rouge Parish Library system is comprised of a Main Library and the following 12 branches: Baker, Bluebonnet, Regional, Carver, Central, Delmont Gardens, Eden Park, Greenwell Springs Road Regional, Jones Creek Regional, Pride-Chaneyville, River Center, Scotlandville and Zachary. The library is open a cumulative total of 892 hours weekly to meet the information needs of its patrons. The library also makes regular outreach visits to its deposit collection at the Juvenile Detention Center and has established an electronic kiosk at the CATS Bus Terminal. The library employs a well-trained service-oriented staff, selects and organizes up-to-date print and non-print collections and electronic databases, and provides convenient outlets with sufficient operating hours seven days a week to serve the public.

To meet the cultural, recreational and informational needs of the diverse East Baton Rouge Parish, the library provides:

- Books, newspapers, magazines, art prints, audio books, CDs, videos, DVDs, and electronic databases – resources for the young and the old.
- Special activities such as Summer Reading programs, Story time, Prime-Time Family Reading, Author/Illustrator workshops, and many other exhibits and programs for all age groups.
- Information services, interlibrary loan, library publications, subject bibliographies, reader's advisory services, public access computers, and dial-in access to the online catalog.

The entire world of information delivery in public libraries is rapidly changing and the East Baton Rouge Parish Library must be effective and efficient in connecting its community to the electronic world of information. The library's home page, created and maintained by library staff, can be accessed at [www.ebr.lib.la.us](http://www.ebr.lib.la.us). The East Baton Rouge Parish Library is the busiest library system of any type in Louisiana. In 2006, the library staff circulated 2,396,323 items, answered 645,320 reference questions, and registered 1,072,449 computer sessions. Approximately 80,775 people attended 3,257 programs presented by the library in 2006.

The East Baton Rouge Parish Library System has been funded since 1986 primarily by a dedicated property tax. An 11.1 Millage rate was approved in 2005 for ten years beginning in substandard facilities. The continuation of this dedicated property tax allows the library to provide consistent and excellent service to the residents of East Baton Rouge Parish and to begin Phase III of the long-term planning and goals of the Library Board of Control. Funds have been appropriated in past budgets for the construction of a branch in the southern portion of the parish and the library will proceed with this project in 2008. This phase also includes construction of a new Main Library in Independence Park, a new Downtown library and the construction of an additional branch in the eastern portion of the parish.

Summary of Assignable Spaces		1st Floor SF	2nd Floor SF	3rd Floor SF	Total SF
SECTION: A PUBLIC ENTRANCE AND LOBBY					1,460
	1. Main Lobby/Gallery	600			
	2. Public Restrooms	350	350		
	3. Janitor's Closets	80	80		
SECTION: B PUBLIC MEETING ROOMS					4,305
	1. Meeting Room	3,900			
	2. Storage	200			
	3. Storage - A/V	80			
	4. Kitchen	125			
SECTION: C CIRCULATION SERVICES					4,148
	1. Circulation Desk	1,020			
	2. Circulation Workroom	1,506			
	3. Drive up Pickup/Returns	622			
	4. Traffic Dispersal	300			
	5. Conference	120			
	6. Copy Alcove	100			
	7. Storage	80			
	8. Adult/Circulation Services Division Head	250			
	9. Security Officer	150			
SECTION: D CHILDREN'S SERVICES					14,935
	1. Children's Information Desk	576			
	2. Baby/Toddler Collection	1,480			
	3. Pre-School Collection	1,344			
	4. Early Elementary Fiction	1,880			
	5. Upper Elementary Fiction	1,708			
	6. Non-Fiction/Homework	3,496			
	7. Special Collections	341			
	8. Audio Visual Collection	590			
	9. Copy Alcove	100			
	10. Lap Sit/Toddler Storytelling	425			
	11. Pre-school storytelling	425			
	12. Craft Room	750			
	13. Tutoring/Group Study	240			
	14. Family Restrooms	200			
	15. Division Head Office	250			
	16. Children's Services Workroom	990			
	17. Storage	140			
SECTION: E TEENS					7,662
	1. Information Desk		520		
	2. Teen Reading Area		4,334		
	3. Tutoring/Group Study		350		
	4. Program Room		1,460		
	5. Teen Services Workroom		668		
	6. Storage		80		
	7. Division Head Office		250		

SECTION: F	REFERENCE		21,106
	1. Information Desk	496	
	2. Periodicals	1,524	
	3. Reference Collection	14,610	
	4. Tutoring/Group Study	1,030	
	5. Technology Lab	900	
	6. Quiet Study	620	
	7. Copy Alcove	100	
	8. Reference Workroom	1,496	
	9. Division Head Office	250	
	10. Storage	80	
SECTION: G	ADULT BROWSING COLLECTION		15,848
	1. Information Desk	468	
	2. Adult Fiction/Large Print/Paperbacks/Biographies	10,288	
	3. Adult Audio/Visual Collection	3,790	
	4. Tutoring/Group Study	120	
	5. Workroom/Collection Development	454	
	6. A/V Workroom	648	
	7. Storage	80	
SECTION: H	WORLD LANGUAGE AND LIFELONG LEARNING		667
	1. Collection	567	
	2. Tutoring/Group Study	100	
SECTION: I	TECHNICAL SERVICES		
	1. Acquisitions Office	150	3,590
	2. Workroom	3,030	
	3. Division Head Office	250	
	4. Secure Storage	80	
	5. Storage	80	
SECTION: J	COMPUTER DIVISION		
	1. Division Head Office	250	2,371
	2. Workroom	1,741	
	3. Secure Storage	80	
	4. Computer Room	300	
SECTION: K	BRANCH DIVISION		
	1. Assistant Director of Branch Services	250	1,343
	2. Workroom	543	
	3. Staff Offices	450	
	4. Storage	100	
SECTION: L	ADMINISTRATION		
	1. Reception/Executive Assistant	400	2,105
	2. Library Director's Office	375	
	3. Assistant Director Administrative Services	250	
	4. Administrative Specialist	150	
	5. Conference Room	600	
	6. Workroom	250	
	7. Storage Room	80	

SECTION: M BUSINESS				
1. Business Manager			250	1,460
2. Human Resources Office			150	
3. Offices			900	
4. Vault/Counting Room			80	
5. Staff Copy Center			80	
SECTION: N PR/GRAPHICS/MARKETING				
1. Workroom			498	578
2. Storage Room			80	
SECTION: O OUTREACH/BOOKMOBILE				
1. Workroom	694			694
SECTION: P STAFF SUPPORT				
1. Staff Lounge	1,180			4,455
2. Staff Restrooms	150	150	150	
3. Electrical Rooms	100	100		
4. Data Closets	80	80	80	
5. Janitorial Area	117	118	117	
6. Facility Manager/Operations Manager	400			
7. Storage - Extra Stock	80			
8. Delivery/Receiving Area	975			
9. Storage	80			
10. Shipping/Receiving Dock	200			
11. Central Supply Storage	300			

<b>ASSIGNABLE SPACE</b>	<b>35,402</b>	<b>39,531</b>	<b>11,793</b>	<b>86,727</b>
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<b>Unassignable Space</b>	<b>22%</b>	<b>9%</b>	<b>15%</b>	<b>15%</b>
	<b>7,682</b>	<b>3,558</b>	<b>1,769</b>	<b>13,008</b>

<b>GROSS BUILDING AREA</b>	<b>43,085</b>	<b>43,089</b>	<b>13,562</b>	<b>99,735</b>
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## CONSIDERATIONS

### **THE LIBRARY WILL SERVE MANY PATRONS INCLUDING:**

*The Short-term User:* They comprise a large portion of the library's daily patronage. They are users – typically the general public – who enter the library briefly to return materials, pick up reserved books, select other materials or obtain brief information.

*The Long-term User:* They come to the library for extended periods of time to browse the collection, read, use other materials in the library; or to conduct extended research including Internet and other electronic data sources for information. These users generally increase in numbers in the evening hours and on weekends. The library has a contingent of youth and teens that use the library for research and study as well as a social gathering space.

*Group Participants:* These users come to the library as part of a group. The groups range from preschool children for story time, families, students from high school to college, to civic/business/professional organizations for particular program or meeting.

### **GENERAL BUILDING DESIGN CONSIDERATIONS**

This section provides recommendations regarding specific design consideration, building components and equipment requirements.

The public library provides an array of services to a varied constituency. Library services and service methods can be expected to change with some frequency now and in the future. An open, flexible structure that can respond to changing needs is very important.

Public libraries also present a number of very specific programmatic requirements. The building design must respond to these needs to allow effective, efficient operation of the library.

The public library is a significant and permanent representation of a community's values. The building's design should engender a sense of permanence and pride. A warm atmosphere should invite the public to enter and feel at ease using the services and resources provided.

Even though aesthetics are very important, the actual function of the facility must be the overriding consideration. Programmatic needs and operational costs must be a constant concern. Durability and ease of maintenance justify a higher initial investment to reduce ongoing operational costs.

## **CONSIDERATIONS**

### **A. EXTERIOR CONSIDERATIONS**

#### **AESTHETICS**

The Library should reflect the community's sensibilities. It should not be a monument to an individual; it should have a sense of timelessness and permanence without becoming a fortress. The library should be very open and inviting to all patrons.

#### **ACCESS TO THE LIBRARY**

In designing the access to the library the two major concerns should be safety and security. Provide safe access from the main street to the library parking. Provide parking close to the front door and visible from the street. Provide clear unobstructed access from the car to the front entrance.

#### **BARRIER-FREE DESIGN**

The access from the parking to the entrance as well as access to the library from the public streets needs to meet all local, State, National and ADA requirements. The material used at the entrance must be a durable, non-slip material. Design using automatic sliding entrance doors.

#### **BIKE RACK**

A bicycle rack that easily accommodates a minimum of **twenty** bicycles must be provided. The bicycle rack needs to be located in close proximity of the front doors to provide a sense of security for the bicycle owners.

#### **DELIVERY and RECEIVING**

A screened area must be provided to allow access to the delivery and receiving area of the building. The area should be designed to accommodate the numerous deliveries this facility will receive everyday. It should provide adequate parking area for the delivery truck and easy access for materials. This area should have an overhang to protect when materials are being handled. The overhang needs to be a minimum of 14' above grade. This area will also need to accommodate the trash dumpster, transformer and possibly the emergency generator and mechanical equipment.

#### **DRIVE UP BOOK DROP/PICK UP WINDOW**

A covered drive up book drop with three lockable slots should be considered. These should be located with easy vehicular access. Materials should be deposited directly into a 1-hour fire rated room with fire suppression system that is part of the circulation workroom. The path from the book drop to the check-in area must be open and easy to maneuver a heavy book truck. There will be a pick up window directly next to the book drops for picking up reserves etc. This window area would have its own work area and shelving area for reserves and should be easily seen and accessible to the rest of the Circulation workroom staff. The drive should be 6" above finish grade. Provide a minimum of 30" clear below the chute, to enable a depressible book bin to fit. Provide the flexibility on the interior side of the return to accommodate a Radio Frequency Identification System with one return with 3 way sorting – 12' wide x 12' deep. This area must be completely covered to protect from rain.



## EXTERIOR SIGNAGE

The hours of operation should be visible from the street if possible and at a minimum from the parking on a free standing post and panel sign. Signs should be provided to identify the book and media returns and the pick up window. The signs will meet all local ordinances. A lighted sign which is visible from all major approaches to the building should be provided. The exterior signage must be as vandal resistant as possible. All exterior signage including flag poles should be lighted.

Provide a monument sign designating the Library. The address should be very clear. Consider incorporating an electronic billboard as part of the monument sign.

Provide a building plaque at the entry to the building.

Provide a banner support system for key areas of the building and the light poles.

Note all signage must be carefully coordinated with the BREC and the Park development.

## EXTERIOR BUILDING MATERIALS

Select building materials that are durable and easily maintained. Reduce the amount of materials which will require painting or staining. If areas are designed to be painted provide the most durable product possible. The exterior finishes should be a graffiti proof as possible. All roofs must have positive drainage – a minimum of 1/4" per foot.

## LANDSCAPING

Landscaping that accentuates the building and enhances the parking should be provided. The landscaping should not provide areas for individuals to hide. Keep all tall shrubs and trees a minimum of 25' from all entrances. Vandal resistant materials and construction should be used in the design of all walls, walks and planters. Consideration should be given to provide outdoor seating (provide benches with arms) at the entrance. If possible, this seating should be provided under cover to providing a pleasant place for those waiting to be picked up, and at varied height to accommodate various sized individuals. Three lighted flag poles should be provided to allow the flags to fly 24 hours a day. A banner pole for library flag or special events should be considered. The lighting should be from the pole or from the building. Ground mounted lighting will not be allowed.

Provide at a minimum the amount of landscaping required by code. Use the landscaping to divide the parking into areas and to soften the amount of pavement. Select trees whose height and root structure at maturity does not interfere with overhangs, walks, or utilities of any kind. The use of native plants is desired. All beds around the perimeter of the building need to be a minimum of 6" below the finish floor. The beds need to be designed to keep mulch from washing across the walks and must be designed for positive drainage including catch basins as needed. Consider providing an edge of gravel around the perimeter of the building to increase adequate drainage. Select appropriate (native) plants for the area which require minimal care, have long lives and easy maintenance. No poisonous plants or any which produce poisonous fruit. Provide an irrigation system with rain sensor for **all** landscaped areas. Provide maintenance recommendations and schedule for the site.

Integrate the landscape design and all outside spaces with the park design. Consider labeling plants to add to the educational nature of the facility.

Provide outdoor programming space in conjunction with the park planning which would provide programming opportunities for children's programs but could be used for all types.

Coordinate and review all site development, landscape plans both hardscape and softscape with BREC for coordination and recommendations. **Seamless integration of the Library into the Park design is a requirement of the design team.**

## LIBRARY IN THE PARK PLAZA AREA

The area between the Library entrance and the Botanical Garden is designed to be a dynamic area that meets many needs of the park and library users. The area is meant to be a vibrant cutting edge space that celebrates both the library and the park. It is not a space for people to walk through on their way to the library or the gardens, but a contemplative space. It is a destination in itself. Some of the broad things the design should accomplish are:

1. Respect the missions of the Library and the Park.
2. Provide a place where leisure and learning meet.
3. Provide a clear direction for users who need to move around and through the space tying seamlessly into the surrounding spaces, both indoor and outdoor.
4. Provide services that complement the Botanical Garden, Park and Library.
5. Be able to provide flexible spaces for all ages that can be used for learning, performing, social interactions, plant sales and displays, art and events such as a book festival.
6. Be maintainable and sustainable in design.
7. Preserve the circulation patterns shown in the Master Plan.

## Main Issues

### Circulation

The new master plan reflects changes to circulation patterns that help integrate the library into the park. **Vehicular circulation** is moved from Goodwood Boulevard, which is higher speed and more congested in its current layout than Independence Boulevard which has less traffic. There will be no vehicular connection from Goodwood Boulevard to the park. Vehicles will move into the park from two access points along Independence Boulevard. There are provisions for vehicular outflow in large events to East Airport and Lobdell.

A key element of the master plan is the arrangement of the arrival sequence for Library users. The park is tied together with multiple parking areas and pathways that connect all functions in the park. The primary parking areas for the Library users are to the east and the west of the Library. This allows for entry into the Library through a joint area shared by the Library and the Botanic Garden. This is to be one of the most important areas of the park and library. An arrival sequence that moved people into the building without taking them through this space would reduce the intent of joining these projects together and thus this relationship is to be preserved in the design.

The master plan indicated layers of Pedestrian Circulation that tie different elements of the park together and are features themselves. Of particular relevance to the PLAZA are:

1. Pedestrian Circulation from parking areas to the PLAZA and from there to the Library and Botanic Gardens. Covered drop offs on the east and west sides are to be provided. Movement through the PLAZA is desired.
2. Pedestrian Circulation between the Library, Theater and Garden Center. These connections are envisioned as covered walks with activity nodes along the way.

## Service Circulation

Service areas for the Library are indicated to the south of the building so that trucks can directly access the service from the drive. Service will also be needed at the PLAZA.

## Learning and Leisure Meet

## PLAZA Program Elements

Focal Point element that is interactive for users. Examples are an Interactive Fountain, music board, giant chess board

Soap Box – Place where people can discuss items

Places where people can observe activities  
Outdoor Screen for showing films  
Multi function areas that can be used for performances, plant sales and gatherings,  
small festivals  
Holiday displays and lights  
Shaded and Sunny Seating – Comfortable areas for people to enjoy the area with  
various degrees of privacy and ability to see activities  
Gaming Area...Chess board in pavement and in tables...  
Authors Area – book readings  
Drinking Fountains  
Wi Fi  
Technology  
Display Art / Garden Spaces – spaces that are integrated into and around the PLAZA  
that can be temporary canvases for displays and art and community play and display. Hardscape  
balanced with softscape.  
Food & Drink – such as coffee shop that integrates into the space. Can also offer  
items for sale  
Restrooms  
Garden Meeting Room.

## **EXTERIOR LIGHTING**

A high level of lighting in all areas of the parking, at the public and staff entrances and at areas with high concentration of landscaping should be provided. The parking lot lighting should be divided into two zones so that the far areas of the parking lot may be turned off late at night and still provide light closer to the building. The parking lot lights should all use the same type of lamp which is economical and easy to obtain.

All exterior lighting should be equipped with a time clock as well as an automatic sensor. Energy efficiency is important in the selection of the fixtures. The design and style must be coordinated with the park lighting.

Any ground mounted lighting must be durable and tamper resistant.

## **PARKING**

There will be on-site automobile and motorcycle parking for the public and staff. There will be designated handicapped parking as required by code. Parking should be calculated as 4 spaces per thousand square foot of building area. The parking should be included in the landscape plan. Green space with trees and other planting should be used to relieve an otherwise unbroken sea of concrete and vehicles. A covered drop off area (14" minimum clearance) with covered access to the entry doors should be provided. The public entry element must be visible from all parking. Provide parking for a minimum of two school buses. Parking should be minimum 9' – 0" wide. Consider angled two-way parking layouts.

The parking lots must be designed for positive drainage away from sidewalks and paths of travel. All parking walks and curbs should be constructed of concrete with a minimum strength of 3,500 PSI.

Courtesy spaces should be provided as close as possible for elderly or moms with small children.

The parking lot must be designed to incorporate space for newspaper and other types of recycling bins located by the delivery and receiving areas.

Provide a ramp at the delivery and receiving area to assist in transporting materials to and from the library. A loading dock with self levelers is not anticipated; however, the delivery area should be slightly raised.

## **PUBLIC ENTRANCE AND EXITS**

It is important that the public entrance is visible from the public parking spaces, as well as from the major streets. The entrance to the library should make a strong statement. It must be inviting and clearly state that this is where one enters the building. Automatic sliding doors must be provided at the entrance. Provide sweeps at the bottom to ensure all gaps are closed.

A covered drive should be provided to protect users during inclement weather. The grade should gently slope away from the building to keep water from pounding at the entry or anywhere on site. Consider providing an entry court with public art or providing public art within the lobby area. Provide benches and trash cans in this area. The selection of all exterior furniture needs to be coordinated with the park furniture.

All exits including emergency exits must provide overhead protection from the rain and provide positive drainage away from the sill of all exterior doors.

## **ROOFING**

The roof lines must be designed to collect water and distribute it to the storm water system without eroding the areas around the library or distributing when pedestrian traffic is crossing. This includes all entrances and exits including emergency exits, book returns, patios etc. Consider providing balconies for public and staff use on the upper floors. Consider using "green" roofing practices.

## **SECURITY ISSUES**

The site and exterior of the building should be designed to help insure the safety of library users and staff, and minimize opportunities for vandalism. Refrain from the use of low walls and other exterior elements that block the visual approach to the library entrance. A high level of lighting in all areas of parking and at the public and staff entrances should be provided.

The building will have a security system. The security panel should be located at the staff entrance and if possible at the public entrance. It must be designed to allow Library staff to reprogram the code as needed. Each door will be monitored and motion detectors will be placed in various areas within the library. The security including the security cameras will be part of the general contract. Cameras should be planned for key areas on the exterior of the building. The pick up window/book return area, the delivery area, the staff entry and the front entrance should be monitored. The final design of the system must be carefully reviewed with the Library representative.

## **STAFF ENTRANCE**

A covered staff entrance should be provided. There should be a clear view from inside this door to the staff parking area. It is important that this area is well lighted. A buzzer that rings in the staff workroom should be provided at the delivery entrance. A small sitting area for staff should be provided under cover and away from the staff entrance. Provide a bench and combination ash tray/trash container. Consider staff door to be 48" wide but a minimum of 42". The building security system control panel should be located by the staff entrance. Provide keyless entry at this door – card access or as directed by the Library.

## **STORM WATER DRAINAGE and RETENTION**

It is very important that all water drains away from the building. The design of all landscaping and paving must provide for adequate drainage to keep any area of the site from pounding water. The required storm water retention may be handled underground. Work with City to verify it can be accommodated on the site.

## **TRASH CONTAINERS**

Provide trash receptacles and cigarette disposal at the edge of the parking lots.

