

IX. Units of Measure Used in the Following Assignable Areas

The formulas are from “A Library Building Program Workbook” by Patience Kenney Jackson, June 1999. These formulas have been used by Massachusetts Libraries and are accepted by the Massachusetts Board of Library Commissioners. These formulas take into consideration library ADA requirements.

Public User Space

- 30 sq. ft./seat at tables
- 35 sq. ft./seat at carrels
- 45 sq. ft./seat at computer stations
- 35 sq. ft./seat - lounge seating
- 25 sq. ft./seat plus 20% - conference room
- 30 sq. ft./seat - historical room
- 25 sq. ft./seat - children’s seating
- 35 sq. ft./seat - parent seats
- 10 sq. ft./seat plus 30% - meeting room
- 20 sq. ft./seat plus 20% - children’s program room

Staff Work Space

- 100 sq. ft./work station - technical services
- 65 sq. ft./work station - circulation work room
- 5 linear ft./computer – service desk

Collections

Books

- | | |
|------------------|--|
| 7 vols./sq. ft. | Reference |
| 10 vols./sq. ft. | Local history/genealogy |
| 10 vols./sq. ft. | Nonfiction, new books, juvenile reference, parenting |
| 12 vols./sq. ft. | Fiction, juvenile fiction and non-fiction, young adult books |
| 14 vols./sq. ft. | Easy readers |
| 16 vols./sq. ft. | Paperbacks |
| 20 vols./sq. ft. | Picture books |

Periodicals

- | | |
|-----------|-----------------------------|
| 1/sq. ft. | Current, displayed face out |
|-----------|-----------------------------|

Media

- | | |
|------------|-------------------------|
| 10/sq. ft. | Video tapes/audio tapes |
| 30/sq. ft. | CDs |

Stacks

3' unit shelf length

Public Stacks

86" high

5' from centerline to centerline

Children's Stacks

60" high

42" high

5' centerline

Closed Stacks

4' from centerline (aisles 2' wide)

Parking (Massachusetts Board of Library Commissioners Parking Standards)

350 sq. ft. per space

1 space per 400 sq. ft. of building space

Handicapped Parking

8' wide

van accessible - access aisle of 8'

1 space per 25 spaces, 2 spaces for 26-50

Seating

5/1,000 population

X. Assignable Areas

New Entrance and Lobby

150 sq. ft. or as required by design

Exterior:

The entry should be well lighted, secure and clearly discernible. It should project a warm, welcoming, non-intimidating ambience. ADA requirements should be met.

Bright, aesthetically pleasing lighting should lead to entrance from walkway and parking lot. Unsightly fire devices around doorway should be avoided. There should be an overhang above doorway to prevent snowfall from roof and to protect from the elements. An overhang to protect patrons from the weather while waiting for rides should be designed into the exterior, but not so that the entrance is blocked by people. There should be a vestibule to help with interior temperature control. There should be a bell with a distinct ring.

Equipment:

- Secured Bicycle Rack for 20

- Library sign in a prominent place.

- Tamper-proof electrical outlets at entrance and at all sides of building.

- Tamper-proof water spigots at entrance and at all sides of building.

Interior:

Functions:

- Gives first impressions.

- Provides access to Meeting Room, public restrooms and library proper.

- Areas for public notices, rotating displays, public telephone should be provided.

- A waiting area should be visible from Circulation Desk.

Users: Public: up to five.

Furniture and Equipment:

- Automatic doors activated manually on both sides, ADA compliant

- Grating and galvanized pan within recess in floor

- Flooring should have long-term durability

- Water fountain, two levels per ADA regulations

- Community bulletin board with shelving for free pamphlets

- Directory

- Electrical outlets in floor, walls

- Public telephones with TDD device operable by coin or credit/debit card with writing surface

- Bench

- Locking display case.

- Exhibit cases for display of artifacts.

- Fire alarm readout panel.

- Walls should be easy to maintain.

- Attractive trash receptacle.

People counter
Donor plaques
Information kiosk with shelf and holder, wiring and cabling for computer to provide information electronically. Space for shelving for brochures should be provided as well.

Close to:

Circulation Desk
Public Restrooms
Meeting Room
Audiovisual Area

Distant from:

Quiet Areas

Environment:

The entrance should welcome the public into an aesthetically pleasing space. It should encourage quietness yet give the impression of an intellectually vital place.

Cloak Room **50 sq. ft.**

Hooks/pegs for coats, flooring suitable for wet boots and shelves for bags or packages should be included in this space. It should be located near the main entrance of the Library.

Indoor Book Drop **72 sq. ft.**

Should be moisture proof, vandal proof and fire proof.

Depressible book truck able to contain 4 days of returns.

Separate slot emptying into a specially padded area for return of fragile materials, i.e., videos, audiocassettes, DVDs, etc.

Large enough for a book truck to transfer materials.

(There is a drive-up book drop also. See Exterior Considerations, p. ??.)

Existing Entrance **90 sq. ft.**

The existing entrance may be retained, or not, according to the final design and whether a renovation/addition is chosen. If the entrance is retained, and renovated, a clean, clutter-free environment should be the goal. Refinishing and refurbishing all surfaces is part of the renovation.