## **WATER AND POWER OUTLETS**

Exterior tamper-proof and freeze proof hose bibs should be provided around the building to allow for maintenance of the site. Adequate covered power outlets should be provided around the building at ground level to accommodate maintenance of the site. Locate at a maximum every 200 feet.

## **B. INTERIOR CONSIDERATIONS**

### **ACOUSTICAL TREATMENT**

Libraries have become very active, interactive environments; however, they are still expected to provide quiet reading areas. The selection of materials and the layout of the spaces all need to provide as much acoustical separation as possible. Consideration will need to be given to enclosing some of the spaces based on their separation requirements. Carpet should be considered for the reading room, and an acoustical ceiling tile with a high Noise Reduction Coefficient should be used. Acoustical separation should be provided around the mechanical rooms, restrooms, offices and meeting rooms. Sound batts in metal stud walls to the structural deck should be provided around these areas. The walls need to be designed to achieve the STC ratings listed below. The use of acoustical materials on the walls of the meeting room should be provided to help in reducing the noise between the meeting spaces. The use of acoustical materials behind the circulation desk should also be considered. In the open areas of the library specify ceiling tiles which provide a minimum NRC of .80.

#### **Sound Transmission Class**

This rating is substantially more complex than the NRC, and was devised to measure the sound transmission qualities of wall, ceiling, and floor construction assemblies utilizing a collection of materials. Simply stated, the STC of a wall assembly measures the average number of decibels lost (Absorbed and/or reflected) when sound is transmitted from one side of the wall to the other. Therefore, the higher the STC rating of a partition, the better the noise control. An STC rating of 50dB, (roughly equivalent to the rating of a six-inch thick concrete wall) is considered to be very good. A rating of 65dB or higher is considered excellent. As would be expected, a higher STC rating usually equates to a more costly construction assembly. Requirements for recommended STC ratings in the libraries are as follows:

<i>Space</i>	<i>Rating</i>
Most Functions	STC 35
Office Areas	STC 40
Conference and Meeting Rooms	STC 50
Mechanical Equipment Rooms	STC 60

#### **Noise Criterion**

This criteria measures acceptable levels of background noise for a given activity. These numerical ratings are basically the sound level, in decibels, at the frequencies most audible to the average human ear. Through industry standards, NC ratings have been established for various activities. As an example, an NC of 10 dB is virtually inaudible. An NC range of 20 to 25 dB is suggested for sleeping in suburban or rural areas. The suggested range for background noise in libraries is 30 to 35 dB.

Background noise is often referred to as masking, or "white" noise. This low-level sound is desirable, if it is constant in nature and free of informational content, serving to mask other low level noises or sudden peaks in sound levels in a given space. As for a space to have good acoustical qualities, it is generally considered to require some combination of acoustically absorbent construction and a level of background noise. Background noise can be naturally generated from activities in the space, or it can be mechanically produced, as by an air conditioning system or a noise masking system.

## **ADA**

The building and its furnishings shall comply with all applicable codes, laws, ordinances and other legal requirements. Particular attention should be called to the Americans with

Disabilities Act which has very specific requirements and general requirements applicable to public libraries. See Federal Register/Vol. 56, No. 144/July 26, 1991/ page 35520.

Regulations of the Americans with Disabilities Act affect the design, construction and modification of all public buildings. The architect is responsible for ensuring strict compliance with both the letter and the spirit of the ADA as enacted and as subsequently interpreted. Though the act broadly covers all aspects of access, it provides for several issues specific and/or common to libraries:

Shelving Aisle Widths – 42 inch aisles are preferred, though 36 inch aisles are permitted. Plan on 42 inch aisles.

Shelving Height – There are no height restrictions for shelving except for display (new) periodicals. A maximum height for periodical shelves of 48 inches is preferred; 54 inches is allowed where a lateral approach is possible.

Seating at tables, Carrels, Counters – At least five percent or a minimum of one of each element must meet specifications for clearances, access and reach.

Public Service Desks – Every public service desk must provide a 36 inch portion of the desk/counter that is no higher than 34 inches as well as meeting clearance requirements.

Signage – Contrast, symbology, size, Braille and other requirements apply to permanent designations at all doors in the public areas of the Library.

### **Barrier Free Design**

The new library must be designed to meet the requirements of the Americans with Disabilities Act. The ADA Accessibility Guidelines for Buildings and Facilities should be followed in designing this facility.

Provide two sets of automatic sliding doors with a minimum opening size of 7'-0" at the entrance with an appropriate vestibule between the two sets of doors. Patrons entering the library have their arms full of returning materials and often have difficulty managing the door.

Barrier free design benefits all users of the building by improving general access to and through the building and the safety of the building.

## **BOOK DROP**

A minimum of three interior book drops should be provided. They should be clearly visible upon entering the library. The book drops should be separate from the circulation desk and allow the books to drop directly into the workroom. Design with flexibility to accommodate an RFID sorting system i.e. provide a space which is 10' wide x 10' deep to accommodate a future sorting system.

## **CEILING HEIGHTS**

The atmosphere of the library should be open and inviting. The ceilings should be light in color and be a **minimum** of 12 feet above finished floor. This ceiling height will enable the use of indirect lighting in the reading room, as well as help create an open feel at this location.

## **CLOCKS**

Provide clocks in the public areas especially the lobby, meeting, reading areas as well as a clock in the staff workroom and staff lounge. All clocks should be battery or atomic clocks. Final type to be decided by Library Staff.

## **CONTROL/STAFFING**

The library must be designed to provide the staff services point (Circulation desk) with visual control of entrances, public restrooms, children's areas, main reading spaces and computer stations.

## **DELIVERY/RECEIVING AREA**

The library will be receiving deliveries daily including deliveries from UPS and the US Mail. The delivery doors should be double doors and must provide an intercom which will connect to the circulation workroom. A 8' long work counter for unpacking boxes and for sorting, as well as preparing outgoing items, should be provided in close proximity to the delivery area. The delivery should be covered to provide protection while unloading the van and trucks. The receiving area should have a view into the staff workroom. .

## **DESIGN STRUCTURE**

The building should be designed on the module principle consistent with **42" shelving aisles** (66" center to center shelving ranges). The bay must be as large as the budget allows and must reflect the three-foot standard library shelving module. Some program areas such as the entrance area or meeting room may call for bays different from the standard module.

No interior load bearing walls will be accepted. Interior walls must allow for flexibility in the future configuration of services. When necessary, interior columns should be placed for minimum interference with circulation, visibility, and furnishing layouts.

All floors must be capable of supporting fully loaded 90" high book stacks. Minimum floor loading must provide for 150 pounds per square foot. Provide up to 300 PSF (Live Load) to accommodate any areas programmed to have compact shelving.

## **DRINKING FOUNTAIN**

Provide the number of drinking fountains as required by local code. At a minimum, provide a dual level drinking fountain at the public restrooms. Do not provide floor mounted units. The floor and the wall surrounding the drinking fountains should be tile or another appropriate moisture proof finish.

## **ELECTRICAL SERVICE**

**General:** Provide standard 110 volt du-plex outlets conveniently and amply throughout the building to support the operation of general office equipment as well as cleaning and maintenance equipment. All floor outlets should be flush mounted. Some equipment such as copy machines will require 220 volts service. The library staff will identify this equipment. Check the placement of electrical and data outlets with the placement of library furniture to insure that the receptacles are properly located (desk height where appropriate). Check that all floor and data outlets are the correct size and type for easy access without use of tool.

**Library Computer System:** Most terminals for the libraries computer system will require separate, dedicated circuits. Clean electrical service is important in an automated environment. Provide an uninterrupted power source (UPS) for major computers within the



library. Library services are relying more heavily on electrical and data support in providing services to patrons. It is critical that electrical and data service be flexible and expandable. Consider an in-slab duct system or a grid of electrical conduit and flush floor boxes (with library approved access) where large reading areas are away from walls. All electrical devices shall be reviewed with the library staff.

**Emergency Electrical System:** Provide emergency lighting as required by code in all public areas, including public restrooms as well as all staff areas; to provide safe access to an exit.

Provide a small emergency generator to power the library's computer system.

Provide adequate space and access to all electrical rooms. Specify all panels to be clearly labeled.

## **ENERGY CONSERVATION**

The library should be designed according to ASHRA Guidelines as well as any local or State codes. In selecting building systems the life cycle cost should be reviewed and presented to the owner for selection. The siting of the building, the use of insulated windows and overhangs should all be part of the early design of the library. The building should be sited to make use of passive solar as much as possible. Minimize west facing glazing as much as possible. Consideration should be given to designing the building to be a facility as sustainable as possible and include as many sustainable features as practical.

## **ENTRANCE DOORS**

The entrance doors should be protected from the elements and designed to provide a vestibule which would allow sufficient space between two sets of doors to provide an air-lock during normal use. Automatic sliding doors are required for ease of access for the handicapped, elderly and patrons carrying materials. Provide walk-off carpet that is a sufficient distance (approximately 20') to adequately remove water and dirt before reaching the carpet.

## **FIRE PREVENTION**

The building must be designed to meet all local codes and the fire alarm system shall be non-proprietary. Discussions on the type of system to be used in the Library should be discussed with the Library staff.

## **FLOOR COVERINGS**

The entrance and lobby area of the library should be designed with a walk-off carpet that is easily maintained. This restroom floors should be designed with a hard, slip resistant material that can be easily maintained. Carpet or cork should be considered in the public areas for acoustical, aesthetic and durability reasons. A high quality commercial carpet that uses branded solution dyed fibers with multi-colored loop and a minimum 20 oz. weight should be used. The carpet should have a minimum 10 year warranty. Carpet tile must be considered for use in the public and high traffic areas.

Walk-off carpet should be used at both the public and the staff entrances.

When ceramic tile is used; all grout should be sealed.

All flooring must be installed prior to any millwork or shelving being installed.

Stairs should have non skid floor covering.

## **FURNITURE**

All computers should be arranged to reduce the glare from natural light. The furniture should provide for cable management and ease in access for library staff to maintain the equipment. The computers should allow for sightlines by Library staff to see if patrons need help.

Provide a flush floor outlet below every reading table. The tables should have a center 5<sup>th</sup> leg to run power up to the table top.

All side/occasional tables need to be sturdy enough to accommodate patrons sitting on them.

Table lamps should be switched to main electrical panels so the staff is not required to manually turn off each light.

Select chairs that accommodate the growing size and weight of the population. Provide task seating without arms and reading table seating with a mixture of arm and armless. Use high performance upholstery on all public seating.

All furniture should be as durable as possible.

## **GLASS TREATMENT**

The library should be oriented to provide major areas of glass on the north face of the building. Glass should be limited on the east and west faces. Insulated glass with tinting or Low-e should be considered for all exterior glazing. The use of canopies, overhangs or other means of shading should be considered.

## **HVAC/MECHANICAL AREAS**

Provide a life cycle analysis of three different HVAC systems the Library and the City should consider for use in this building.

Follow standards in the ASHRAE Handbook of Fundamentals for Comfort HVAC data. The ASHRAE new Comfort Zone is recommended for libraries. Design a system that will maintain the temperature with a variance of no more than five degrees with 70 degrees in the winter and 74 degrees in the summer. Plan to maintain relative humidity of 45 to 50 percent except for special areas such as computer equipment area, which may require separately, controlled equipment. Consider the following in designing the HVAC:

1. Separate dehumidification system for libraries per ASHRAE.
2. A system with low "life-cycle costs" in terms of operation and maintenance
3. Incorporate automated economy cycles.
4. Provide separate control zones for meetings and conference rooms.
5. If individual room controls are used, limit them to a 3 to 4 degree range option. Consider room and area sensors in lieu of individual room controls.
6. Avoid the design of "space-robbing" duct systems such as fin tubes or perimeter floor diffusers (these typically rob up to 18 inches of valuable floor space along the perimeter).
7. Provide an energy management system, which is compatible, and ties into the City's energy management system. This system is to be designed by the A/E and may be bid separately. Discuss this with the Library and the City.

Design the system so that a breakdown of one unit will not impair continuous airflow to the staff and the public areas. Design the system to provide outside ventilation using air-handling units in the event of system failure. Locate filters for easy access for cleaning and replacement. Coordinate the placement of thermostats with the interior designer to eliminate conflicts with the shelving and furnishings placement. Ground level HVAC equipment should have lockable screening to prevent vandalism.

Mechanical rooms must be designed to be large enough to provide the necessary clearances as well as easy access for all maintenance.

Provide easy and safe access to all rooms by means of a oversized door if possible. If it is necessary to provide access from a ladder; provide an attic type ladder and not a vertical ladder.

## **LIBRARY MATERIALS SECURITY SYSTEM**

A 3M material security system or RFID will be installed in this branch. Provide conduit in the building slab from the entrance doors to the circulation desk. Provide two empty junction boxes flush in the floor at the locations of the security sensors. The security system will include a people counter. This system will be part of the construction contract.

## **LIGHTING**

**Natural Lighting:** To the greatest extent practicable, provide day lighting into the library.

**Type of Lighting:** There are three principal types of artificial lighting –Incandescent, Fluorescent and HID. Fluorescent lighting is most often used in public libraries because it typically provides the best balance of color and cost. The new T5 lamps should be used for efficiency. HID (high intensity discharge) has a significantly higher lamp life however has a poorer color correction and balance between the fixtures. The HID bulbs have improved some in recent years and should be looked at for high ceiling or areas where a significant amount of light is needed. Incandescent light fixtures provide excellent color balance and are easy to dim however they provide a relatively short lamp life. Incandescent lights may be appropriate as spotlights or accent lights in display areas or lobbies. Fluorescent light fixtures are available in many forms and offer a good balance between color balance and cost.

**Light Levels:** The following recommendation of the Illumination Engineering Society (IES). The IES measures lighting in footcandles or in Equivalent Sphere Illumination (ESI) levels. Where footcandles measure only the ambient lighting on a given surface, ESI levels also take into account other factors including glare, reflection, veiling, shadows etc. The following are the recommended amounts of the IES are:

Stacks	30 vfc at 30" AFF
Reading areas (general)	30 – 50 hfc
Circulation Desk	50 hfc
Staff Work areas	50 – 70 hfc
Microform viewing	30 hfc
Meeting Rooms	30 – 50 hfc and 5 vfc or greater at face height
Corridors	5 – 10 hfc
Restrooms	10 – 20 hfc and 5 –10 vfc
Computer labs	30 hfc and less than 20 vfc
Classrooms	30 - 50 hfc

**Flexibility:** In public service areas, more general lighting should be considered to allow flexibility to rearrange services and furniture. In staff areas more task oriented lighting may be used. Provide brighter lighting in the large print area. Provide flexibility with switching or dimmers to provide a variety of different lighting levels.

**Indirect Lighting:** Throughout the library, guard against the problem of glare, especially where computers and video display terminals as well as bookstacks are used. Indirect lighting provides evenly dispersed lighting to reduce the amount of glare and should be considered.

**Service:** The ease of re-lamping is an important consideration in the selection of light fixtures. Select fixtures which do not require scaffolding to re-lamp. Replacement lamps should be available locally as well as replacement parts for the fixtures. **Minimize the**

**number and types of lamps the library will have to stock. Lighting should be selected for its energy efficiency as well as function for the library.**

**Switching:** Switches for the lighting system should be centrally located, especially for the public service areas. They should be located in a secure staff area, near the staff entrance where the staff may operate as they enter and leave the library. The type of switching and the location of the switched should be carefully reviewed with the Library staff.

**Special Lighting:** Providing special lighting in areas where materials are to be marketed – i.e. New Books. Provide lower levels in the microform reader areas and provide darkening capabilities in the meeting rooms and storytelling room.

## LOCAL CODE

Verify all local and state codes; if there is none; adopt codes followed by the City of Baton Rouge.

## MAINTENANCE

Public libraries are high traffic buildings and, like other public buildings, subject to some abuse. Libraries also have little money for maintenance and replacement. Because of this dichotomy the materials and finishes selected during construction should emphasize durability, long life, and low maintenance. Any higher initial costs may be justified by the reduction in operating costs as well as the aesthetics.

Ease of maintenance should be one of the primary design criteria. General planning considerations include the following:

- Design any new external and internal window sills, ledges, and all other horizontal surfaces to minimize potential of catching dust, ice and discourage pigeons.
- Attempt to eliminate corridors that have projections into them. Drinking fountains projecting in corridors should be avoided; all fire extinguishers shall be fully recessed.
- Where possible, mount toilet fixtures, drinking fountains, and other items on walls rather than on the floor.
- Where possible, provide round corners that do not present hazardous sharp edges.
- Provide corner guards in all areas where materials are moved on book trucks or where storage items are located and returned.
- Avoid the use of ornamental brass or bronze hardware or trim which require excessive labor for cleaning and polishing. If possible, utilize stainless steel or brushed aluminum finishes.
- Provide adequate sources of both hot and cold water for custodial use.
- Provide hot and cold water in all restrooms.
- Provide an ample number of electrical outlets for custodial use in corridors and large rooms, with 30 amp receptacles provided on 75 foot centers to serve maintenance equipment. An outlet should be located near the door or opening of each space.
- Locate light fixtures for easy lamp replacement whenever possible.
- Minimize the use of vision glass in doors to limit unsightly smudges.
- Maintenance ease should be considered during all stages of the library design and in the selection of all materials.
- Materials should be selected for their ease in maintenance as well as their durability to withstand the heavy use the library receives.
- Walls: Consider the use of **perforated** vinyl wall-covering for ease in cleaning and long term cost of the finish.
- Provide a durable material from the floor to ceiling in the public restrooms.
- Provide corner full height guards on outside corners to protect from damage by book trucks, cleaning equipment and general use.

- Maintenance schedules and instruction: The general contractor should provide a maintenance binder at the end of construction which includes maintenance instructions for all materials and equipment used in the buildings as well as recommended maintenance schedules. Provide installation diagrams for all fire and security systems including all surveillance equipment. There needs to be storage space in maintenance work area to house all as-builts, shop drawings and manuals.
- Extra stock or "attic stock" of finishes used in the building should be provided as part of the contract. The following is an example of typical finishes and quantities required:

Wall Coverings	3%
Ceiling Tile	5%
Carpet	3%
Carpet Tile	3%
Vinyl Tile	3%
Rubber Base	3%
Ceramic Tile	3%
Paint	2 Gallons of each color
Fuses	2 for each installed
Breakers	5% of branch circuits
Air Filters	4 complete changes
Lamps	1%

- Provide storage room for extra stock.
- Provide a key cabinet for staff use.
- Carpeting or alternate durable material should be used in the entire building except in the entry, lobby, rest rooms, mechanical and store rooms, custodial areas, and any extremely high traffic areas. Refer to the individual data sheets for each space.
- Carpet specified should be a high quality, commercial grade (min. 20 oz.) high density, low pile with type 6.6 solution dyed fibers. Materials and colors should be selected for low maintenance and the ability to mask soiling. Carpet should be glued to slab. A pad should be specified only in single purpose child storytelling areas. If carpet tiles are used the adhesive employed should allow lifting and replacement of tiles.

Recommended floor coverings for non-carpeted areas: All need to be smooth even flooring; do not use uneven tile or any material with joints that collect dirt or other materials.

Entrance, lobby, restrooms – Ceramic tile, quarry tile, stained concrete, polished concrete or terrazzo border with walk off carpet. Provide walk-off carpet at the staff entrance and delivery areas.

Custodial, storage, mechanical, receiving – sealed concrete.

Storage closets, service corridors, computer equipment rooms – resilient tile.

## **MERCHANDISING DÉCOR**

Areas of the library such as New Adult Books & Friends' Sale, media materials, Children's and Teens Collection should be designed to incorporate some of the merchandising features and furnishings of modern book stores. The books and other library materials, including pamphlet holders, display and announcement boards exhibit cases, public service counters and desks should be organized and designed to attract users who are browsing through the library.

## **OFFICES**

Locate offices along exterior walls and provide nature lighting. Provide sound separation (completely enclosed including a ceiling) at all staff offices. Provide a sidelight with blinds next to each office door. The size of the sidelights should be determined by the library staff. Each office should be designed and equipped to support the tasks required.

## **PEOPLE COUNTER**

Provide a people counter at the interior entrance doors to the library. It should be incorporated with materials security. People counters should also be provided at the meeting room and children's story time room. Make sure power is provided at each unit.

## **PHOTOCOPIERS**

Provide an alcove for photocopiers for public use in close proximity to the circulation or reference desks. Provide a recessed alcove with sound absorption on the wall to help minimize the noise from the copier. Provide a small counter or table next to the copier for patrons to set materials on. This counter could also have cabinet space below and above for the storage of copy paper and tax forms. When grouped together provide adequate ventilation.

## **PLAQUES**

### **Building Plaque**

Provide a cast bronze plaque at the entrance of the building. The plaque should list the name of the library, year of construction, Government officials, library director, library board, the architect and the general contractor.

Provide an area for potential donor plaque that can be added to in the future.

## **PUBLIC ADDRESS SYSTEM**

Provide a public address system throughout the library for announcements. Design the system so that the speakers in the meeting and conference rooms are not interrupted if it is not an emergency announcement.

## **PUBLIC ART**

Provide areas for potential Public Art both outside and inside the building. Coordinate any exterior locations with BREC.

## **RECORD DOCUMENTS**

Provide record documents per the City of Baton Rouge requirements. Three copies of all maintenance manuals should be submitted to the Library at the end of the project. This includes diagrams for all fire and security systems including all surveillance equipment. Provide staff training in the use of all systems and equipment in the building. Three sets of the furniture plans and cut-sheets including finishes will also be required.

## **RESTROOMS**

### **Family Restroom**

Provide family restrooms adjacent to children's area.

### **Public Restroom**

Locate a set of public restrooms in the lobby.

### **Staff Restroom**

Provide staff restrooms adjacent to the staff lounge but not off the staff lounge.

### **General Considerations for Restrooms**

Provide for handicapped access. Design for adequate ventilation. Surfaces should be of easily cleaned materials and vandal-resistant. Provide the following:

1. Wall-mounted commodes and urinals with vitreous china, integral carriers and exposed flush valves and not wall hangers. Consider self flushing toilets and urinals.
2. Design the large restroom with tiled walls between all water closets with partial height wood doors- i.e. similar to new fast food restrooms. Provide coat hooks and double-sheet toilet paper dispensers.
3. Provide partial partitions (above eye level) between urinals.
4. Provide water-hammer-arresters and quick closing valve installations.
5. Provide porcelain washbasins (with automatic shut-off faucets) set in counter; locate wall mounted soap dispensers to discharge soap into the lavatory. Consider counters constructed of multi colored solid surfacing for durability.
6. Install hose bibs with vacuum breakers in all restrooms.
7. Include sloped floor with drains.
8. Include touch-less electric hand dryers in the public restrooms and the staff restrooms. Electric hand dryers to be on dedicated circuit.
9. Include counter space in each stall for books, packages and purses.
10. Include a special counter in the public restrooms for use by persons changing baby diapers.
11. Design restroom so all doors swing out.
12. Provide emergency lighting in all restrooms.

## **SAFETY**

The safety of the library staff and patrons must be considered in the design of the library. Bookstacks must be laid out with circulation space at both ends-no dead end corridors. This also will provide ease in use by patrons accessing the stacks and provide clear sight lines from the service desks to the stack areas.

## **SECURITY SYSTEMS/SURVEILLANCE/FIRE PROTECTION**

A non proprietary building security system should be provided to detect break-ins when the library is closed. The systems should be net workable and accessible from the internet. Provide fire and smoke detection as required by the local code. Provide access control at staff entry and all doors between staff area and public area. Provide CCTV cameras at circulation desk as well as hidden areas within the library, parking lots and the entry and the drive through/ pick up window. The cameras should be in color. An experienced security consultant should work closely with the staff and the architect in the design of the system. The system should record and retain a minimum of 2 months of activity. This system should be bid and awarded separately from the general construction. The General Contractor will be responsible for coordination.

Provide card access for staff into the building and into all staff work areas or other areas accessible from a public area of the building. All emergency exits must be alarmed.

Material Security – The library uses 3M for their material security. Entrance gates will be required adjacent to the interior set of automatic sliding doors. Coordination and installation of these gates must be carefully coordinated with the construction and finish out of the building.

## **SERVICE DESKS**

All Service desks – Information and circulation desks - must be designed to be ergonomic and flexible. All cabling must be concealed behind easy accessible panels. The desks need to be furniture and not built in. The size and location function and detailing must be carefully reviewed with the designated library staff.

## **SHELVING**

Most people come to the library to use the collection. Their library experience can be determined in great part by the shelving that organizes and displays the collection and by the layout and appearance of the shelving itself.

Welded metal frames with finished end panels are required. Review preferences with staff if canopy tops are to be installed. If selected, canopy tops may be metal for 66" and taller shelving; all other heights should use an attractive durable finish.

For durability of finish and the ability to maintain the required loads, only the highest quality shelving should be used. Shelving must be arranged to provide a logical sequence and flow for each collection. Shelving must be arranged to provide staff at the adult and children's public service desks a clear line of sight and the maximum visual supervision of aisles in the shelving layout. This is to aid both patron assistance and security. Shelving ranges should be at least 15 feet in length (5 sections) and no more than 24 feet in length (8 sections). Double faced, freestanding ranges are preferred over single faced, wall mounted shelving in public areas. Single faced shelving is most useful in an office or workroom setting. Main aisles should be 60 inches wide and side aisles 42 inches in width. Provide bottom two shelves sloped for ease in viewing. All shelves must have the back edges to stop books from being pushed through to other side.

If lighted shelving is used, it must be wired to the main lighting switches with separate switch for easy staff access.

Display shelving and end panel display will be used throughout.

Compact shelving is programmed to be used for the back issue periodicals. It must be completed with a finish flooring and the structure must be designed to accommodate the additional floor loading. NOTE: The area must be designed for 350 lbs per square foot.

## **SIGHT LINES**

From each public service desk provide clear sight lines of reading areas, stack areas and computer stations. All areas of the library should be served by a public service desk. It is as important that the staff can see a patron in need of help as it is for a patron to easily see where to go for help. Mirrors should be used where appropriate.

## **SIGNAGE**



A signage and graphic system for the interior of the building will be designed by the Interior designer and included in the general contract. The system should announce the library's services, and orient and guide people to all areas of the library. It should be designed to be flexible enough to be easily changed and added to as the library grows. The signs must be flexible to allow staff to easily change the inserts. The sign package should include an interior and exterior flexible hanging banner system. It must meet all ADA requirements. Provide an evacuation plan for the building to be used by the library.

A complete interior and exterior sign package will be the responsibility of the design team. The signs must be attractive, flexible and consist with the Library system's standards.

Plan for an electronic billboard which would announce upcoming events.

## **STAFF EFFICIENCY**

The library needs to be designed with staff efficiency in mind. The staff will be required to handle a large number of materials, answer questions, and provide additional services. Suggestions for staff efficiency are listed by area and include the following:

- Patron sorting book returns
- Automated check-in/sorting
- Self check out units throughout library
- Coordinated sign and information graphics for patrons
- Staff Service Desks
  - Located for easy patron access
  - Adjacent to collections and services to be served
  - Flexible to adapt to staff and function
  - Provide visual control of service area
- Staff workstation to be ergonomically designed

## **STAIRS AND ELEVATORS**

Stairs and elevators will be required to meet all codes and regulations. Provide a monumental stair which is located across from or adjacent to the circulation desk area. This stair should very visible as one enters the library. It should be designed to draw users up to the second floor. It should be wide enough to easily allow multiple users to pass each other. The treads need to be durable yet as safe as possible for children and adults. The railings need to have vertical supports. It must not have horizontal elements which would encourage climbing.

At a minimum provide one service stair easily accessible by library staff. This stair should be located to provide staff easy access between staff work areas located on each floor. The public emergency stairs will be for exiting purposes only. The design and specifications of the hardware must support emergency exit only.

There must be a maximum of one public and one service elevator. Consideration should be given to providing a second public elevator. The elevators should be attractive yet use durable materials on the floor and walls. Consider providing cameras in the elevators for public safety. The public elevator(s) should be located in close proximity to the monumental stair. The service elevator should be located to easily accommodate book carts and other large dollies of materials, to easily maneuver in and out of the elevator and then into the public collection area of the library.

The locations of all the stairs & elevators play a major role in the functionality and efficiency of the library. They must be planned carefully and reviewed with the library staff.

## **SUSTAINABILITY**

Sustainability principles should be integrated throughout the project from siting to selection of products and finishes. A goal of reducing energy costs should be followed. Consider the following:

Site the building to make use of the best day lighting – North exposure.

Day lighting should be utilized heavily with light level sensors.

Use indirect lighting with high efficiency fixtures to reduce number of fixtures and amount of heat produced.

Provide shading devices for glass and possibly roof areas.

Provide recycling bins inside and outside the library.

## **STRUCTURAL BAY**

The library should be designed with as few interior partitions as possible. Column bays should be in multiples that accommodate the library furniture especially the book stacks. The structural module for all reading/stack areas should be 27' -6" x 27' - 6". This will allow a 42" aisle with the book stacks at 5' 6" o.c. Meeting rooms should be designed with a clear span without any obstructions.

## **STRUCTURAL LOADS**

In the structural design of Library explore the options and cost to provide floor loading capacity for Library shelving (150 lbs/sf) for a full 3<sup>rd</sup> floor.

## **TECHNOLOGY**

The A/E team should specify and bid the technology separately. This package should be released as late as possible during construction to provide the latest equipment available. The A/E team must coordinate so that all systems support the technology being specified. Fiber optics, wireless and Radio Frequency Identification System all need to have the infrastructure to support the planned technology. Provide for the staff and public PC's to be hard wired using the most current cabling.

## **TELECOMMUNICATIONS SERVICES**

The building should be constructed with the consideration that wireless telecommunications will play a major role in the library. Aside from the wired telecommunications system, staff will use cellular phones and other cordless devices to communicate with patrons and one another.

All data conduits must accommodate the highest rated cabling available. The phone system should be designed to provide state of the art technology. The system must be designed by a communications consultant. The design of the system, the options specified and location of all data and phone jacks must be carefully reviewed with the designated library staff. It should be sized to accommodate pulling additional cables through in the future. Consider a raised floor or floor duct system.

Coordinate all infrastructures in the slab. Make sure plumbing and electrical and data conduits do not interfere with each other.

Provide a courtesy phone for use by the public.

Provide a patron cell phone area on each floor.

### **VISUAL SUPERVISION**

The library must be designed to provide staff service points (Circulation, Reference) with visual control of entrances, public restrooms, teens, main reading spaces and study rooms.

### **WINDOWS**

It is important that the new library facilities be as open and inviting as possible. Provide windows into the public meeting rooms, storytelling room and library reading rooms. The meeting rooms must be able to be darkened to show films. Window shades should be provided for all meeting room and story telling room windows.

For all other windows provide solar protection with type of glass, overhangs, or shades..

<b>SECTION: A</b>		<b>PUBLIC ENTRANCE AND LOBBY</b>	
<b>SPACE:</b>		<b>Main Lobby/Gallery</b>	
FUNCTION:		Primary public entrance vestibule and lobby to serve the library and the public meeting room and public restrooms. Area to display local art from galleries, area schools, preschools etc. Only one public entry into the building.	
LOCATION REQUIREMENTS:		Must be visible from majority of public parking spaces. Must serve the Public Meeting Room. Must serve the public restrooms.	
SPECIAL REQUIREMENTS:		Should be easily identifiable from the public streets and parking. Should be open and inviting. Provide two sets of automatic doors - at the entry vestibule and the lobby. The floor material must be slip resistant and easily maintained. Consider walk-off carpet. Lots of noise is generated in this area - acoustical treatment and/or separation from the reading room should be provided. Consider providing locked display for art work. Special accent lighting that can be changed for various types of exhibits.	
OCCUPANCY:		Patrons: varies	
TOTAL SPACE REQUIRED:		600 SF Total	600 SF Public
SHELVING REQUIRED:		None	
FURNITURE AND EQUIPMENT:		1 lighted display case - minimum of 24 S.F. 1 public bulletin board to advertise upcoming events in the community. 1 public brochure rack - to accommodate flyers etc. including community flyers. Electronic signage and building directory 2 water fountains at two heights. Benches with arms to accommodate a min. of 6 patrons. 6 Total Seats Provide exterior trash containers Locate building plaque in lobby or outside main entrance. Provide numerous exterior ash urns for disposal of cigarettes. Fire control panel	
COMMENTS:			

<b>SECTION: A</b>		<b>PUBLIC ENTRANCES AND LOBBY</b>	
<b>SPACE:</b>		<b>Public Restrooms</b>	
FUNCTION:		To provide restroom facilities for the public.	
LOCATION REQUIREMENTS:		Accessible to public meeting rooms for use after hours if meeting rooms are on the first floor. Locate a set of public restrooms on each floor the public has access to.	
SPECIAL REQUIREMENTS:		Fixtures and finishes should be vandal resistant. Provide ceramic tile or other hard surface on all walls. Provide floor drains in all restrooms. Use low water plumbing fixtures. Provide occupancy sensors in all restrooms. Make sure they are set correctly. Provide shelf at back of stalls. Consider creating stalls with tile walls in lieu of partitions. Provide stall doors which swing out. Provide automatic sensors on all faucets and water closets.	
OCCUPANCY:		Patrons: as required by code.	
TOTAL SPACE REQUIRED:		700 SF Total Note square footage is approximate. The actual size	700 SF Public will be based on actual code required fixture count.
SHELVING REQUIRED:		None	
FURNITURE AND EQUIPMENT:		Women's Toilet stalls (one handicapped accessible) Lavs Mirrors 8-10" parcel ledge in each stall Trash receptacle Exhaust fan Automatic Electric hand dryers - no paper towels  Men's Toilet stalls (one handicapped accessible) Urinals Lavs Mirrors 8-10" parcel ledge in each stall Trash receptacle Exhaust fan Automatic Electric hand dryers - no paper towels	
COMMENTS:		Provide wall hung fixtures for ease of maintenance. Provide lavatories in counter. Provide diaper changing counter in all public restrooms. Provide child seat in at least one stall. Consider designing restrooms without entry doors - airport style. Discuss toilet paper dispenser and soap dispensers with maintenance staff before specifying. Provide hand sanitizers in public restrooms.	

<b>SECTION: A</b>		<b>PUBLIC ENTRANCES AND LOBBY</b>	
<b>SPACE:</b>		<b>Janitor's Closets</b>	
FUNCTION:		To provide a storage for custodial supplies and equipment.	
LOCATION REQUIREMENTS:		Locate near the public restrooms on each floor. Provide one on each floor except for the floor where the Janitorial work area is housed.	
SPECIAL REQUIREMENTS:		Provide mop sink with tile wainscot to 4'-0" around sink. Do not locate electrical or telecommunications panels in the janitor's closets.	
OCCUPANCY:		Staff: 1 Patrons: Volunteers:	
TOTAL SPACE REQUIRED:		160 SF Total	<div style="display: flex; justify-content: space-between;"> <div> SF SF 160 SF SF </div> <div> Materials Seating Staff Storage </div> </div>
SHELVING REQUIRED:		Industrial shelving for cleaning supplies and extra restroom supplies.	
FURNITURE AND EQUIPMENT:		Floor Mop sink Mop strip to hang mops	
COMMENTS:		Provide good ventilation. Provide space for vacuum cleaner. Provide space for trash container.	

SECTION: A	PUBLIC ENTRANCE AND LOBBY	SF
	1. Main Lobby/Gallery	600
	2. Public Restrooms	700
	3. Janitor's Closets	160
	<b>TOTAL</b>	<hr/> 1,460

SECTION: B		Meeting & Conference Rooms	
SPACE:		Meeting Room	
FUNCTION:		To provide a multi purpose meeting space for library and community use.	
LOCATION REQUIREMENTS:		Provide direct access from lobby into meeting room. Must be near the public restrooms. Must be near small kitchen area. Must be accessible to the storage room. Meeting Room must be dividable to allow for two meetings at once in smaller spaces. Divider must have high acoustical rating. A good one is one which comes down from the ceiling. Divide into 1/3 & 2/3 sizes.	
SPECIAL REQUIREMENTS:		Provide independent HVAC from rest of library for after hours use. Provide display rail for hanging papers along walls. Provide separate temperature control. Provide adequate power outlets for a variety of functions. Provide tackable walls. Floor should be durable and easily cleaned.	
OCCUPANCY:		Patrons: 300	
TOTAL SPACE REQUIRED:		3,900 SF Total	3,800 SF Seating 100 SF Serving Counter
SHELVING REQUIRED:		None	
FURNITURE AND EQUIPMENT:		300 high density stacking chairs w/dollies Sound system with microphone outlets, audio input for CD and tape mixer. Continuous marker board along one wall. Telephone extensions on both sides. Podium with wireless microphone, which can be moved to a number of locations - Provide multiple receivers 30 folding tables -(18" x 72") Mighty Light narrow / or other light weight manufacturer. Recessed Electric Projection screen on both sides. Ceiling mounted Video projection System on both sides. Computer outlets along wall for future training. Waste can Portable Stage 8' x 16' Built-in counter for serving with power outlets and lockable storage below. Hanging display rail along walls. Provide a chair rail along the perimeter walls. Provide a cable TV drop on both sides. Provide computer and data floor outlets to provide flexibility in use. Provide capability for video conferencing.	
COMMENTS:		Do not provide night lighting in this room. Emergency lighting should allow darkening room. Provide windows, but make it possible to darken room with shades. Lighting should be capable of being dimmed. Provide alarms on all emergency exits. Entry doors into the meeting room should be glass storefront with hold open closers. All floor outlets need to have flush covers which are easy to access. Provide signage for occupancy, scheduling and evacuation. Design so each room can function independently.	



<b>SECTION: B</b>		<b>MEETING AND CONFERENCE ROOMS</b>	
<b>SPACE:</b>		<b>Storage</b>	
FUNCTION:		Space to store meeting room tables and chairs.	
LOCATION REQUIREMENTS:		Access directly into the meeting rooms.	
SPECIAL REQUIREMENTS:		Provide double doors. Provide good lighting. Provide durable walls. The storage room should be lockable.	
OCCUPANCY:		Staff: Patrons: Volunteers:	
TOTAL SPACE REQUIRED:		200 SF Total	200 SF SF SF Materials Seating Staff
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:		Table and chair dollies to accommodate 300 chairs and 30 tables. Area to store portable stage.	
COMMENTS:			

<b>SECTION: B</b>		<b>MEETING AND CONFERENCE ROOMS</b>	
<b>SPACE:</b>		<b>Storage - A/V</b>	
FUNCTION:		Storage area for A/V equipment to be used in large meeting room and elsewhere in the library.	
LOCATION REQUIREMENTS:		Adjacent to meeting room. The storage room should have storage room lock.	
SPECIAL REQUIREMENTS:		Durable walls Electrical Outlets	
OCCUPANCY:		Staff: Patrons: Volunteers:	
TOTAL SPACE REQUIRED:		80 SF Total	80 SF      Materials SF        Seating SF        Staff
SHELVING REQUIRED:		Provide one section of shelving for small items such as microphones, cables etc. Provide Locking Cabinet.	
FURNITURE AND EQUIPMENT:		Provide A/V rack to house DVD and other audio visual equipment.	
COMMENTS:		The equipment to be stored in this room will be determined during design through consultation with the design team and their A/V consultant.	

<b>SECTION: B</b>		<b>MEETING AND CONFERENCE ROOMS</b>	
<b>SPACE:</b>		<b>Kitchen</b>	
FUNCTION:		Kitchen area for serving refreshments at meetings.	
LOCATION REQUIREMENTS:		Provide access from corridor so kitchen can serve both sides of the meeting room. Meeting rooms	
SPECIAL REQUIREMENTS:		Provide adequate power at the counter. Base cabinets should be deep enough for large items such as trays, punch bowls and coffee makers. Provide locks on the cabinets. Provide area for serving refreshments during a break in the program.	
OCCUPANCY:		Public	3
TOTAL SPACE REQUIRED:		125 SF Total	125 SF      Public
SHELVING REQUIRED:		None	
FURNITURE AND EQUIPMENT:		Provide counter space and cabinet space for storage. Approximately 12' long. Large 2-compartment sink with high faucet. Provide large trash container. Undercounter icemaker Microwave Full size Refrigerator with freezer.	
COMMENTS:			

SECTION: B	Meeting & Conference Rooms	SF
	1. Meeting Room	3,900
	2. Storage	200
	3. Storage - A/V	80
	4. Kitchen	125
	<b>TOTAL</b>	<hr/> 4,305

SECTION: C		CIRCULATION SERVICES	
SPACE:		Circulation Desk	
FUNCTION:		Space for service counter desk where the circulation activities for the library are performed including: registering patrons for library cards; checking out materials, assisting patrons on use of self check; collecting any overdue fines, fees or payments for lost materials; answering circulation questions on the telephone.	
LOCATION REQUIREMENTS:		Should be to the left as patrons enter the front door. Should have good visual connection to patrons entering the building from the circulation desk. Adjacent to circulation workroom.	
SPECIAL REQUIREMENTS:		A standing height, multi-component guest services counter. Provide space for 3 (express checkout) self check in area. Provide space for system terminals, laser bar code services, security desensitizing equipment, telephones, supplies, receipt printer and a book cart. Design the desk so that the back of computer and equipment is screened from the patrons. Monitors should be designed to accommodate patron viewing as well as staff viewing. Consider height adjustable circulation desk.	
OCCUPANCY:		Staff:	Up to 6 staff
		Patrons:	varies
TOTAL SPACE REQUIRED:		1,020 SF Total	120 SF 900 SF Materials Staff
SHELVING REQUIRED:		Reserve books : 20 Single faced sections - 90"h Provide space for future location of holds.	120
FURNITURE AND EQUIPMENT:		Reception Station Registration Desk - 1 stations 4 Workstations for Circulation Desk Each station should have space for computer equipment, telephone & supplies. High base chair for perching on. Provide area for book carts. Provide adjustable narrow open storage at each station for date stamps, phone books, narrow files etc. Consider dollies for CPU's. Express (self check out stations) - 3 Locking Cash Drawers - must accommodate a standard cash drawer insert. The desk should be designed to be as flexible as possible must house the required equipment. Materials security should be located at the entrance within visual control of this service point. Locate an electronic message board near the circulation desk/interior lobby. Provide deep drawers for larger items such as phone books and schedule books.	150 150 400     150   50
COMMENTS:		A section of the desk must be lower - max .34" for ADA and for children. Desk surface should be non glare, durable and non-staining. Provide a clock above the circulation desk. The flooring should be comfortable to stand on for long periods of time. The lighting is critical in this area and should be designed with extended computer use in mind - consider indirect lighting or a luminous ceiling. Provide a buzzer at the desk which would ring in the circ. wrkrm. Provide different ring than delivery buzzer. Provide room behind the desk for 5 book trucks. Provide a panic button at desk that dials directly to the security monitoring company. The desk should be part of the furniture package.	