Exhibit Area for Materials

120 sq. ft.

Functions:

Display and marketing of new materials including videos, audiobooks, CDs/DVDs and other non-print media. Books, both hardcover and paperbacks, will be displayed here.

Users: public: up to 10

Furniture and Equipment:

Display shelving for 50 videos and/or audiobooks.

Display shelving for 50 CDs/DVDs

Display shelving for 300 books.

Locking display case

Close to:

Entrance

Circulation Desk

Distant from:

Quiet Areas

Environment:

Attractive central area conducive to browsing. Shelving should allow some face-out display. A video security camera should be installed.

Circulation Service Desk

350 sq. ft.

Check out, self check-out
Returns
Library cards issued
Telephone switching
Telephone ready reference
Directional and ready reference service
Reserves taken
Reserves shelved
Collection of fines
Book sorting

Museum Passes
Sale of Items
ILL Requests Taken
Assist with Computers
Assist with Copier

Users: Staff 1-3 Public: 1-6
 Staff Seats: 3

Furniture and Equipment:

3 computers
1 self check-out station
3 laser scanners
1 TDD
1 printer, unless networked
2 telephones and outlets
2 panic buttons
3 adjustable chairs
3 book trucks
1 return slot with depressible book truck
2 wastebaskets
1 wall clock
drawers and shelving under desk. 1 cash drawer, lockable
Shelving: 40 linear ft. for reserves
electric outlets:
 2 fourplex grounded outlets, two data
 2 additional outlets
light panel

Close to:

Entrance
Copy Area, Public Phone
Rest Rooms
Public Catalog (Online Public Access Computers or OPACs)
Circulation/Technical Services Work Room

Distant from:

Quiet study areas

Circulation /Technical Services Room

515 sq. ft.

Functions:

- Acquisitions
- Report Writing
- Telephoning
- Sorting
- Processing of Materials
- Cataloging
- Mending
- Maintenance of Equipment
- Storage of Supplies
- Interlibrary Loan Processing
- Open Office for Adult Services Librarian
- Open Office for Head of Circulation
- Open Office for Technical Services Librarian

Users: Staff: 4 Public: 0
 Staff Seats: 4

Furniture and Equipment:

- 3 desks with ergonomically correct chairs with arms
- counter with 1 work station, adjustable stool with retractable arms
- 3 file cabinets
- 1 safe, concealed from public view
- built-in supply cabinets
- sink, cabinets over and under sink
- jacks for 3 telephones, cabling for 3 computers at desks
- copier
- printer
- fax machine
- 3 book trucks
- buzzer to delivery entrance
- 4 wastebaskets
- recycling bin
- 1 wall clock
- bulletin board, message center, staff mail boxes
- Shelving: 160 linear feet for 1,280 volumes
- walk-in storage closet

Close to:

- Circulation Desk
- Administrative Office

Distant from:

- Quiet Areas, Bathrooms

Director's Office

250 sq. ft.

Functions:

Administrative, budgeting, interviewing, reviewing, writing etc.

Users: Staff: 1

Public: 2

Staff Seats: 1

Furniture and Equipment:

desk with return, space for computer work station with printer

1 desk chair, adjustable and ergonomically correct with retractable arms

table, 4 chairs

1 side chair

White board, bulletin board

Small desk photocopier

1 telephone

1 computer with printer

1 wastebasket

Shelving: 24 linear feet

1 lockable 4-drawer, lateral file cabinet

coat rack

Close to:

Circulation Desk

Work Room

Distant from:

Meeting Room

Children's Room

Environment:

A prominent location is not necessary; however, in order to be accessible to patrons, the office should be on the main floor close to circulation desk, if possible. There should be a door between Technical Services and the Director's Office. Privacy and quiet should be possible. Window for supervisory purposes could be considered. Blinds or curtains for privacy should then be installed.

Administrative Assistant's Office

150 sq. ft.

Administrative, budgeting, interviewing, reviewing, writing, etc.

Users: Staff: 1 Public: 0
Staff seats: 1

Furniture and Equipment:

desk with space for computer work station with printer
1 desk chair, adjustable and ergonomically correct with retractable arms
1 side chair
1 telephone
1 computer with printer
bulletin board
1 wastebasket
shelving: 24 linear feet
1 lockable 4-drawer, lateral file cabinet
coat rack

Close to:

Circulation/Technical Services Room
Public Areas

Distant from:

Meeting Room
Children's Room

Environment:

A prominent location is not necessary, but a central location is. Privacy and quiet should be possible. Window for supervisory purposes should be considered. Blinds or curtains for privacy should then be installed.

Photocopiers (2)

90 sq. ft.

Functions:

Public use for regular photocopying for one and photocopying of archival material for the other.

Users: Staff: as needed

Public: 1-3

Furniture and Equipment:

1 copy machine with money changer, credit card capabilities, automatic document feed, collator etc.