## Chapter 3

<b>SECTION: C</b>		<b>CIRCULATION SERVICES</b>	
<b>SPACE:</b>		<b>Drive up Pickup&gt;Returns</b>	
FUNCTION:		Convenient covered area to return materials and possibly pick up materials depending on site conditions. No fine payments will be accepted at the window.	
LOCATION REQUIREMENTS:		Adjacent to the circulation workroom in an alcove. Provide visual connection between pickup window and circulation workroom. The return needs to be before the pickup window and far enough away to allow a car to pass a car waiting at the pickup window.	
SPECIAL REQUIREMENTS:		Enclosed room with a 1-Hour fire rating and sprinkler system for exterior book returns. Exterior canopy or cover. Mount at height that allows a depressible bin to fit under chute. Provide panic alarm at window for staff at this location. The drive up book drop is a higher priority than the pick up window. Provide a lock on the book return. Provide a lighted sign indicating if pickup window is open or closed.	
OCCUPANCY:		Staff: 1-2	
TOTAL SPACE REQUIRED:		622 SF Total	622 SF Materials SF Staff
SHELVING REQUIRED:		Reserves Shelving 6 SF Sections	72
FURNITURE AND EQUIPMENT:		Drive up Materials Return/sorting area - 50 book trucks. Provide for future RFID sorting. Work counter/table for pick up window. Area for second set of book trucks to change out. Provide space for future cash register. Provide bank type pick-up window. 1 telephone jack. 1 data jack.	450 25 25 50
COMMENTS:		Book drops and service window should not compete for space. Provide two lanes if a window is provided so patrons can pass a vehicle being served. These may be separated to allow for vehicles to pass. Provide a buzzer from window for patron to call staff in circulation workroom. Window should be a height that allows a 32" high cart. Provide security alarm for staff at window. Floor space for future sorting system. Provide system for banners at the drive through pick-up and returns. The space programmed for the book truck sorting will also accommodate a future RFID sorting system.	

<b>SECTION: C</b>		<b>CIRCULATION SERVICES</b>	
<b>SPACE:</b>		<b>Traffic Dispersal</b>	
FUNCTION:		Open area at entrance to allow patron to get oriented and not block other patrons.	
LOCATION REQUIREMENTS:		Directly inside the second set of entry doors.	
SPECIAL REQUIREMENTS:			
OCCUPANCY:		Staff: Patrons: Volunteers:	
TOTAL SPACE REQUIRED:		300 SF Total	300 SF SF SF Materials Seating Staff
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:		Provide a system for cueing in front of the Circulation desk.	
COMMENTS:			



<b>SECTION: C</b>		<b>CIRCULATION SERVICES</b>	
<b>SPACE:</b>		<b>Conference</b>	
FUNCTION:		To provide a private meeting space to discuss circulation issues with patrons.	
LOCATION REQUIREMENTS:		Locate adjacent to the Circulation desk.	
SPECIAL REQUIREMENTS:		Provide display rail for hanging papers along walls. Provide adequate power outlets for a variety of functions. Provide glass wall facing library.	
OCCUPANCY:		Patrons: 6	
TOTAL SPACE REQUIRED:		120 SF Total	SF 120 SF
SHELVING REQUIRED:		None	
FURNITURE AND EQUIPMENT:		Conference table for 6 Continuous marker board along one wall Telephone extension Computer Printer Data jacks	
COMMENTS:			

<b>SECTION: C</b>		<b>CIRCULATION SERVICES</b>	
<b>SPACE:</b>		<b>Copy Alcove</b>	
FUNCTION:		Area to house copy equipment.	
LOCATION REQUIREMENTS:		Locate close to Circulation Desk.	
SPECIAL REQUIREMENTS:		Provide acoustical absorption around copy machines.	
OCCUPANCY:		Staff: Patrons: varies Volunteers:	
TOTAL SPACE REQUIRED:		100 SF Total	SF SF SF Materials Seating Staff
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:		2 Copy machines - one color Space for debit machine Layout counter with lockable storage below. Carts for returned materials Fax Data jacks Scanner	
COMMENTS:		Provide quality ventilation, humidity and acoustical treatment. Provide space for paper recycling bins.	

<b>SECTION: C</b>		<b>CIRCULATION SERVICES</b>	
<b>SPACE:</b>		<b>Storage</b>	
FUNCTION:		Area to store circulation materials for the library.	
LOCATION REQUIREMENTS:		Adjacent to the Circulation workroom.	
SPECIAL REQUIREMENTS:			
OCCUPANCY:		Staff:	
TOTAL SPACE REQUIRED:		80 SF Total	SF    Materials SF    Staff
SHELVING REQUIRED:		Provide Industrial shelving.	
FURNITURE AND EQUIPMENT:			
COMMENTS:			

<b>SECTION: C</b>		<b>CIRCULATION SERVICES</b>	
<b>SPACE:</b>		<b>Adult/Circulation Services Division Head</b>	
FUNCTION:		Primary work space for performing administrative duties.	
LOCATION REQUIREMENTS:		Locate adjacent to Circulation Workroom. Provide access from the public areas.	
SPECIAL REQUIREMENTS:		Sound control to ensure confidentiality and promote concentration.	
OCCUPANCY:		Staff: 1 plus guests	
TOTAL SPACE REQUIRED:		250 SF Total	
SHELVING REQUIRED:		3 Bookcase - 45 Linear Feet	
FURNITURE AND EQUIPMENT:	1 Executive Work Station with articulating keyboard and computer. Task seating - ergonomic 1 Credenza with lateral file, tack panels and overheads. Conference table with 4 chairs 2 Lateral files - 5 Dr 2 Telephone jacks 2 data jacks Power outlets on 3 walls Printer Phone	150 SF   100 SF	
COMMENTS:			

<b>SECTION: C</b>		<b>CIRCULATION SERVICES</b>	
<b>SPACE:</b>		<b>Security Officer</b>	
FUNCTION:		Primary work space for performing administrative duties.	
LOCATION REQUIREMENTS:		Locate adjacent to Circulation Workroom. Adjacent to circulation desk with window to library.	
SPECIAL REQUIREMENTS:		Sound control to ensure confidentiality and promote concentration.	
OCCUPANCY:		Staff: 1 plus guests	
TOTAL SPACE REQUIRED:		150 SF Total	
SHELVING REQUIRED:		1 Bookcase - 15 Linear Feet	
FURNITURE AND EQUIPMENT:		1 Executive Work Station with articulating keyboard and computer Task seating - ergonomic 1 Credenza with lateral file, tack panels and overheads 2 Lateral files - 5 Dr. 2 Telephone jacks 2 data jacks Power outlets on 3 walls Printer 2 guest chairs Phone Large format monitor for security	100 SF 50 SF
COMMENTS:		Provide conference end on desk.	

SECTION: C	CIRCULATION SERVICES	SF
	1. Circulation Desk	1,020
	2. Circulation Workroom	1,506
	3. Drive Up Pick up/Returns	622
	4. Traffic Dispersal	300
	5. Conference	120
	6. Copy Alcove	100
	7. Storage	80
	8. Adult/Circulation Services Division Head	250
	9. Security Officer	150
	<b>TOTAL</b>	<hr/> 4,148

<b>SECTION: D</b>		<b>CHILDREN'S SERVICES</b>	
<b>SPACE:</b>		<b>Children's Information Desk</b>	
FUNCTION:		Area for children librarians to help patrons, answer questions and oversee the department. Desk should be designed to be very approachable by children.	
LOCATION REQUIREMENTS:		Locate the desk so it is clearly visible as one enters the department. It should have good visual control of all of the department and entrance.	
SPECIAL REQUIREMENTS:		The desk should be designed for 2-3 Children's services staff and include: work surface storage files, drawers, computers and printer, 3 phones and 3 chairs. The desk should be sit down with screens to hide staff workspace. Provide special storage for supplies at desk. The Desk must be designed to allow staff easy access to rest of area. Provide buzzer at desk which rings in the Children's workroom. Provide panic button at desk.	
OCCUPANCY:		Staff: Patrons: 2 - 3	
TOTAL SPACE REQUIRED:		576 SF Total	36 SF Shelving 540 SF Staff
SHELVING REQUIRED:		Ready Reference - 3 SF Sections	36 SF
FURNITURE AND EQUIPMENT:		Desk should be 29-30" high. It should be curved and very inviting. Provide adequate outlets in the desk. 3 cordless phones - bluetooth. 2 - 2 Drawer lateral file. Data jacks. Provide storage for summer reading materials at the desk. Provide a display area to advertise Children programs. i.e. slat wall. Provide a minimum of 8 drawers in the desk. 2 OPAC at end of desk or near desk. Provide deep drawers for larger items such as phone books and schedule books.	400 SF      80 SF 60 SF
COMMENTS:		The desk should be as flexible as possible. Provide clear signage at desk. Plan for approximately 7' linear feet for each workstation at the desk. Provide a panic button at desk that dials directly to security monitoring company.	

<b>SECTION: D</b>		<b>CHILDREN'S SERVICES</b>	
<b>SPACE:</b>		<b>Baby/Toddler Collection</b>	
FUNCTION:		Area to house Baby/Toddler Collection including Reference, Non-fiction, Fiction, Easy readers, Picture Books, Magazines, New Books, Paperbacks and AV.	
LOCATION REQUIREMENTS:		Locate near the Children's information Desk. Locate near the family restrooms.	
SPECIAL REQUIREMENTS:		Furniture and atmosphere geared to youth use. Provide a mix of leisure seating, sturdy tables and chairs. Entrance should visually let kids know it is their entrance. End Panels with display capabilities.	
OCCUPANCY:		Staff: Patrons: 19 Plus	
TOTAL SPACE REQUIRED:		1,480	
		760 Materials 720 Seating	
SHELVING REQUIRED:			
	Description	Volumes	Vol/Sec
	Board Book Bins	1,200	150
	Picture Books	8,640	180
	Parenting	200	200
	Periodicals	12	12
	Totals	10,052	Volumes
			58 SF Sections
			760
FURNITURE AND EQUIPMENT;			
	Description	Quantity	Seats/unit
	Tables for 4	2	4
	Lounge Chairs	4	1
	Glider Rocker	1	1
	Rocking chairs	2	1
	Benches	1	1
	Totals		16
			640
	Play Rug		80
COMMENTS:			
Provide for special displays and walls must be durable but inviting. Provide some tackable walls within the Children's area. Provide as much sound isolation of this department from the rest of the library. Provide specialty display shelving for new books. Provide tables at a variety of heights. Provide bulletin board. Provide display case 6' x 40" high. Provide a large colorful play rug. Provide a decorative wall clock.			



<b>SECTION: D</b>		<b>CHILDREN'S SERVICES</b>	
<b>SPACE:</b>		<b>Pre-School Collection</b>	
FUNCTION:		A bright colorful area for primarily 3-6 year olds to house picture books, color/homework tables and information.	
LOCATION REQUIREMENTS:		Locate near the children's service desk. Locate near the family restrooms.	
SPECIAL REQUIREMENTS:		Furniture and atmosphere geared to youth use. Provide a mix of leisure seating, sturdy tables and chairs. Entrance should visually let kids know it is their entrance. End Panels with display capabilities.	
OCCUPANCY:		Staff: Patrons: 36 Plus	
TOTAL SPACE REQUIRED:		1,344	624 Materials 720 Seating
SHELVING REQUIRED:			
	Description	Volumes	Vol/Sec
	Picture Books	9,000	180
	Parenting	225	225
	Periodicals	12	12
	Totals	9,237	Volumes
			52 SF Sections
			SF/Section
			12
			12
			12
			624
Square Feet			
FURNITURE AND EQUIPMENT;			
	Description	Quantity	Seats/unit
	OPACS	1	0
	Computers	3	2
	Tables for 4	2	4
	Lounge Chairs	4	1
	Benches	2	1
	Totals		20
			SF/Unit
			30
			50
			120
			50
			50
			720
Square Feet			
Note: Computers must be visible to staff.			
COMMENTS:		Provide for special displays and walls must be durable but inviting. Provide some tackable walls within the Children's area. Provide as much sound isolation of this department from the rest of the library. Provide specialty display shelving for new books. Provide tables at a variety of heights. Provide bulletin board. Provide display case 6' x 40" high. Provide a wall clock.	

<b>SECTION: D</b>		<b>CHILDREN'S SERVICES</b>																																											
<b>SPACE:</b>		<b>Early Elementary Fiction</b>																																											
FUNCTION:		A bright colorful area for kindergarten through 3rd grade for reference, homework help and reader's advisory.																																											
LOCATION REQUIREMENTS:		Adjacent to the Locate near the Children's information Desk. Locate near the family restrooms.																																											
SPECIAL REQUIREMENTS:		Furniture and atmosphere geared to youth use. Provide a mix of leisure seating, sturdy tables and chairs. Entrance should visually let kids know it is their entrance. End Panels with display capabilities.																																											
OCCUPANCY:		Staff: Patrons: 35 Plus																																											
TOTAL SPACE REQUIRED:		1,880	840 Materials 1040 Seating																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">SHELVING REQUIRED:</td> <td style="width: 15%;">Description</td> <td style="width: 10%;">Volumes</td> <td style="width: 10%;">Vol/Sec</td> <td style="width: 15%;">SF Sections</td> <td style="width: 15%;">SF/Section</td> <td style="width: 10%;">Square Feet</td> </tr> <tr> <td></td> <td>Elementary Fiction</td> <td>15,300</td> <td>255</td> <td>60</td> <td>12</td> <td>720</td> </tr> <tr> <td></td> <td>Paperbacks</td> <td>1,800</td> <td>225</td> <td>8</td> <td>12</td> <td>96</td> </tr> <tr> <td></td> <td>Parenting</td> <td>200</td> <td>200</td> <td>1</td> <td>12</td> <td>12</td> </tr> <tr> <td></td> <td>Periodicals</td> <td>12</td> <td>12</td> <td>1</td> <td>12</td> <td>12</td> </tr> <tr> <td></td> <td>Totals</td> <td>17,312</td> <td>Volumes</td> <td>70 SF Sections</td> <td></td> <td>840</td> </tr> </table> <p>Note: Computers must be visible to staff.</p>				SHELVING REQUIRED:	Description	Volumes	Vol/Sec	SF Sections	SF/Section	Square Feet		Elementary Fiction	15,300	255	60	12	720		Paperbacks	1,800	225	8	12	96		Parenting	200	200	1	12	12		Periodicals	12	12	1	12	12		Totals	17,312	Volumes	70 SF Sections		840
SHELVING REQUIRED:	Description	Volumes	Vol/Sec	SF Sections	SF/Section	Square Feet																																							
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FURNITURE AND EQUIPMENT;	Description	Quantity	Seats/unit	Total Seats	SF/Unit	Square Feet																																							
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	Computers	6	2	12	50	300																																							
	Tables for 4	3	4	12	120	360																																							
	Lounge Chairs	7	1	7	50	350																																							
	Totals			31		1040																																							
COMMENTS:		Provide for special displays and walls must be durable but inviting. Provide some tackable walls within the Children's area. Provide as much sound isolation of this department from the rest of the library. Provide specialty display shelving for new books. Provide bulletin board. Provide display case 6' x 40" high. Provide a wall clock.																																											

<b>SECTION: D</b>		<b>CHILDREN'S SERVICES</b>																																																	
<b>SPACE:</b>		<b>Upper Elementary Fiction</b>																																																	
<b>FUNCTION:</b>		A bright cheerful area for fourth through fifth or 6th grade for reference, homework help and readers advisory.																																																	
<b>LOCATION REQUIREMENTS:</b>		Adjacent to the Locate near the Children's information Desk. Locate near the family restrooms.																																																	
<b>SPECIAL REQUIREMENTS:</b>		Furniture and atmosphere geared to youth use. Provide a mix of leisure seating, sturdy tables and chairs. Entrance should visually let kids know it is their entrance. End Panels with display capabilities.																																																	
<b>OCCUPANCY:</b>		Staff: Patrons: 28 Plus																																																	
<b>TOTAL SPACE REQUIRED:</b>		1,708	1,178 Materials 530 Seating																																																
<b>SHELVING REQUIRED:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Volumes</th> <th>Vol/Sec</th> <th>SF Sections</th> <th>SF/Section</th> <th>Square Feet</th> </tr> </thead> <tbody> <tr> <td>Fiction</td> <td>18,000</td> <td>225</td> <td>80</td> <td>12</td> <td>960</td> </tr> <tr> <td>Paperbacks</td> <td>1,800</td> <td>225</td> <td>8</td> <td>12</td> <td>96</td> </tr> <tr> <td>New Books</td> <td>600</td> <td>150</td> <td>4</td> <td>15</td> <td>60</td> </tr> <tr> <td>Periodicals</td> <td>12</td> <td>12</td> <td>1</td> <td>12</td> <td>12</td> </tr> <tr> <td><b>Totals</b></td> <td><b>20,412</b></td> <td><b>Volumes</b></td> <td><b>93 SF Sections</b></td> <td></td> <td><b>1,128</b></td> </tr> <tr> <td colspan="5">Display shelving</td> <td>50</td> </tr> <tr> <td colspan="6">Note: Computers must be visible to staff.</td> </tr> </tbody> </table>			Description	Volumes	Vol/Sec	SF Sections	SF/Section	Square Feet	Fiction	18,000	225	80	12	960	Paperbacks	1,800	225	8	12	96	New Books	600	150	4	15	60	Periodicals	12	12	1	12	12	<b>Totals</b>	<b>20,412</b>	<b>Volumes</b>	<b>93 SF Sections</b>		<b>1,128</b>	Display shelving					50	Note: Computers must be visible to staff.					
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<b>COMMENTS:</b>		Provide specialty display shelving for new books. Provide bulletin board. Provide display case 6' x 40" high. Provide a wall clock. Provide dictionary stand. Provide a kiosk for pamphlets, flyers, posters, etc.																																																	

<b>SECTION: D</b>		<b>CHILDREN'S SERVICES</b>				
<b>SPACE:</b>		<b>Non-Fiction/Homework</b>				
FUNCTION:		Area to provide reference and homework help as well as house the nonfiction collection.				
LOCATION REQUIREMENTS:		Locate adjacent to the service desk. Locate near the family restrooms.				
SPECIAL REQUIREMENTS:		Furniture and atmosphere geared to youth use. Provide a mix of leisure seating, sturdy tables and chairs. End Panels with display capabilities.				
OCCUPANCY:		Staff: Patrons: 80 Plus				
TOTAL SPACE REQUIRED:		3,496	1,766 Materials 1,730 Seating			
SHELVING REQUIRED:	Description	Volumes	Vol/Sec	SF Sections	SF/Section	Square Feet
	Nonfiction	24,750	225	110	12	1320
	Reference	1,000	100	10	12	120
	Periodicals	24	12	2	12	24
	Biography	3,600	225	16	12	192
	New Books	600	150	4	15	60
	Totals	29,374	Volumes	142 SF Sections		1716
	Info display					50
FURNITURE AND EQUIPMENT;	Description	Quantity	Seats/unit	Total Seats	SF/Unit	Square Feet
	OPACS	2	0	0	30	60
	Computers	20	2	40	50	1000
	Tables for 4	5	4	20	125	625
	Dictionary Stand	1	0	0	30	30
	Totals			60		1715
	Lateral File					15
	Note: Computers must be visible to staff. - no dividers					
COMMENTS:		Provide specialty display shelving for new books. Provide bulletin board. Provide display case 6' x 40" high. Provide a decorative wall clock.				

<b>SECTION: D</b>		<b>CHILDREN'S SERVICES</b>																																																		
<b>SPACE:</b>		<b>Special Collections</b>																																																		
FUNCTION:		Area to house permanent special collections.																																																		
LOCATION REQUIREMENTS:		Locate adjacent to the service desk.																																																		
SPECIAL REQUIREMENTS:		End Panels with display capabilities.																																																		
OCCUPANCY:		Staff: Patrons: varies																																																		
TOTAL SPACE REQUIRED:		341	266 Materials 75 Seating																																																	
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SHELVING REQUIRED:	Description	Volumes	Vol/Sec	SF Sections	SF/Section	Square Feet																																														
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COMMENTS:		Provide display case 6' x 40" high. Provide a wall clock.																																																		

<b>SECTION: D</b>		<b>CHILDREN'S SERVICES</b>																																																		
<b>SPACE:</b>		<b>Audio Visual Collection</b>																																																		
FUNCTION:		Area to house the audio visual collection.																																																		
LOCATION REQUIREMENTS:		Locate adjacent to the information desk.																																																		
SPECIAL REQUIREMENTS:		End Panels with display capabilities.																																																		
OCCUPANCY:		Staff: Patrons: 6 Plus																																																		
TOTAL SPACE REQUIRED:		590  360 Materials 230 Seating																																																		
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	Listening stations - lounge	4	1	4	50	200																																														
	Totals			4		230																																														
COMMENTS:		Provide a wall clock.																																																		

<b>SECTION: D</b>		<b>CHILDREN'S SERVICES</b>	
<b>SPACE:</b>		<b>Copy Alcove</b>	
FUNCTION:		Area to house copy equipment.	
LOCATION REQUIREMENTS:		Locate close to reference collection.	
SPECIAL REQUIREMENTS:		Provide visual control of this area from a service desk. Provide acoustical absorption around copy machines.	
OCCUPANCY:		Staff: Patrons: varies	
TOTAL SPACE REQUIRED:		100 SF Total	SF SF SF Materials Seating Staff
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:		2 Copy machines - one color. Room for debit machine. Layout counter with lockable storage below. Carts for returned materials. Fax Data jacks Scanner	
COMMENTS:		Provide quality ventilation, humidity and acoustical treatment. Provide space for paper recycling bins.	

<b>SECTION: D</b>		<b>CHILDREN'S SERVICES</b>	
<b>SPACE:</b>		<b>Lap Sit/Toddler Storytelling</b>	
FUNCTION:		To provide a space for programs, storytelling, reading for very young children.	
LOCATION REQUIREMENTS:		Locate adjacent to the picture book collection and adjacent to the family restrooms. Locate adjacent to the Children's storage room.	
SPECIAL REQUIREMENTS:		<p>The program room should accommodate groups of up to 50 children and adults.</p> <p>Provide a walk-in closet large enough to house 3 SF sections of shelving.</p> <p>Use of color to create an inviting, warm atmosphere is important.</p> <p>Provide glass from the reading area that can be darkened when required.</p> <p>The walls should be covered with an acoustical fabric that is tackable.</p> <p>Provide hard flooring at craft area and carpet in storytime area.</p> <p>Must be able to acoustically isolate room with non locking doors.</p>	
OCCUPANCY:		Staff: 1-2	
		Patrons: 30	30 Children and Adults
TOTAL SPACE REQUIRED:		425 SF Total	30 SF program
SHELVING REQUIRED:		None	
FURNITURE AND EQUIPMENT;		<p>Long narrow table to be used by staff during programs.</p> <p>Flannel Board.</p> <p>Lap Story stackable chairs or stools/ 5 folding tables.</p> <p>Ceiling mounted video projection.</p> <p>Provide for various types of AV equipment.</p> <p>Provide data connections.</p> <p>Tables and chairs in storage.</p>	
COMMENTS:		<p>Provide an electric projection screen.</p> <p>Provide magnetic white marker board along one wall.</p> <p>Provide tackable walls.</p> <p>Floor should be carpet.</p> <p>Provide built-in puppet stage - in wall between storage room and storytime room.</p> <p>The room should be bright and cheerful.</p> <p>Floor must be flat.</p>	



<b>SECTION: D</b>		<b>CHILDREN'S SERVICES</b>	
<b>SPACE:</b>		<b>Pre-school storytelling</b>	
FUNCTION:		To provide a space for programs, storytelling, reading for pre-school children.	
LOCATION REQUIREMENTS:		Locate adjacent to the picture book collection and adjacent to the family restrooms. Locate adjacent to the Children's storage room.	
SPECIAL REQUIREMENTS:		<p>The program room should accommodate groups of up to 50 children and 10 teachers.</p> <p>Provide a walk-in closet large enough to house 3 SF sections of shelving.</p> <p>Use of color to create an inviting, warm atmosphere is important.</p> <p>Provide glass from the reading area that can be darkened when required.</p> <p>The walls should be covered with an acoustical fabric that is tackable.</p> <p>Provide hard flooring at craft area and carpet in storytime area.</p> <p>Provide acoustical separation with walls.</p>	
OCCUPANCY:		<p>Staff:</p> <p>Patrons: 30</p>	
TOTAL SPACE REQUIRED:		425 SF Total	425 SF program
SHELVING REQUIRED:		None	
FURNITURE AND EQUIPMENT;		<p>Long narrow table to be used by staff during programs.</p> <p>Flannel Board or wall covering that can be used as flannel board.</p> <p>Adjustable lighting - dimmers</p> <p>Ceiling mounted video projection.</p> <p>Provide for various types of AV equipment.</p> <p>Provide data connections.</p> <p>Tables and chairs in storage.</p> <p>Provide opportunities to hang objects from the ceiling.</p>	
COMMENTS:		<p>Provide an electric projection screen.</p> <p>Provide magnetic white marker board along one wall.</p> <p>Provide tackable walls that can also be used as velcro.</p> <p>Floor should be carpet.</p> <p>Provide built-in puppet stage - in wall between storage room and storytime room.</p> <p>The room should be bright and cheerful.</p> <p>Floor should be flat.</p>	

<b>SECTION: D</b>		<b>CHILDREN'S SERVICES</b>	
<b>SPACE:</b>		<b>Craft Room</b>	
FUNCTION:		To provide a space for craft programs for children.	
LOCATION REQUIREMENTS:		Locate adjacent to the storytelling rooms and adjacent to the family restrooms. Locate adjacent to the Children's storage room.	
SPECIAL REQUIREMENTS:		The craft room should accommodate groups of up to 50 children. Provide a built-in cabinets with sink and lockable storage. Use of color to create an inviting, warm atmosphere is important. Provide glass from the reading area that can be darkened when required. The walls should be covered with an acoustical fabric that is tackable. Provide hard flooring Must be able to acoustically control room but not lock from inside.	
OCCUPANCY:		Staff: 1-2 Patrons: 50	
TOTAL SPACE REQUIRED:		750 SF Total	750 SF program
SHELVING REQUIRED:		None	
FURNITURE AND EQUIPMENT:		5 Long narrow light weight tables. Electrical outlets above counter. Wall clock Storage Cabinets Provide a built-in cabinets with sink and lockable storage. Sink should be as wide and deep as code allows. Provide sprayer on sink.	
COMMENTS:		The room should be bright and cheerful. Design floor to provide different activities i.e. checkers board.	

<b>SECTION: D</b>		<b>CHILDREN'S SERVICES</b>	
<b>SPACE:</b>		<b>Tutoring/Group Study</b>	
FUNCTION:		To provide rooms for small groups to meet and for collaborative learning and tutoring.	
LOCATION REQUIREMENTS:		Visible from staff service desk.	
SPECIAL REQUIREMENTS:		Provide full glass wall to floor facing library. Provide display rail in each room for various accessories such as marker boards and flip charts. Provide 2 separate rooms.	
OCCUPANCY:		Patrons: 12	
TOTAL SPACE REQUIRED:		240 SF Total	0 SF 240 SF
SHELVING REQUIRED:		Materials Seating	
FURNITURE AND EQUIPMENT:		Conference table for 6 120 Conference table for 6 120  Marker board in each room. Provide power & data in each room. Provide for the use of a LCD Projector in each room.	
		Total	240
COMMENTS:		Plan for video conference and smart board use. Set up one room for video conferencing.	

<b>SECTION: D</b>		<b>CHILDREN'S SERVICES</b>
<b>SPACE:</b>		<b>Family Restrooms</b>
FUNCTION:	Provide family (children) restrooms with an area for nursing mothers.	
LOCATION REQUIREMENTS:	Adjacent to Children's program room. The restroom should be visibly controlled by the Children's Information Desk.	
SPECIAL REQUIREMENTS:	Fixtures should be vandal resistant. Provide counter space for use as a changing table.	
OCCUPANCY:	Patrons: 1-3	
TOTAL SPACE REQUIRED:	200 SF Total	
SHELVING REQUIRED:	None	
FURNITURE AND EQUIPMENT;	Provide two family restrooms with changing counter. Provide counter for setting down materials. Bench for nursing moms. Provide a drinking fountain outside this area for use within this department. The plumbing fixtures should not be designed to be children's height. Provide a children's handicapped water closet and a sink in the counter in each restroom.	
COMMENTS:	The restrooms must be handicapped accessible. The room must be large enough to accommodate strollers.	

<b>SECTION: D</b>		<b>CHILDREN'S SERVICES</b>	
<b>SPACE:</b>		<b>Division Head Office</b>	
FUNCTION:		Primary work space for performing planning activities.	
LOCATION REQUIREMENTS:		Locate with view of the Children's Desk if possible.	
SPECIAL REQUIREMENTS:			
OCCUPANCY:		Staff: 1 Plus Guests	
TOTAL SPACE REQUIRED:		250 SF Total	
SHELVING REQUIRED:		5 Bookcase - 65 Linear Feet	
FURNITURE AND EQUIPMENT:	1 Executive Work Station with articulating keyboard and computer Task seating - ergonomic 150 SF 1 Credenza with lateral file, tack panels with overheads Conference table with 4 chairs 100 SF 2 Lateral files - 5 Dr 2 Telephone jacks 2 data jacks Power outlets on 3 walls Printer 21" monitor		
COMMENTS:			

Page D16

<b>SECTION: D</b>		<b>CHILDREN'S SERVICES</b>	
<b>SPACE:</b>		<b>Storage</b>	
FUNCTION:			
LOCATION REQUIREMENTS:			
SPECIAL REQUIREMENTS:			
OCCUPANCY:		Staff: Patrons: Volunteers:	
TOTAL SPACE REQUIRED:		140 SF Total	140 SF SF SF Materials Seating Staff
SHELVING REQUIRED:		8 SF Sections Shelving 8 SF Sections for Paper Provide deep shelving around perimeter of the room. Provide rolling wall ladder.	70 70
FURNITURE AND EQUIPMENT:		Flat files	
COMMENTS:			

<b>SECTION: D</b>	<b>CHILDREN'S SERVICES</b>	<b>SF</b>
	1. Children's Information Desk	576
	2. Baby/Toddler Collection	1,480
	3. Pre-School Collection	1,344
	4. Early Elementary Fiction	1,880
	5. Upper Elementary Fiction	1,708
	6. Non-Fiction/Homework	3,496
	7. Special Collections	341
	8. Audio Visual Collection	590
	9. Copy Alcove	100
	10. Lap Sit/Toddler Storytelling	425
	11. Pre-school storytelling	425
	12. Craft Room	750
	13. Tutoring/Group Study	240
	14. Family Restrooms	200
	15. Division Head Office	250
	16. Children's Services Workroom	990
	17. Storage	140
	<b>TOTAL</b>	<hr/> 14,935



<b>SECTION: E</b>		<b>Teens</b>	
<b>SPACE:</b>		<b>Information Desk</b>	
FUNCTION:		<p>Area for librarians to help teen with homework, research and reference. This desk will also include computer assistance and instruction, telephone and E-reference. Registration for activities and readers advisory. Desk should be designed to be very approachable by teens.</p>	
LOCATION REQUIREMENTS:		<p>Locate the desk so it is clearly visible as one enters the department. It should have good visual control of all of the department and entrance. Provide a buzzer to workroom. Provide a panic button.</p>	
SPECIAL REQUIREMENTS:		<p>The desk should be designed for 4 staff and include: work surface, storage files, drawers, computers, printers, 2 phones and 2 chairs. The desk should be sit down with screens to hide staff workspace. Provide special storage for supplies at desk. The desk must be designed to allow staff easy access to rest of area.</p>	
OCCUPANCY:		<p>Staff: 4 Patrons:</p>	
TOTAL SPACE REQUIRED:		520 SF Total	<p>144 SF Shelving 280 SF Staff 96 SF Misc</p>
SHELVING REQUIRED:		<p>Ready Reference - 2 SF Sections Reference Shelving - 10 SF Sections 44" high</p>	<p>24 SF 120 SF</p>
FURNITURE AND EQUIPMENT:		<p>2 Station Desk should be 29-30" high. It should be curved and very inviting. Provide adequate outlets in the desk. 4 cordless phones 2 - 2 Drawer lateral file Data jacks Provide a moveable information/reference kiosk. Provide storage for summer reading materials at the desk. Vertical File Provide a minimum of 8 drawers in the desk. 2 OPACS 2 Provide deep drawers for larger items such as phone books and schedule books.</p>	<p>200 SF     80 SF 36 SF 60 SF</p>
COMMENTS:		<p>The desk should be as flexible as possible. Provide clear signage at desk. Plan for approximately 7' linear feet for each workstation at the desk. Provide a panic button at desk that dials directly to the security monitoring company.</p>	

SECTION: E		TEENS																																																													
SPACE:		Teen Reading Area																																																													
FUNCTION:		To provide an area designated for teen collection and reading room.																																																													
LOCATION REQUIREMENTS:		Specialty type shelving with display - Zigzag and multi media. Provide sense of own special area. This area needs to be visible from the Information Desk.																																																													
SPECIAL REQUIREMENTS:		Room could be separated with glass but very visible. Casual seating with heavy emphasis on browsing displays. Seating should be attractive and durable. Consider using wireless in this area. Using lighting/possibly colored to create a changeable atmosphere. Locate some power outlets close to ceiling to provide staff opportunities to add special lighting. Provide a system to allow objects to be hung from the ceiling.																																																													
OCCUPANCY:		Patrons: 155 Plus																																																													
TOTAL SPACE REQUIRED:		4,334 SF Total	2,244 SF Materials 2,090 SF Seating																																																												
SHELVING REQUIRED:		<table><tr><th>Description</th><th>Volumes</th><th>Vol/Sec</th><th>SF Sections</th><th>SF/Section</th><th>Square Feet</th></tr><tr><td>Fiction &amp; Paperbacks</td><td>22,000</td><td>220</td><td>100</td><td>12</td><td>1,200</td></tr><tr><td>Nonfiction</td><td>12,000</td><td>220</td><td>55</td><td>12</td><td>660</td></tr><tr><td>Biography</td><td>1,000</td><td>220</td><td>5</td><td>12</td><td>60</td></tr><tr><td>Graphic Novels</td><td>1,000</td><td>220</td><td>5</td><td>12</td><td>60</td></tr><tr><td>Magazines</td><td>24</td><td>12</td><td>2</td><td>12</td><td>24</td></tr><tr><td>Audio Books</td><td>2,500</td><td>360</td><td>7</td><td>12</td><td>84</td></tr><tr><td>Video/DVD's</td><td>3,500</td><td>360</td><td>10</td><td>12</td><td>120</td></tr><tr><td>Vertical Files</td><td></td><td></td><td>6</td><td>6</td><td>36</td></tr><tr><td>Totals</td><td>42,024</td><td>1,612</td><td>190 SF Sections</td><td></td><td>2,244</td></tr></table> Provide moveable display shelving.		Description	Volumes	Vol/Sec	SF Sections	SF/Section	Square Feet	Fiction & Paperbacks	22,000	220	100	12	1,200	Nonfiction	12,000	220	55	12	660	Biography	1,000	220	5	12	60	Graphic Novels	1,000	220	5	12	60	Magazines	24	12	2	12	24	Audio Books	2,500	360	7	12	84	Video/DVD's	3,500	360	10	12	120	Vertical Files			6	6	36	Totals	42,024	1,612	190 SF Sections		2,244
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COMMENTS:		The furniture should reflect the teen's tastes. Area must allow informal use but not encourage rowdy behavior. Provide a variety of lounge seating with a few having tablet arm. Provide tackable wall. Game tables for chess and checkers, etc. Music Stations @ booths. Place graphic novels in bins. All tables must have access to power and data.																																																													

<b>SECTION: E</b>		<b>TEENS</b>																						
<b>SPACE:</b>		<b>Tutoring/Group Study</b>																						
FUNCTION:		To provide rooms for small groups to meet and for collaborative learning and tutoring.																						
LOCATION REQUIREMENTS:		Visible from staff service desk.																						
SPECIAL REQUIREMENTS:		Provide full glass wall to floor facing library. Provide display rail in each room for various accessories such as marker boards and flip charts. Provide 3 separate rooms.																						
OCCUPANCY:		Patrons: 22																						
TOTAL SPACE REQUIRED:		350 SF Total	0 SF 350 SF Materials Seating																					
SHELVING REQUIRED:																								
FURNITURE AND EQUIPMENT:		<table> <tr> <td>Conference table for</td> <td>6</td> <td>100</td> </tr> <tr> <td>Conference table for</td> <td>6</td> <td>100</td> </tr> <tr> <td>Conference table for</td> <td>10</td> <td>150</td> </tr> <tr> <td colspan="3">Marker board in each room.</td> </tr> <tr> <td colspan="3">Provide power &amp; data in each room.</td> </tr> <tr> <td colspan="3">Provide for the use of a LCD projector in each room.</td> </tr> <tr> <td colspan="2">Total</td> <td>350</td> </tr> </table>		Conference table for	6	100	Conference table for	6	100	Conference table for	10	150	Marker board in each room.			Provide power & data in each room.			Provide for the use of a LCD projector in each room.			Total		350
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Total		350																						
COMMENTS:		Plan for video conference and smart board use. Set up larger room for video conferencing.																						

<b>SECTION: E</b>		<b>TEENS</b>	
<b>SPACE:</b>		<b>Program Room</b>	
FUNCTION:		To provide a space for programs using multi-purpose media and performances, lectures, crafts and demonstrations.	
LOCATION REQUIREMENTS:		Locate adjacent to the Teen Collection and reading area.	
SPECIAL REQUIREMENTS:		<p>The room should accommodate groups of up to 60 .</p> <p>Provide built-in cabinets with sink and lockable storage.</p> <p>Use of color to create an inviting, warm atmosphere is important.</p> <p>Provide glass from the reading area that can be darkened when required.</p> <p>The walls should be covered with an acoustical fabric that is tackable.</p> <p>Provide hard flooring with easy maintenance.</p> <p>Provide a wide and deep sink with spayer.</p>	
OCCUPANCY:		<p>Staff: 1-2</p> <p>Patrons: 40</p>	
TOTAL SPACE REQUIRED:		1,460 SF Total	<p>1,200 SF program</p> <p>100 SF storage</p> <p>80 SF costumes</p> <p>80 SF kitchen</p>
SHELVING REQUIRED:		None	
FURNITURE AND EQUIPMENT;		<p>5 Long narrow light weight tables</p> <p>Electrical outlets all around room.</p> <p>Dry erase board or computer white board.</p> <p>Large flat screen TV</p> <p>Video projector with electric screen</p> <p>Sound System</p> <p>Podium</p> <p>Portable stage.</p> <p>Provide counter with sink and a high faucet.</p> <p>Floor should be vinyl with a large pattern of a chess board with 16" x16" or 24" x 24"</p>	
COMMENTS:		<p>The room should be bright and cheerful.</p> <p>Provide an area for miscellaneous storage.</p> <p>Provide a costume storage room adjacent to program space.</p> <p>Provide a small kitchen adjacent to the program space with vending machines.</p> <p>Provide floor designs which encourage activities i.e. large chess board.</p>	

<b>SECTION: E</b>		<b>TEENS</b>	
<b>SPACE:</b>		<b>Teen Services Workroom</b>	
<b>FUNCTION:</b>		To provide off desk workspace for staff to prepare flyers, bibliographies, mend, make trucks, week and transfer books, store AV equipment, plan and prepare programs or activities for Main and braches; prepare and house reports, statistics. Contact area schools and other organizations. Staging area for school visits and outreach.	
<b>LOCATION REQUIREMENTS:</b>		Adjacent to Information services desk Provide card access to workroom.	
<b>SPECIAL REQUIREMENTS:</b>			
<b>OCCUPANCY:</b>		Staff: 7 Plus Patrons: Volunteers: 1	
<b>TOTAL SPACE REQUIRED:</b>		668 SF Total	24 SF Materials SF Seating 644 SF Staff
<b>SHELVING REQUIRED:</b>		4 Single faced sections shelving - 90"H - 24	
<b>FURNITURE AND EQUIPMENT:</b>		4 Workstations @ 80 SF with printer, scanner 320 2 Work table - 30" x 72" 160 Work counter with sink w/ high faucet and nozzle with upper cabinets 80 Vertical Files -3 - 5 Dr 18 Lockers - 30 30 Bulletin board/white board Recycling Bin for paper Book trucks - 6 36 Typewriter Printer Fax Machine Recycling Bin for paper Coat rack Wall clock Shredder Staff Mailboxes for 20 Provide power, data and phone at all workstations, work counters and tables. 644	
<b>COMMENTS:</b>			

<b>SECTION: E</b>		<b>TEENS</b>
<b>SPACE:</b>		<b>Storage</b>
FUNCTION: Area to store office materials for the library.		
LOCATION REQUIREMENTS: Adjacent to the Teen staff workroom. Adjacent to the Teen program room.		
SPECIAL REQUIREMENTS: Provide storage for costumes etc.		
OCCUPANCY: Staff:		
TOTAL SPACE REQUIRED: 80 SF Total		SF Materials SF Staff
SHELVING REQUIRED: Provide Industrial shelving.		
FURNITURE AND EQUIPMENT:		
COMMENTS:		

<b>SECTION: E</b>		<b>TEENS</b>
<b>SPACE:</b>		<b>Division Head Office</b>
FUNCTION: Primary work space for performing planning activities.		
LOCATION REQUIREMENTS: Locate with view of the Teen Information Desk if possible.		
SPECIAL REQUIREMENTS:		
OCCUPANCY: Staff: 1 Plus Guests		
TOTAL SPACE REQUIRED: 250 SF Total		
SHELVING REQUIRED: 3 Bookcase - 45 Linear Feet		
FURNITURE AND EQUIPMENT:	1 Executive Work Station with articulating keyboard and computer Task seating - ergonomic 1 Credenza with lateral files, tack panels and overheads. Conference table with 4 chairs 2 Lateral files - 5 Dr 2 Telephone jacks 2 data jacks Power outlets on 3 walls Printer Phone	150 SF   100 SF
COMMENTS: Provide glass wall facing teen area.		

SECTION E:	TEENS	SF
	1. Information Desk	520
	2. Teen Reading Area	4,334
	3. Tutoring/Group Study	350
	4. Program Room	1,460
	5. Teen Services Workroom	668
	6. Storage	80
	7. Division Head Office	250
	<b>TOTAL</b>	<hr/> 7,662



SECTION: F		REFERENCE	
SPACE:		Information Desk	
FUNCTION:		<p>To provide public service to the community in-person.          To provide direct information and to assist in researching and topic.          To provide phone reference service.          To provide computer assistance.          The size of the desk should be limited. Provide additional smaller mobile info stations.</p>	
LOCATION REQUIREMENTS:		<p>Information desk should be visible as one enters the library.          Information desk should be adjacent to the reference collection and computer stations.          Information desk should be adjacent to the Non Fiction Collection.          Information desk should have visual control over the teen reading area.          Locate ADA equipment in close proximity to the infor desk.</p>	
SPECIAL REQUIREMENTS:		<p>The desk should be flexible and easy to change.          The desk should have sit down and stand up service points with screened work areas.          Monitors should swivel for patrons to view.          Provide easy access for staff to access the collection from the desk.          Provide view to collection and patrons using the computers.          Provide wireless access throughout this area.</p>	
OCCUPANCY:		<p>Staff: 4          Patrons: varies</p>	
TOTAL SPACE REQUIRED:		496 SF Total	<p>96 SF Materials          SF Seating          400 SF Staffing</p>
SHELVING REQUIRED:		<p>Ready Reference : 8 - 44" SF Sections          Slanted bottom shelf.</p>	96
FURNITURE AND EQUIPMENT:		<p>Service desk with 3 ergonomic workspaces.          Provide space for 4 computers and printers.          Provide files and storage drawers as part of the desk.          Provide 4 task chairs,          Fax/Copier          Provide 4 cell phones          3 - 2 drawer Lateral Files - Local Reference Information          2 - 4 drawer Lateral Files - for maps, special issues, etc.          Data jacks          Printer          Provide display for community information          Provide deep drawers for larger items such as phone books and schedule books.</p>	
COMMENTS:		<p>Provide good wire management.          The desk should be as flexible as possible.          Provide clear signage at desk.          Plan for approximately 7' linear feet for each workstation at the desk.          Provide a buzzer at desk which will ring directly into the workroom.          Provide a panic button at desk that dials directly to the security monitoring company.</p>	

<b>SECTION: F</b>	<b>REFERENCE</b>																																
<b>SPACE:</b>	<b>Periodicals</b>																																
FUNCTION:	An area to house current periodicals and newspapers and seating.																																
LOCATION REQUIREMENTS:	Locate in an easy to find location within the Library. Provide natural light and view if possible.																																
SPECIAL REQUIREMENTS:	Provide display type shelving units with recent back issue storage below.																																
OCCUPANCY:	Patrons: 20 Plus																																
TOTAL SPACE REQUIRED:	1,524 SF Total	504 SF 1,020 SF	Materials Seating																														
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COMMENTS:	Provide small display rack for miscellaneous magazines. Power to all tables. Provide natural light.																																

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<b>SPACE:</b>	<b>Reference Collection</b>																																																		
FUNCTION:	Area to house the Adult Reference Collection and seating.																																																		
LOCATION REQUIREMENTS:	The computers should be located away from high traffic areas however visible from info desk. Locate one group of eight computers adjacent to the info desk.																																																		
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SPECIAL REQUIREMENTS:		Provide full glass wall to floor facing library. Provide display rail in each room for various accessories such as marker boards and flip charts. Provide 6 separate rooms.																																			
OCCUPANCY:		Patrons: 58																																			
TOTAL SPACE REQUIRED:		1,030 SF Total	0 SF 1,030 SF      Materials Seating																																		
SHELVING REQUIRED:																																					
FURNITURE AND EQUIPMENT:		<table border="0"> <tr> <td>Conference table for</td> <td>4</td> <td>80</td> </tr> <tr> <td>Conference table for</td> <td>4</td> <td>80</td> </tr> <tr> <td>Conference table for</td> <td>4</td> <td>80</td> </tr> <tr> <td>Conference table for</td> <td>8</td> <td>120</td> </tr> <tr> <td>Conference table for</td> <td>8</td> <td>120</td> </tr> <tr> <td>Conference table for</td> <td>30</td> <td>550</td> </tr> <tr> <td colspan="3">Provide for the use of a LCD Projector in each room.</td> </tr> <tr> <td colspan="3">Marker board in each room.</td> </tr> <tr> <td colspan="3">Provide power &amp; data in each room.</td> </tr> <tr> <td colspan="2">Total</td> <td>58</td> </tr> <tr> <td colspan="2"></td> <td>Total</td> <td>1030</td> </tr> </table>		Conference table for	4	80	Conference table for	4	80	Conference table for	4	80	Conference table for	8	120	Conference table for	8	120	Conference table for	30	550	Provide for the use of a LCD Projector in each room.			Marker board in each room.			Provide power & data in each room.			Total		58			Total	1030
Conference table for	4	80																																			
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		Total	1030																																		
COMMENTS:		Plan for video conference and smart board use. Set up larger room for video conferencing.																																			

SECTION: F		REFERENCE	
SPACE:		Technology Lab	
FUNCTION:		Provide an area for scheduled training and education as well as overflow for individual computer use.	
LOCATION REQUIREMENTS:		Locate adjacent to the Information desk.	
SPECIAL REQUIREMENTS:		Provide glass wall for visual control from information service desk. Room should be acoustically controlled from the rest of the reading room.	
OCCUPANCY:		Staff:	1
		Patrons:	15
TOTAL SPACE REQUIRED:		900 SF Total	900 SF      Seating
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:		Data jacks Computer tables for 15 computers 2 Printers Scanner Instructor station - wired Supply cabinet  15 Total Seats White Board Projection system (video and computer)	850    50    Total 900
COMMENTS:		This area should be well ventilated. Provide indirect lighting to reduce glare. Locate outlets for power and data for flexibility throughout the room. Display area for handouts etc. Anti-static floor. Consider wireless application for this room.	

<b>SECTION: F</b>		<b>REFERENCE</b>	
<b>SPACE:</b>		<b>Quiet Study</b>	
FUNCTION:		To provide a study room that can be used by patrons for quiet study.	
LOCATION REQUIREMENTS:		Visible from staff service desk.	
SPECIAL REQUIREMENTS:		Provide glass wall facing staff service desk.	
OCCUPANCY:		Patrons: 20	
TOTAL SPACE REQUIRED:		620 SF Total	<div>SF</div> <div>620 SF</div> <div>Materials Seating</div>
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:		4 Tables for 1 6 Lounge seating  Total	<div>80</div> <div>50</div> <div>320</div> <div>300</div> <div>620</div>
COMMENTS:		Provide very comfortable chairs. The atmosphere needs to be very cozy and inviting.	

<b>SECTION: F</b>		<b>REFERENCE</b>	
<b>SPACE:</b>		<b>Copy Alcove</b>	
FUNCTION:		Area to house copy equipment.	
LOCATION REQUIREMENTS:		Locate close to reference collection.	
SPECIAL REQUIREMENTS:		Provide visual control of this area from a service desk. Provide acoustical absorption around copy machines.	
OCCUPANCY:		Staff: Patrons: varies Volunteers:	
TOTAL SPACE REQUIRED:		100 SF Total	SF SF SF Materials Seating Staff
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:		2 Copy machines - one color Room for debit machine Layout counter with lockable storage below. Carts for returned materials Fax Data jacks Scanner	
COMMENTS:		Provide quality ventilation, humidity and acoustical treatment. Provide space for paper recycling bins.	

SECTION: F		REFERENCE	
SPACE:		Reference Workroom	
FUNCTION:		To provide off desk workspace for reference, periodicals and readers advisory staff.	
LOCATION REQUIREMENTS:		Adjacent to Information services desk. Provide card access to workroom.	
SPECIAL REQUIREMENTS:		Provide buzzer at information desk which rings in their workroom.	
OCCUPANCY:		Staff: 17 Patrons: Volunteers: 1	
TOTAL SPACE REQUIRED:		1,496 SF Total	12 SF SF 1,484 SF Materials Seating Staff
SHELVING REQUIRED:		2 Single faced sections shelving - 90"H	12
FURNITURE AND EQUIPMENT:		14 Workstations @ 70 SF - Reference Staff One workstation for Periodicals 2 ILL Workstations 3 Work tables - 30" x 72" - adj. height Work counter with sink with high faucet and nozzle with upper cabinets. Vertical Files 4 -5Dr Book trucks - 10 Lockers - 30 Bulletin board/white board Printer Recycling Bin for paper Coat rack Wall Clock Staff Mailboxes for 25 Provide power, data and phone at all workstations, work counters and tables. Fax Shredder scanner	840 70 140 240 80 24 60 30   



<b>SECTION: F</b>		<b>REFERENCE</b>
<b>SPACE:</b>		<b>Division Head Office</b>
FUNCTION: Primary workspace for department head in performing administrative duties.		
LOCATION REQUIREMENTS: Adjacent to Adult Services Workroom.		
SPECIAL REQUIREMENTS: Sound control to ensure confidentiality to promote concentration.		
OCCUPANCY: Staff: 1 Plus Guest		
TOTAL SPACE REQUIRED: 250 SF Total		
SHELVING REQUIRED: 3 Bookcase - 45 linear feet		
FURNITURE AND EQUIPMENT:	1 Executive Work Station with articulating keyboard and computer Task seating - ergonomic 1 Credenza with lateral files, tack panels and overheads Conference table with 4 chairs 2 Lateral files - 5 Dr 2 Telephone jacks 2 data jacks Power outlets on 3 walls Printer	150 SF   100 SF
COMMENTS:		

<b>SECTION: F</b>		<b>REFERENCE</b>
<b>SPACE:</b>		<b>Storage</b>
FUNCTION: Area to store materials for the Reference Department.		
LOCATION REQUIREMENTS: Adjacent to the staff workroom.		
SPECIAL REQUIREMENTS:		
OCCUPANCY: Staff:		
TOTAL SPACE REQUIRED: 80 SF Total		SF Materials SF Staff
SHELVING REQUIRED: Provide Industrial shelving.		
FURNITURE AND EQUIPMENT:		
COMMENTS:		

SECTION F	REFERENCE	SF
	1. Information Desk	496
	2. Periodicals	1,524
	3. Reference Collection	14,610
	4. Tutoring/Group Study	1,030
	5. Technology Lab	900
	6. Quiet Study	620
	7. Copy Alcove	100
	8. Reference Workroom	1,496
	9. Division Head Office	250
	10. Storage	80
	<b>TOTAL</b>	<hr/> 21,106

SECTION: G		ADULT BROWSING COLLECTION	
SPACE:	Information Desk		
FUNCTION:	To provide public service to the community in-person. To direct patrons to areas of the library, perform reader's advisory and answer questions.		
LOCATION REQUIREMENTS:	Service desk should be clearly visible upon entering the library.		
SPECIAL REQUIREMENTS:	The desk should be flexible and easy to change. The desk should have sit down and stand up service points with screened work areas. Monitors should swivel for patrons to view or consider back to back flat screen monitors. Provide easy access for staff to access the collection from the desk.		
OCCUPANCY:	Staff:	2	
TOTAL SPACE REQUIRED:	468 SF Total	48 SF 120 SF 300 SF	Materials Seating Staffing
SHELVING REQUIRED:	Ready Reference:4 - 44" SF Sections Slanted bottom shelf.	48	
FURNITURE AND EQUIPMENT:	Service desk with 2 ergonomic workspaces. Provide space for 1-2 computers and printers. Provide files and storage drawers as part of the desk. Provide 2 task chairs. Fax/Copier Provide 1-2 phones 2 drawer Lateral Files - Local Reference Information 4 - Stand up computers Provide deep drawers for larger items such as phone books and schedule books.	300  <	

<b>SECTION: G</b>		<b>ADULT BROWSING COLLECTION</b>	
<b>SPACE:</b>		<b>Adult Fiction/Large Print/Paperbacks/Biographies</b>	
FUNCTION:		Area to house the Adult Print Collection.	
LOCATION REQUIREMENTS:		Locate in an easily accessible location within the building which encourages browsing.	
SPECIAL REQUIREMENTS:		Providing Shelving End-panels with display capabilities. Consider providing benches with arms in the shelving.	
OCCUPANCY:		Patrons: 20 Plus	
TOTAL SPACE REQUIRED:		10,288 SF Total	8,928 SF Materials 1,360 SF Seating
SHELVING REQUIRED:			
	Description	Volumes	Vol/Sec SF Sections SF/Section Square Feet
	New Books	3,000	150 20 12 240
	Fiction:	96,250	175 550 12 6,600
	Large Print:	10,000	175 58 12 696
	Paperbacks	10,000	175 58 12 696
	Biography	10,000	175 58 12 696
	Totals	129,250 Volumes	744 SF Sections 8,928
FURNITURE AND EQUIPMENT:			
	Description	Quantity	Seats/unit Total Seats SF/Unit Square Feet
	OPACS	4	0 0 30 120
	Tables for 1	8	1 8 80 640
	Lounge Chairs	8	1 8 50 400
	Benches- Large Print	2	1 2 50 100
	Benches- New Books	2	1 2 50 100
	Totals		20 Total Seats 1,360
COMMENTS:		Provide a defined area for Large Print with 4 foot aisles minimum. Provide display areas throughout the collection.	

<b>SECTION: G</b>		<b>ADULT BROWSING COLLECTION</b>				
<b>SPACE:</b>		<b>Adult Audio/Visual Collection</b>				
FUNCTION:		Area to house Audio/Visual Browsing Collection.				
LOCATION REQUIREMENTS:						
SPECIAL REQUIREMENTS		Provide special A/V shelving that maximizes display and patron access.				
OCCUPANCY:		Patrons: 12 Plus				
TOTAL SPACE REQUIRED:		3,790 SF Total	3,410 SF 380 SF Materials Seating			
SHELVING REQUIRED:						
	Description	Volumes	Vol/Sec	SF Sections	SF/Section	Square Feet
	Videos	7,000	200	35	12	420
	Audio Cassettes	5,000	360	14	12	167
	Compact Disks	27,700	360	77	12	923
	DVD's	50,000	360	139	12	1,667
	Louisiana Collection	5,000	360	14	12	167
	Blues Collection	2,000	360	6	12	67
	Totals	96,700 Volumes		284 SF Sections		3,410
FURNITURE AND EQUIPMENT:						
	Description	Quantity	Seats/unit	Total Seats	SF/Unit	Square Feet
	OPACS	2	0	0	30	60
	Lounge Seating	4	1	4	50	200
	Benches	4	2	8	30	120
	Totals			12 Total Seats		380
Video Display						
DVD and CD shelving should be housed on Bookstore type browsing shelving. Provide a listening station.						
COMMENTS:						

<b>SECTION: G</b>		<b>ADULT BROWSING COLLECTION</b>	
<b>SPACE:</b>		<b>Tutoring/Group Study</b>	
FUNCTION:		To provide rooms for small groups to meet and for collaborative learning and tutoring.	
LOCATION REQUIREMENTS:		Visible from staff service desk.	
SPECIAL REQUIREMENTS:		Provide full glass wall to floor facing library. Provide display rail in each room for various accessories such as marker boards and flip charts.	
OCCUPANCY:		Patrons: 8	
TOTAL SPACE REQUIRED:		120 SF Total	0 SF 120 SF      Materials Seating
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:		Conference table for 8 Marker board in each room. Provide power & data in each room. Provide for the use of a LCD Projector.	120
		Total 8	Total 120
COMMENTS:		Plan for video conference and smart board use.	

<b>SECTION: G</b>		<b>ADULT BROWSING COLLECTION</b>	
<b>SPACE:</b>		<b>Workroom/Collection Development</b>	
FUNCTION:		To provide off desk workspace for adult staff to check catalogs, do computer searches and to select items for purchase.	
LOCATION REQUIREMENTS:		Provide card access to workroom.	
SPECIAL REQUIREMENTS:			
OCCUPANCY:		Staff: 2 Patrons: Volunteers: 1	
TOTAL SPACE REQUIRED:		454 SF Total	96 SF Materials SF Seating 358 SF Staff
SHELVING REQUIRED:		8 Single faced sections shelving - 90"H	96
FURNITURE AND EQUIPMENT:		2 Workstations @ 80 SF- with credenza with lateral files, tack panels and overheads Work table - 30" x 72" Work counter with sink with high faucet and nozzle. Lockers - 8 Vertical Files - 2 - 5 Dr. Bulletin board/white board Printer Copier Recycling Bin for paper Coat rack Book trucks - 3 Provide power, data and phone at all workstations, work counters and tables. Shredder Wall Clock	160 80 80 20       18  358
COMMENTS:			



SECTION: G		ADULT BROWSING COLLECTION	
SPACE:		A/V Workroom	
FUNCTION:		To provide off desk workspace for Audio staff.	
LOCATION REQUIREMENTS:		Adjacent to Information services desk.	
SPECIAL REQUIREMENTS:		Ajacent to the Reference Workroom Provide card access to workroom.	
OCCUPANCY:		Staff:	3
		Patrons:	
		Volunteers:	1
TOTAL SPACE REQUIRED:		648 SF Total	60 SF SF 588 SF Materials Seating Staff
SHELVING REQUIRED:		10 Single faced sections shelving - 90" H	60
FURNITURE AND EQUIPMENT:		4 Workstations @ 70 SF Work table - 30" x 72" Digital Production Bulletin board/white board Printer Locked storage Lateral /file - 5 Dr Recycling Bin for paper Coat rack Book trucks - 5 Povide power, data and phone at all workstations, work counters and tables. Lockers - 6 Shredder Wall Clock	280 80 100   80 12   30  6   588
COMMENTS:			

<b>SECTION: G</b>		<b>ADULT BROWSING COLLECTION</b>	
<b>SPACE:</b>		<b>Storage</b>	
FUNCTION:		Area to store materials for the Adult Department.	
LOCATION REQUIREMENTS:		Adjacent to the staff workrooms.	
SPECIAL REQUIREMENTS:			
OCCUPANCY:		Staff:	
TOTAL SPACE REQUIRED:		80 SF Total	SF Materials SF Staff
SHELVING REQUIRED:		Provide Industrial shelving.	
FURNITURE AND EQUIPMENT:			
COMMENTS:			

SECTION G:	ADULT BROWSING COLLECTION	SF
	1. Information Desk	468
	2. Adult Fiction/Large Print/Paperbacks/Biographies	10,288
	3. Adult Audio/Visual Collection	3,790
	4. Tutoring/Group Study	120
	5. Workroom/Collection Development	454
	6. A/V Workroom	648
	7. Storage	80
	<b>TOTAL</b>	<hr/> 15,848

<b>SECTION: H</b>		<b>WORLD LANGUAGE AND LIFELONG LEARNING</b>																																							
<b>SPACE:</b>		<b>Collection</b>																																							
FUNCTION:		To provide an area designated for the world language collection and reading room.																																							
LOCATION REQUIREMENTS:		Provide sense of own special area. This area needs to be visible from the Information Desk.																																							
SPECIAL REQUIREMENTS:																																									
OCCUPANCY:		Patrons: 16 plus																																							
TOTAL SPACE REQUIRED:		567 SF Total		192 SF 375 SF	Materials Seating																																				
SHELVING REQUIRED:		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Volumes</th> <th>Vol/Sec</th> <th>SF Sections</th> <th>SF/Section</th> <th>Square Feet</th> </tr> </thead> <tbody> <tr> <td>New Materials</td> <td>125</td> <td>125</td> <td>1</td> <td>12</td> <td>12</td> </tr> <tr> <td>    Print</td> <td>1,575</td> <td>175</td> <td>9</td> <td>12</td> <td>108</td> </tr> <tr> <td>    Video/DVD's</td> <td>1,440</td> <td>360</td> <td>4</td> <td>12</td> <td>48</td> </tr> <tr> <td>    Braille</td> <td>350</td> <td>175</td> <td>2</td> <td>12</td> <td>24</td> </tr> <tr> <td>Totals</td> <td>3,490</td> <td>360</td> <td>16 SF Sections</td> <td></td> <td>192</td> </tr> </tbody> </table>				Description	Volumes	Vol/Sec	SF Sections	SF/Section	Square Feet	New Materials	125	125	1	12	12	Print	1,575	175	9	12	108	Video/DVD's	1,440	360	4	12	48	Braille	350	175	2	12	24	Totals	3,490	360	16 SF Sections		192
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<b>SECTION: H</b>		<b>WORLD LANGUAGE AND LIFELONG LEARNING</b>	
<b>SPACE:</b>		<b>Tutoring/Group Study</b>	
FUNCTION:		To provide room for small groups to meet and for collaborative learning and tutoring.	
LOCATION REQUIREMENTS:		Visible from staff service desk.	
SPECIAL REQUIREMENTS:		Provide full glass wall to floor facing library. Provide display rail in each room for various accessories such as marker boards and flip charts.	
OCCUPANCY:		Patrons: 6	
TOTAL SPACE REQUIRED:		100 SF Total	0 SF 100 SF      Materials Seating
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:		Conference table for 6 Marker board in each room. Provide power & data in each room. Provide for the use of a LCD Projector.	100
		Total	100
COMMENTS:		Plan for video conference and smart board use.	

SECTION H:	WORLD LANGUAGE AND LIFELONG LEARNING	SF
	1. Collection	567
	2. Tutoring/Group Study	100
	<b>TOTAL</b>	<hr/> 667

<b>SECTION: I</b>		<b>TECHNICAL SERVICES</b>	
<b>SPACE:</b>		<b>Acquisitions Office</b>	
FUNCTION:		Office for the Acquisitions supervisor	
LOCATION REQUIREMENTS:		Locate adjacent to Workroom.	
SPECIAL REQUIREMENTS:		Sound control to ensure confidentiality and promote concentration.	
OCCUPANCY:		Staff: 1 plus guests	
TOTAL SPACE REQUIRED:		150 SF Total	
SHELVING REQUIRED:		1 Bookcase - 15 LF	
FURNITURE AND EQUIPMENT:		1 Executive Work Station with articulating keyboard and computer Task seating - ergonomic 1 Credenza with lateral files, tack panels and overhead 2 Lateral files - 5 Dr. 2 Telephone jacks 2 data jacks Power outlets on 3 walls Printer 2 guest chairs Phone	100 SF 50 SF
COMMENTS:		Provide conference end on desk.	

SECTION: I		TECHNICAL SERVICES			
SPACE:		Workroom			
FUNCTION:		Multi-use work room for ordering, cataloging, processing and discarding items for the collection.			
LOCATION REQUIREMENTS:		Must be close or easily accessible to delivery area. Must have exterior windows.			
SPECIAL REQUIREMENTS:		Provide card access to Technical Services area.			
OCCUPANCY:		Staff:	28		
TOTAL SPACE REQUIRED:		3,030 SF Total		408 2,622	SF SF Materials Staff
SHELVING REQUIRED:	Acquisitions	14	X	12	168 SF
	Cataloging	10	X	12	120 SF
	Gift Shelving	4	X	12	48 SF
	AV Shelving	6	X	12	72 SF
FURNITURE AND EQUIPMENT:	Acquisitions				
	Staff workstations	7	X	90	630 SF
	Work counter	1	X	80	80 SF
	Receiving tables	2	X	80	160 SF
	Typewriter	1	X	30	30 SF
	Lateral files	1	X	12	12 SF
	Cataloging				
	Staff workstations	5	X	90	450 SF
	Work counter	1	X	80	80 SF
	A/V workstations	1	X	80	80 SF
	Typewriter				30 SF
	Processing				
	Staff workstations	1	X	90	90 SF
	Work counter w/sink with high faucet and	1	X	80	80 SF
	Bindery				90 SF
	Mending Workstation				90 SF
	Processing Tables	2	X	80	160 SF
	Supply Cabinet	4	X	10	40 SF
	Copier				50 SF
	Book Trucks	60	X	6	360 SF
	AV Replacement				
	Staff workstations	1	X	90	90 SF
	Fax Machine				
				Total	2,602 SF
		Provide 21 lockers			20
		Bulletin board/white board			
		Recycling Bin for paper			
		Coat rack			
		Wall clock			
		Staff Mailboxes for 25			
		Povide power, data and phone at all workstations, work counters and tables.			
COMMENTS:					



<b>SECTION: I</b>		<b>TECHNICAL SERVICES</b>	
<b>SPACE:</b>		<b>Division Head Office</b>	
FUNCTION:		Primary work space for performing administrative duties.	
LOCATION REQUIREMENTS:		Locate adjacent to Technical Services Workroom.	
SPECIAL REQUIREMENTS:		Sound control to ensure confidentiality and promote concentration.	
OCCUPANCY:		Staff: 1 plus guests	
TOTAL SPACE REQUIRED:		250 SF Total	
SHELVING REQUIRED:		5 Bookcase - 75 Linear Feet	
FURNITURE AND EQUIPMENT:		1 Executive Work Station with articulating keyboard and computer Task seating - ergonomic 1 Credenza with lateral files, tack boards and overheads Conference table with 4 chairs 2 Lateral files - 5 Dr 2 Telephone jacks 2 data jacks Power outlets on 3 walls Printer	150 SF    100 SF
COMMENTS:			

<b>SECTION: I</b>		<b>TECHNICAL SERVICES</b>	
<b>SPACE:</b>		<b>Secure Storage</b>	
FUNCTION:		Area to store materials and supplies for technical services.	
LOCATION REQUIREMENTS:		Adjacent to the workroom.	
SPECIAL REQUIREMENTS:			
OCCUPANCY:		Staff:	
TOTAL SPACE REQUIRED:		80 SF Total	SF Materials SF Staff
SHELVING REQUIRED:		Provide Industrial shelving.	
FURNITURE AND EQUIPMENT:			
COMMENTS:			

<b>SECTION: I</b>		<b>TECHNICAL SERVICES</b>	
<b>SPACE:</b>		<b>Storage</b>	
FUNCTION:		Area to store materials and supplies for technical services.	
LOCATION REQUIREMENTS:		Accessible to Technical Services workroom.	
SPECIAL REQUIREMENTS:			
OCCUPANCY:		Staff: Patrons: Volunteers:	
TOTAL SPACE REQUIRED:		80 SF Total	80 SF      Materials SF      Seating SF      Staff
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:		Provide Industrial shelving.	
COMMENTS:			

SECTION: I	TECHNICAL SERVICES	SF
	1. Acquisitions Office	150
	2. Workroom	3,030
	3. Division Head Office	250
	4. Secure Storage	80
	5. Storage	80
	<b>TOTAL</b>	<hr/> 3,590

<b>SECTION: J</b>		<b>COMPUTER DIVISION</b>	
<b>SPACE:</b>		<b>Division Head Office</b>	
FUNCTION:		Primary work space for performing planning activities. Librarian contacts vendors, researches new hardware and software, troubleshoots current hardware/software problems, plans for training, developments and maintains online resources. Consults with and supervises Computer Division technical and professional staff. Consults with other staff.	
LOCATION REQUIREMENTS:		Locate with view of the workroom.	
SPECIAL REQUIREMENTS:			
OCCUPANCY:		Staff: 1 Plus Guests	
TOTAL SPACE REQUIRED:		250 SF Total	
SHELVING REQUIRED:		3 Bookcase - 45 Linear Feet	
FURNITURE AND EQUIPMENT:		1 Executive Work Station with articulating keyboard and computer Task seating - ergonomic 150 SF 1 Credenza with lateral files, tack boards and overheads Conference table with 4 chairs 100 SF 2 Lateral files - 5 Dr 2 Telephone jacks 2 data jacks Power outlets on 3 walls Printer	
COMMENTS:			

<b>SECTION: J</b>		<b>COMPUTER DIVISION</b>																																																																																											
<b>SPACE:</b>		<b>Workroom</b>																																																																																											
<b>FUNCTION:</b>		Multi-use work room for Data entry; compile and process reports and notices; process mailings; maintain inventory, distribution lists, statistical category etc. lists, memos, logs and instructions for Computer Division staff. Research new hardware and software for purchase; respond to trouble reports and informational questions from staff.																																																																																											
<b>LOCATION REQUIREMENTS:</b>		Must be close or easily accessible to delivery area or service elevator. Must have exterior windows. 2nd floor or higher for safety of equipment. Easy access to freight elevator to receive incoming equipment boxes from Shipping Room. Preferably the route from elevator to Storage Room should be short and have no corners. Secure area of Library for protection of equipment; ability to lock storage room, work area and Computer Room doors is required.																																																																																											
<b>SPECIAL REQUIREMENTS:</b>		Provide card access to the computer division.																																																																																											
<b>OCCUPANCY:</b>		Staff: 14 Plus																																																																																											
<b>TOTAL SPACE REQUIRED:</b>		1,741 SF Total	24 SF Materials 1,717 SF Staff																																																																																										
<b>SHELVING REQUIRED:</b>		2 Bookcases - 30 LF	24 SF																																																																																										
<b>FURNITURE AND EQUIPMENT:</b>		<table> <tr> <td>Staff workstations</td> <td>10</td> <td>X</td> <td>80</td> <td>800 SF</td> </tr> <tr> <td>Testing Desks</td> <td>3</td> <td>X</td> <td>80</td> <td>240 SF</td> </tr> <tr> <td>Repair Work area</td> <td>6</td> <td>X</td> <td>70</td> <td>420 SF</td> </tr> <tr> <td>Worktable</td> <td>1</td> <td>X</td> <td>60</td> <td>60 SF</td> </tr> <tr> <td>Lateral file - 5 Dr</td> <td>1</td> <td>X</td> <td>12</td> <td>12 SF</td> </tr> <tr> <td>Book trucks - 15</td> <td></td> <td></td> <td></td> <td>90 SF</td> </tr> <tr> <td>Lockers for 15</td> <td></td> <td></td> <td></td> <td>15 SF</td> </tr> <tr> <td>Workcounter with sink w/high faucet and nozzle</td> <td></td> <td></td> <td></td> <td>80 SF</td> </tr> <tr> <td>Bulletin board/white board</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Recycling Bin for paper</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Coat rack</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Wall clock</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Staff Mailboxes for 20</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5">Provide power, data and phone at all workstations, work counters and tables.</td> </tr> <tr> <td>Printer</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fax</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Shredder</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3"></td> <td><b>Total</b></td> <td><b>1,717 SF</b></td> </tr> </table>		Staff workstations	10	X	80	800 SF	Testing Desks	3	X	80	240 SF	Repair Work area	6	X	70	420 SF	Worktable	1	X	60	60 SF	Lateral file - 5 Dr	1	X	12	12 SF	Book trucks - 15				90 SF	Lockers for 15				15 SF	Workcounter with sink w/high faucet and nozzle				80 SF	Bulletin board/white board					Recycling Bin for paper					Coat rack					Wall clock					Staff Mailboxes for 20					Provide power, data and phone at all workstations, work counters and tables.					Printer					Fax					Shredder								<b>Total</b>	<b>1,717 SF</b>
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<b>SECTION: J</b>		<b>COMPUTER DIVISION</b>	
<b>SPACE:</b>		<b>Secure Storage</b>	
FUNCTION:		Area to store materials and supplies for the Computer Division.	
LOCATION REQUIREMENTS:		Adjacent to the workroom.	
SPECIAL REQUIREMENTS:			
OCCUPANCY:		Staff:	
TOTAL SPACE REQUIRED:		80 SF Total	SF Materials SF Staff
SHELVING REQUIRED:		Provide Industrial shelving for a variety of size boxes and equipment.	
FURNITURE AND EQUIPMENT:			
COMMENTS:			

<b>SECTION: J</b>		<b>COMPUTER DIVISION</b>	
<b>SPACE:</b>		<b>Computer Room</b>	
FUNCTION:		Backup and troubleshoot approximately 6 servers. Currently servers include: ILS system server, CD server, Web Server, Calendar/database server, Gates LAN Server, Win 2000 server for system wide deployment of anti-virus software and Web sense filter software as well as backup of specific staff folders. Staff also installs, operated and troubleshoots other equipment. Telecommunications (router, CSU/DSUs switches, modems) Firewall Phone lines for Internet access, frame relay connection and diagnostic phone lines 2 heavy duty printers for reports and notices.	
LOCATION REQUIREMENTS:			
SPECIAL REQUIREMENTS:		Room must be static free.	
OCCUPANCY:		Staff: Varies Patrons: Volunteers:	
TOTAL SPACE REQUIRED:		300 SF Total	300 SF SF SF Materials Seating Staff
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:		Storage cabinets for backup tapes, log books, manuals, cables, tools and power equipment. Racks for telecomm equipment and servers.	
COMMENTS:		Raised floor with easy access to wiring and heat sensor, if necessary. Separate air conditioning system. UPS/power conditioner. Fire Alarm system. Phone lines which are conveniently located relative to library telephone equipment room. Room for expansion if additional servers or data storage become necessary. Additional computer closets throughout library which meet distance specifications of wiring. (328 ft. from closet to device) State of the art wire management in Computer Room and all closets. Wireless networks for staff and patrons throught building so staff can move through out building with notebook PCs etc. and less wiring will be required. Data drops and dedicated power outlets for all Computer Room equipment. Telephone and desk.	



SECTION: J	COMPUTER DIVISION	SF
	1. Division Head Office	250
	2. Workroom	1,741
	3. Secure Storage	80
	4. Computer Room	300
	<b>TOTAL</b>	<hr/> 2,371

<b>SECTION: K</b>		<b>BRANCH DIVISION</b>	
<b>SPACE:</b>		<b>Assistant Director of Branch Services</b>	
FUNCTION:		Primary work space for performing planning activities.	
LOCATION REQUIREMENTS:		Locate with view of the workroom. Branch division should have its own discrete area. Locate close to Business Office and Outreach if possible.	
SPECIAL REQUIREMENTS:		Provide acoustical separation to ensure confidentiality and to promote concentration. Provide multiple electrical outlets.	
OCCUPANCY:		Staff: 1 - 2	
TOTAL SPACE REQUIRED:		250 SF Total	250 SF      Staff
SHELVING REQUIRED:		Provide 5 bookcases 72" high	
FURNITURE AND EQUIPMENT:		1 Executive Work Station with articulating keyboard with computer Task seating - ergonomic      150 SF 1 Credenza with lateral file, tack panels and overheads and tall storage unit Conference table with 4 chairs      100 SF 2 Lateral files - 5 Dr 2 Telephone jacks 2 data jacks Power outlets on 3 walls Printer 21" monitor Wall clock	
COMMENTS:		Provide small closet off the office.	

<b>SECTION: K</b>		<b>BRANCH DIVISION</b>																																																																																		
<b>SPACE:</b>		<b>Workroom</b>																																																																																		
FUNCTION:		Multi-use work room for Branch Services Staff.																																																																																		
LOCATION REQUIREMENTS:		Within easy access to staff conference room.																																																																																		
SPECIAL REQUIREMENTS:		Provide card access to workroom.																																																																																		
OCCUPANCY:		Staff:	8 Plus																																																																																	
TOTAL SPACE REQUIRED:		543 SF Total	<div>12 SF</div> <div>531 SF</div> <div>Materials Staff</div>																																																																																	
SHELVING REQUIRED:		1 Bookcase - 15 LF	12																																																																																	
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COMMENTS:		Provide space on wall for large EBRPL wall map																																																																																		

Page K3

<b>SECTION: K</b>		<b>BRANCH DIVISION</b>	
<b>SPACE:</b>		<b>Storage</b>	
FUNCTION:		Area to store materials and supplies for the Branch Division.	
LOCATION REQUIREMENTS:		Adjacent to the workroom.	
SPECIAL REQUIREMENTS:			
OCCUPANCY:		Staff:	
TOTAL SPACE REQUIRED:		100 SF Total	SF Materials SF Staff
SHELVING REQUIRED:		Provide Industrial shelving.	
FURNITURE AND EQUIPMENT:			
COMMENTS:			

SECTION: K	BRANCH DIVISION	SF
	1. Assistant Director of Branch Services	250
	2. Workroom	543
	3. Staff Offices	450
	4 Storage	100
	<b>TOTAL</b>	<hr/> 1,343

Chapter 3 Page L1

Chapter 3 Page L2



<b>SECTION: L</b>		<b>ADMINISTRATION</b>	
<b>SPACE:</b>		<b>Assistant Director Administrative Services</b>	
FUNCTION:		Primary work space for the Assistant Library Director in performing administrative duties.	
LOCATION REQUIREMENTS:		Adjacent to Reception/Secretary area. Natural Light with view.	
SPECIAL REQUIREMENTS:		Provide acoustical separation to ensure confidentiality and to promote concentration. Provide multiple electrical outlets.	
OCCUPANCY:		Staff: 1 plus guests	
TOTAL SPACE REQUIRED:		250 SF Total	0 SF Staff
SHELVING REQUIRED:		Provide 5 bookcases 72" high	
FURNITURE AND EQUIPMENT:		1 Executive work station with articulating keyboard and computer. Task seating - ergonomic 150 SF 1 Credenza with lateral files, tack panels, overheads and storage cabinet. 100 SF Conference table with 4 chairs 2 Lateral files - 5 Dr 2 Telephone jacks 2 data jacks Power outlets on 3 walls Printer Large magnetic planning/project whiteboard 21" Monitor Wall clock	
COMMENTS:		Provide small closet off the office. Provide wall space for a large EBRPL wall map.	

<b>SECTION: L</b>		<b>ADMINISTRATION</b>	
<b>SPACE:</b>		<b>Administrative Specialist</b>	
FUNCTION:		Primary workspace for Administrative Specialists in performing duties.	
LOCATION REQUIREMENTS:		Adjacent to Executive Assistant. Accessible to the public. Close to Board Room. Close to Workroom.	
SPECIAL REQUIREMENTS:			
OCCUPANCY:		Staff: 1 plus guests	
TOTAL SPACE REQUIRED:		150 SF Total	SF SF 150 SF
SHELVING REQUIRED:		1 Bookcase - 15 LF	
FURNITURE AND EQUIPMENT:		1 Executive work station with articulating keyboard and computer. Task seating - ergonomic 1 Credenza with lateral file, tack panels and overhead. 2 Lateral files - 5 Dr 2 Telephone jacks 2 data jacks Power outlets on 3 walls Printer 2 guest chairs Phone	
COMMENTS:		Provide conference end on desk.	

<b>SECTION L: ADMINISTRATION</b>	
<b>SPACE: Conference Room</b>	
FUNCTION:	Conference room for Division Head meetings and other meetings as needed.
LOCATION REQUIREMENTS:	Accessible to Director's Office.
SPECIAL REQUIREMENTS:	This room should have a warm professional look. Provide teleconferencing capabilities in this room. This room will be used for video conferencing. Provide indirect lighting.
OCCUPANCY:	Staff: 30
TOTAL SPACE REQUIRED:	600 SF Total
	600 SF Staff
SHELVING REQUIRED:	Shelving for the Professional Collection - 25 journals
FURNITURE AND EQUIPMENT:	Table with seating for 20. Guest seating for 10. Video conferencing equipment. Credenza with phone. Plan for White Board. Provide Display rail. Data jacks. Provide mini kitchen w/ice maker and under counter refrigerator. Provide project screen on monitor.
COMMENTS:	

<b>SECTION: L</b>		<b>ADMINISTRATION</b>	
<b>SPACE:</b>		<b>Workroom</b>	
FUNCTION:		Area for Administration to copy and general work area.	
LOCATION REQUIREMENTS:		Adjacent to Reception/Secretarial and Clerical Area. Provide card access to workroom.	
SPECIAL REQUIREMENTS:			
OCCUPANCY:		Staff:	1 Plus
TOTAL SPACE REQUIRED:		250 SF Total	250 SF 0 SF      Staff Shelving
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:	Typewriter Copier Table with 2 chairs Mailboxes for 10 Long counter with sink and high faucet with nozzle. Bulletin board/white board Recycling Bin for paper Coat rack Wall clock Staff Mailboxes for 5 Division head mailboxes.	50 50 60 10 80	
COMMENTS:			

<b>SECTION: L</b>		<b>ADMINISTRATION</b>	
<b>SPACE:</b>		<b>Storage Room</b>	
FUNCTION:		Storage area to house administration records as well as office supplies for the library.	
LOCATION REQUIREMENTS:		Adjacent to workroom.	
SPECIAL REQUIREMENTS:		Provide floor space for the storage of boxes.	
OCCUPANCY:		Staff:	
TOTAL SPACE REQUIRED:		80 SF Total	80 SF Storage
SHELVING REQUIRED:		Industrial shelving along one wall.	
FURNITURE AND EQUIPMENT:		6 - 5 DR lateral files	
COMMENTS:			

SECTION: L	ADMINISTRATION	SF
	1. Reception/Executive Assistant	400
	2. Library Director's Office	375
	3. Assistant Director Administrative Services	250
	4. Administrative Specialist	150
	5. Conference Room	600
	6. Workroom	250
	7. Storage Room	80
	<b>TOTAL</b>	<hr/> 2,105

<b>SECTION: M</b>		<b>BUSINESS</b>	
<b>SPACE:</b>		<b>Business Manager</b>	
FUNCTION:		Primary work space for the Business Manager in performing administrative duties.	
LOCATION REQUIREMENTS:		Adjacent to Reception area. Natural Light with view.	
SPECIAL REQUIREMENTS:		Provide acoustical separation to ensure confidentiality and to promote concentration. Provide multiple electrical outlets.	
OCCUPANCY:		Staff: 1 plus guests	
TOTAL SPACE REQUIRED:		250 SF Total	250 SF Staff
SHELVING REQUIRED:		Provide 3 bookcases 72" H.	
FURNITURE AND EQUIPMENT:	1 Executive Work Station with articulating keyboard and computer Task seating - ergonomic 1 Credenza with lateral file, tack panels, overheads and storage cabinet. Conference table with 4 chairs 2 Lateral files - 5 Dr 2 Telephone jacks 2 data jacks Power outlets on 3 walls Printer 21" Monitor Wall clock	150 SF 100 SF	100 150
COMMENTS:		Provide small closet off the office. Provide wall space for a large EBRPL wall map.	

<b>SECTION: M</b>		<b>BUSINESS</b>	
<b>SPACE:</b>		<b>Human Resources Office</b>	
FUNCTION:		Primary work space for the HR in performing administrative duties.	
LOCATION REQUIREMENTS:		Adjacent to Reception/Secretary area. Natural Light with view.	
SPECIAL REQUIREMENTS:		Provide acoustical separation to ensure confidentiality and to promote concentration. Provide multiple electrical outlets.	
OCCUPANCY:		Staff: 1 plus guests	
TOTAL SPACE REQUIRED:		150 SF Total	150 SF Staff
SHELVING REQUIRED:		Built-in shelving along one wall above credenza unit.	
FURNITURE AND EQUIPMENT:		1 Executive Work Station with articulating keyboard and computer Task seating - ergonomic 100 SF 1 Credenza with lateral file and tack panel with overheads 50 SF 2 Lateral files - 5 Dr. 2 Telephone jacks 2 data jacks Power outlets on 3 walls Printer 2 guest chairs Fax Provide 1 bookcase 66" H	
COMMENTS:		Provide conference end on desk.	



<b>SECTION: M</b>		<b>BUSINESS</b>	
<b>SPACE:</b>		<b>Offices</b>	
FUNCTION:		Offices for the business staff	
LOCATION REQUIREMENTS:		Locate within the secured area of the business department. Provide 6 individual offices.	
SPECIAL REQUIREMENTS:		Provide card access to the business area. Provide individual completely enclosed offices with sound control.	
OCCUPANCY:		Staff:	6
TOTAL SPACE REQUIRED:		900 SF Total	<div>900 SF</div> <div>0 SF</div> <div>Staff Shelving</div>
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:		<div>1 Executive Work Station with articulating keyboard and computer</div> <div>Task seating - ergonomic</div> <div>1 Credenza with lateral file, tack panels and overheads</div> <div>2 Lateral files - 5 Dr.</div> <div>2 Telephone jacks</div> <div>2 data jacks</div> <div>Power outlets on 3 walls</div> <div>Printer</div> <div>2 guest chairs</div> <div>1 bookcase 66" H</div> <div>100 SF</div> <div>50 SF</div>	
COMMENTS:			

<b>SECTION: M</b>		<b>BUSINESS</b>	
<b>SPACE:</b>		<b>Vault/Counting Room</b>	
FUNCTION:		A Secure room to count and store money.	
LOCATION REQUIREMENTS:		Locate close to the workroom.	
SPECIAL REQUIREMENTS:			
OCCUPANCY:		Staff: 1	
TOTAL SPACE REQUIRED:		80 SF Total	80 SF SF      Staff Materials
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:		Table for counting Vault	80
COMMENTS:			

<b>SECTION: M</b>		<b>BUSINESS</b>	
<b>SPACE:</b>		<b>Staff Copy Center</b>	
FUNCTION:		Area to house copy equipment.	
LOCATION REQUIREMENTS:		Locate for easy access for all Library staff.	
SPECIAL REQUIREMENTS:			
OCCUPANCY:		Staff: Patrons: Volunteers:	
TOTAL SPACE REQUIRED:		80 SF Total	SF SF 80 SF
			Materials Seating Staff
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:		2 Copy machines - one color Layout counter with storage below. Carts for returned materials Fax Data jacks Scanner Wall Clock Shredder Recycling Bin Bulletin Board	
COMMENTS:			

## Chapter 3

Page N1

<b>SECTION: N</b>		<b>PR/GRAPHICS/MARKETING</b>	
<b>SPACE:</b>		<b>Storage Room</b>	
FUNCTION:		Storage area to house administration records as well as office supplies for the library.	
LOCATION REQUIREMENTS:		Adjacent to workroom.	
SPECIAL REQUIREMENTS:		Provide floor space for the storage of boxes.	
OCCUPANCY:		Staff:	
TOTAL SPACE REQUIRED:		80 SF Total	80 SF Storage
SHELVING REQUIRED:		Industrial shelving along one wall.	
FURNITURE AND EQUIPMENT:			
COMMENTS:		Provide high ceiling in closet.	

SECTION: N	PR/GRAPHICS/MARKETING	SF
	1. Workroom	498
	2. Storage Room	80
	<b>TOTAL</b>	<hr/> 578

<b>SECTION: O</b>		<b>OUTREACH/BOOKMOBILE</b>																																	
<b>SPACE:</b>		<b>Workroom</b>																																	
FUNCTION:		Primary workspace for supporting outreach and the bookmobile which includes homebound.																																	
LOCATION REQUIREMENTS:																																			
SPECIAL REQUIREMENTS:		Provide ease in moving books from workroom onto bookmobile. Provide card access to workroom.																																	
OCCUPANCY:		Staff: 2 Plus																																	
TOTAL SPACE REQUIRED:		694 SF Total	454 SF Staff 240 SF Shelving																																
SHELVING REQUIRED:		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Volumes</th> <th>Vol/Sec</th> <th>SF Sections</th> <th>SF/Section</th> <th>Square Feet</th> </tr> </thead> <tbody> <tr> <td>Outreach</td> <td>7,000</td> <td>175</td> <td>40</td> <td>6</td> <td>240</td> </tr> <tr> <td colspan="6">Compact Shelving</td> </tr> </tbody> </table>		Description	Volumes	Vol/Sec	SF Sections	SF/Section	Square Feet	Outreach	7,000	175	40	6	240	Compact Shelving																			
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FURNITURE AND EQUIPMENT:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td>2 Workstations</td><td>160</td></tr> <tr><td>Work counter with sink, high faucet and nozzle.</td><td>80</td></tr> <tr><td>Work table - 30" x 72"</td><td>80</td></tr> <tr><td>Book Trucks - 5</td><td>30</td></tr> <tr><td>Homebound &amp; Mail out</td><td>80</td></tr> <tr><td>Lateral Files - 1 - 5 Dr.</td><td>12</td></tr> <tr><td>Storage cabinet</td><td>12</td></tr> <tr><td>Bulletin board/white board</td><td></td></tr> <tr><td>Recycling Bin for paper</td><td></td></tr> <tr><td>Lockers - 6</td><td></td></tr> <tr><td>Coat rack</td><td></td></tr> <tr><td>Wall clock</td><td></td></tr> <tr><td>Staff Mailboxes for 6</td><td></td></tr> <tr><td>Provide power, data and phone at all workstations, work counters and tables.</td><td></td></tr> <tr><td>Bar code scanners on tables</td><td></td></tr> <tr><td>Printer</td><td></td></tr> </tbody> </table>		2 Workstations	160	Work counter with sink, high faucet and nozzle.	80	Work table - 30" x 72"	80	Book Trucks - 5	30	Homebound & Mail out	80	Lateral Files - 1 - 5 Dr.	12	Storage cabinet	12	Bulletin board/white board		Recycling Bin for paper		Lockers - 6		Coat rack		Wall clock		Staff Mailboxes for 6		Provide power, data and phone at all workstations, work counters and tables.		Bar code scanners on tables		Printer	
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COMMENTS:																																			



SECTION: O	OUTREACH/BOOKMOBILE	SF
	1. Workroom	694
	TOTAL	<hr/> 694

<b>SECTION: P</b>		<b>STAFF SUPPORT</b>	
<b>SPACE:</b>		<b>Staff Lounge</b>	
FUNCTION:		To provide a comfortable space for staff to take breaks and eat meals.	
LOCATION REQUIREMENTS:		Locate adjacent to the staff restroom. Locate away from staff work areas. Locate centrally for staff. Locate for staff only access.	
SPECIAL REQUIREMENTS:		Must include kitchen facilities. Provide lounge type seating as well as table facilities. Natural Light - possibly windows that open. Provide serving counter. Provide staff bulletin board close to area for library info. Provide an exterior courtyard off the staff lounge which is partly covered.	
OCCUPANCY:		Staff:	38
TOTAL SPACE REQUIRED:		1,180 SF Total	1,180 SF      Staff SF      Storage
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:		5 square tables to seat 4 1 square tables to seat 8 8 lounge seats - including some chairs as a recliner. Bulletin Boards/marker board. Double sink w/garbage disposal 2 Large refrigerators w/ ice maker Three Microwaves Dishwasher Water Fountains near staff restrooms Recycling Bins Telephone Data jacks cable drop Vending Machines - 3 Total	500 100 400  80 10 10       80 1,180
COMMENTS:		Provide base cabinet and upper cabinets. Provide plenty of outlets. Provide instant hot water or coffee maker with hot water. Bar - serving. Natural light.	

<b>SECTION: P</b>		<b>STAFF SUPPORT</b>	
<b>SPACE:</b>		<b>Staff Restrooms</b>	
FUNCTION:		Provide staff restrooms that are separate from the public restrooms.	
LOCATION REQUIREMENTS:		Provide 2 staff restrooms on every floor. Locate near but not directly off the staff lounge.	
SPECIAL REQUIREMENTS:		Provide wall hung fixtures for ease in maintenance. Provide sink in counter. All restrooms should be ADA compatible.	
OCCUPANCY:		Staff: Volunteers:	
TOTAL SPACE REQUIRED:		450 SF Total	450 SF Materials
SHELVING REQUIRED:		None	
FURNITURE AND EQUIPMENT:		Provide in each restrooms Lav Counter Toilet Mirror over sink Full length mirror Storage for paper products, etc. Paper towels must be located adjacent to the sink	
COMMENTS:			

<b>SECTION: P</b>		<b>STAFF SUPPORT</b>	
<b>SPACE:</b>		<b>Electrical Rooms</b>	
FUNCTION:		Locked closet for electrical equipment.	
LOCATION REQUIREMENTS:		Provide one on each floor.	
SPECIAL REQUIREMENTS:			
OCCUPANCY:		Staff:	
TOTAL SPACE REQUIRED:		200 SF Total	200 SF Materials
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:			
COMMENTS:			

<b>SECTION: P</b>		<b>STAFF SUPPORT</b>	
<b>SPACE:</b>		<b>Data Closets</b>	
FUNCTION:		Locked closet for data and telephone equipment.	
LOCATION REQUIREMENTS:		Locate within secured staff area. Locate close to circulation workroom. Locate one on each floor.	
SPECIAL REQUIREMENTS:		Provide card access. Provide 42" door. Provide good lighting. Provide durable walls. Provide separate AC. AC and power for this room should be tied to the emergency generator.	
OCCUPANCY:		Staff:	
TOTAL SPACE REQUIRED:		240 SF Total	240 SF Materials
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:		Small table and chair. Rack system will be used.	
COMMENTS:			

<b>SECTION: P</b>		<b>STAFF SUPPORT</b>	
<b>SPACE:</b>		<b>Janitorial Area</b>	
FUNCTION:		To provide a storage for maintenance supplies and equipment.	
LOCATION REQUIREMENTS:		Locate near the Maintenance workroom.	
SPECIAL REQUIREMENTS:		Provide mop sink.	
OCCUPANCY:		Staff:	
TOTAL SPACE REQUIRED:		350 SF Total	350 SF Materials
SHELVING REQUIRED:		Industrial shelving for supplies. - 12 SF sections 24" deep	
FURNITURE AND EQUIPMENT:		Mop sink w/ tile to 4' along walls. Mop strip to hang mops Small Kitchen area with sink, microwave and undercounter refrigerator Table and 2 chairs Phone Lockers for 6 Mailboxes for 6 Bulletin board/white board Recycling Bin for paper Coat rack Wall clock	
COMMENTS:		Provide good ventilation. Provide space for vacuum cleaner. Provide space for trash container.	

<b>SECTION: P</b>		<b>STAFF SUPPORT</b>	
<b>SPACE:</b>		<b>Facility Manager/Operations Manager</b>	
FUNCTION:		Area for maintenance staff to have work area.	
LOCATION REQUIREMENTS:		Locate close to Delivery/Receiving area and Janitor's storage area.	
SPECIAL REQUIREMENTS:		Provide card access to workroom.	
OCCUPANCY:		Staff:	1 Plus
TOTAL SPACE REQUIRED:		400 SF Total	400 SF Staff
SHELVING REQUIRED:		Industrial shelving	
FURNITURE AND EQUIPMENT:		2 Work tables Flat Files for Building Documents Storage cabinets 3 Bookcases - 66" H Lateral File - 2 - 5 door Desk large enough for 2 computers with articulating keyboards 2 computers Bulletin board/white board Recycling Bin for paper Coat rack Wall clock Staff Mailboxes for 10 Provide power, data and phone at all workstations, work counters and tables. 2 Task chairs 2 Phones Printer Shredder	
COMMENTS:			

<b>SECTION: P</b>		<b>STAFF SUPPORT</b>	
<b>SPACE:</b>		<b>Storage - Extra Stock</b>	
FUNCTION:		Area to store the extra stock of building materials and items ordered in bulk.	
LOCATION REQUIREMENTS:		This could be located in a basement.	
SPECIAL REQUIREMENTS:			
OCCUPANCY:		Staff:	
TOTAL SPACE REQUIRED:		80 SF Total	80 SF Staff
SHELVING REQUIRED:		8 Single faced sections - 24" deep	
FURNITURE AND EQUIPMENT:			
COMMENTS:		Provide locking door to this area. Library storage and maintenance storage to be kept separate. (Not combined)	



<b>SECTION: P</b>		<b>STAFF SUPPORT</b>	
<b>SPACE:</b>		<b>Delivery/Receiving Area</b>	
FUNCTION:		Area for deliveries to be received.	
LOCATION REQUIREMENTS:		Locate adjacent to the service elevator. Locate adjacent to the Dock.	
SPECIAL REQUIREMENTS:		Provide double 42" wide door with hold open. Provide window in the exterior doors. Provide card access to this entry. Provide buzzer at door which ring in circulation workroom.	
OCCUPANCY:		Staff	
TOTAL SPACE REQUIRED:		975 SF Total	360 SF      Shelving 615 SF      Work area
SHELVING REQUIRED:		30 Sections of shelving	360
FURNITURE AND EQUIPMENT:		4 Adjustable tables 2 tables with rollers Book trucks - 6 Dollies Work counter with sink, high faucet and nozzle Bulletin board/white board Recycling Bin for paper Wall clock Coat rack Printer Consider special furniture to ease sorting tasks. Lockers - 9	320 120 36 50 80       9
COMMENTS:			

<b>SECTION: P</b>		<b>STAFF SUPPORT</b>	
<b>SPACE:</b>		<b>Storage</b>	
FUNCTION:		Storage space for property until semi-annual surplus pickup by DPW staff.	
LOCATION REQUIREMENTS:		This could be located by delivery and receiving.	
SPECIAL REQUIREMENTS:		Locked chain link cage.	
OCCUPANCY:		Staff:	1
		Patrons:	
		Guests:	2
TOTAL SPACE REQUIRED:		80 SF Total	SF SF SF Materials Seating Staff
SHELVING REQUIRED:		Industrial shelving	
FURNITURE AND EQUIPMENT:			
COMMENTS:			

<b>SECTION: P</b>		<b>STAFF SUPPORT</b>	
<b>SPACE:</b>		<b>Shipping/Receiving Dock</b>	
FUNCTION:		Dock area for deliveries to be made. This area will also serve as the receiving location for all incoming materials.	
LOCATION REQUIREMENTS:		Locate so it does not conflict with Library patron or staff traffic. Adjacent to Delivery/Receiving area.	
SPECIAL REQUIREMENTS:		Loading area for semi trailers. Loading area for small trucks, i.e. UPS Provide large freight elevator near loading dock. Provide continuous 2' x 4' drainage grates at base of dock. Provide weather protection over loading area to protect materials being unloaded. Provide ramp for deliveries coming on side loaded trucks etc.	
OCCUPANCY:		Staff          varies	
TOTAL SPACE REQUIRED:		200 SF Total	200 SF          Staff SF          Shelving
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:		Raised Platform	200
COMMENTS:		Provide camera and intercom at delivery/receiving entrance which is monitored in the circulation workroom.	

<b>SECTION: P</b>		<b>STAFF SUPPORT</b>	
<b>SPACE:</b>		<b>Central Supply Storage</b>	
FUNCTION:		Central storage area	
LOCATION REQUIREMENTS:		Locate near to Shipping /Receiving Dock	
SPECIAL REQUIREMENTS;		Provide high security/card access Provide dutch door.	
OCCUPANCY:		Staff:	2
TOTAL SPACE REQUIRED:		300 SF Total	300 SF      Staff
SHELVING REQUIRED:		Utility Shelving - Provide a variety to meet the needs of the items being stored. 220	
FURNITURE AND EQUIPMENT:		1 Workstation @ 80 SF Phone Small worktable 2 - 5Dr files 1 - Section utility shelving 80	
COMMENTS:			

SECTION: P	STAFF SUPPORT	SF
	1. Staff Lounge	1,180
	2. Staff Restrooms	450
	3. Electrical Rooms	200
	4. Data Closets	240
	5. Janitorial Area	350
	6. Facility Manager/Operations Manager	400
	7. Storage - Extra Stock	80
	8. Delivery/Receiving Area	975
	9. Storage	80
	10. Shipping/Receiving Dock	200
	11. Central Supply Storage	300
	<b>TOTAL</b>	<hr/> 4,455

**APPENDIX A**

Collection	Vols. per Ft. Shelving	Vols. Per 36 Shelf	Vols. Per 36" Shelf 85% full	Number of Shelves	Double Face Capacity
Adult Fiction	10	30	25	7	350
Adult Non Fiction	10	30	25	7	350
Adult Reference	10	30	28	3	168
Large Print	10	30	25	7	350
Biography	10	30	25	7	350
Paperbacks	10	29	25	7	350
Local History/Genealogy	10	30	25	7	350
Foreign Language	10	30	25	7	350
Teens	13	39	32	7	448
J Fiction/Nonfiction	15	45	38	5	380
Picture Books/Easies	30	90	76	3	456
Elementary	23	69	59	5	590
Paperbacks - Children	20	60	51	5	510
Parenting	15	45	38	5	380
Reference - Children	13	39	34	3	204
Video	10	30	25	7	350
Audio Books	10	30	26	5	260
CD's/DVD's	per unit	per unit	100	2	400
Magazines	1	3	3	4	24
Back Issues	7	21	18	7	252

**APPENDIX B**

Volume and Seating Analysis

Department	Seating						Volumes Housed	
	Other	OPAC	Programmed				Collection	Collection
			Benches	Table	Computer	Lounge	Programmed	Housed
Public Entrance / Lobby			6					
Meeting Room	300							
Meeting/Lobby - SUBTOTALS	300		6					
<b>Children's Services</b>								
Baby/Toddler	3		1	8		4	10,052	12,062
Pre-School		1	2	8	3	4	9,237	11,546
Early Elementary Fiction		1		12	6	7	17,312	21,640
Upper Elementary Fiction		1	2		4	4	20,412	24,494
Non-Fiction/Homework		2		20	20		29,374	32,311
Special Collections		1					4,050	4,455
Audio Visual Collection		1				4	10,060	13,581
Lap Sit Toddler Storytelling	30							
Preschool Storytelling	30							
Craft Room	50							
Tutoring/Group Study				12				
Children's Services - SUBTOTALS	113	7	5	60	33	23	100,497	120,090
<b>Teens</b>								
Teen Reading Area	13		2	16	14	8	42,024	50,429
Tutoring/Group Study				22				
Program Room	40							
Teens - SUBTOTALS	53		2	38	14	8	42,024	50,429
<b>Reference</b>								
Periodicals	2			8		10	485	485
Back Issue Periodicals							81,600	81,600
Reference Collection	10	10		24	50		15,000	15,000
Microfilm							40,000	40,000
Nonfiction Collection							113,000	124,300
Tutoring/Group Study				58				
Technology Lab					15			
Quiet Study				4		6		
Reference - SUBTOTALS	12	10		94	65	16	250,085	261,385
<b>Adult Browsing Collection</b>								
Adult Fiction/Large Print/Paperbacks		4	4	8		8	129,250	149,930
Adult Audio/Visual Collection		2	0			4	0	0
Tutoring/Group Study				8				
Adult Browsing - SUBTOTALS	0	6	4	16	0	12	129,250	149,930
<b>World Language and Lifelong Learning</b>								
Collection				12			3,490	4,014
Tutoring/Group Study				6				
World Languages - SUBTOTALS	0	0	0	18	0	0	3,490	4,014
<b>TOTALS</b>	<b>478</b>	<b>23</b>	<b>17</b>	<b>226</b>	<b>112</b>	<b>59</b>	<b>525,346</b>	<b>585,848</b>

\* Non Circulating Collection  
Existing Collection August 2007 on shelf

565,314