1 copy machine specifically adapted to photocopy books and archival material

2 wastebaskets

2 recycling bins

storage areas for paper and accessories

Close to:

Entrance

Circulation Desk

Close to:

Historical Room

Distant from:

Quiet Areas

Environment:

Adequate overhead lighting, non-glare, no windows needed. Adequate ventilation should maintain air quality while machine is in use. The photocopier used for the material housed in the Historical Room should be located just outside the room due to the ozone released from the photocopier.

Conference Room

460 sq. ft.

Functions:

Library meetings
Community meetings and programs

Users: Board of Trustees Public: up to 25
Friends of the Library Seats: 15
Public

Furniture and Equipment:

Large conference table
15 chairs, 10 stackable chairs for overflow
White board
1 vertical file for Board of Trustees
Screen, recessed, motorized
1 telephone jack
1 wall clock
Wiring and cabling for future electronic needs, electrical outlets on each wall.

Close to:

Quiet Areas

Distant from:

Children's Room

Environment:

This room will serve as a small conference room and a space for the Board of Trustees to meet.

Security should be maintained through locked cabinets, lockable door, building security system with motion detectors. Video security cameras should be installed.

Historical Room

495 sq. ft.

Functions:

Research and quiet study
Storage and display of genealogical and local history materials

Users: Researchers Public: up to 5
Genealogists Machine work station: 2

Furniture and Equipment:

Study table, 4 chairs
1 map file
3 vertical files
1 lateral file
1 computer with ergonomically correct seat. Could be used as OPAC.
1 microfiche reader/printer
1 telephone jack
1 wall clock
Shelving: 200 linear feet for 2,000 books, metal shelving, in lockable gridded cabinets.
wiring and cabling for future electronic needs, electrical outlets on each wall

Close to:

Quiet Areas

Distant from:

Children's Room

Environment:

This is a temperature and humidity controlled area for the preservation of fragile materials.

Security should be maintained through locked cabinets, lockable door, building security system with motion detectors. Video security cameras should be installed.

Any outside windows should have U/V screening. Incandescent lighting, task lighting, is the least damaging to fragile materials. Dimmable antique style lighting may be considered.

A "book" copier should be located nearby, but not inside the room due to ozone released by the copier.

Multipurpose Meeting Room/Kitchen

1,950 sq. ft.

The 2,000 sq. ft. includes the Meeting Room, 1,650 sq. ft., service kitchen, 100 sq. ft. and storage closet for chairs, tables, 150 sq. ft., and storage closet for A/V equipment, 50 sq. ft.

Functions:

Meeting space for:

- library programs
- community programs
- exhibits
- book sales
- children's programs
- video conferencing
- computer training

Users: Staff: 0-1

Public: 150

Seats: 150

Furniture and Equipment:

9 folding tables seating 8 each, 1 smaller table

150 stackable chairs

wall clock

lectern wired for sound and remote access to projection equipment, screen,
room light

screen, recessed, motorized

smart board

wall mounted white board

projection equipment for film, video, overhead - with remote control

built-in LCD projector

1 easel

public address system for use with wired or wireless microphones

closet or alcove for coats/boots for full capacity meeting room

lockable storage closets for chairs, tables; also A/V equipment such as overhead
projector, slide projector, digital projector, VCR, monitor. Counter space should
also be provided for other equipment.

provision should be made on walls for paintings, including track lighting and
picture rails.

capacity to darken room during daylight hours.

provide dimmer controls for the track of adjustable lighting.

wire and cable for power, telephone, cable television, video conferencing, and internal
data cabling.

floor outlets in strategic areas for projection equipment.

heat, ventilation, air conditioning should be controlled from inside the room.

a retractable stage

Young Adult Room

1,304 sq. ft.

Functions:

- Young Adult gathering area
- Casual reading
- Studying
- Shelving for YA classic fiction and non-fiction, paperbacks, magazines
- Accessing the Internet

Users: Staff as needed

Public: up to 25

Seats: 14

Machine seats: 7

Furniture and Equipment:

6 comfortable reading seats

2 study tables with 8 seats

Shelving: 5,000 YA hardcover fiction and nonfiction
1,000 paperbacks, stand alone shelving
20 periodical titles, 30 linear feet
(Sloped shelving with storage for 1 year back issues.)
Laptop bar, 30 linear feet

1 OPAC

6 computer work stations

Data cabling

Bulletin Board, wall mounted

Floor Furniture

Close to:

Audiovisual Area

Circulation Desk

Distant from:

Quiet Areas

Reference

Reading Rooms

Environment:

This area should be positioned so that sound will be dampened as much as possible. Materials should be used to dampen sound as well. Supervision from the Circulation Desk should be easy. This room should be located away from the quiet areas of the library. This room is located near the A/V area for ease of use for the Young Adults. Furniture should be easily maintained and as durable as possible. Wiring and data cabling for future needs should be done. Outlets should be at least 2.5 feet apart.

Information/Study Area

1,379 sq. ft.

Functions:

- Informational/Reference Service
- Self-directed research
- Quiet study
- On-line searching
- Computer work stations
- Periodicals storage

Users: Staff: 0

Public: 35

Staff Seats: 0

Seats: 24

Machine work stations: 10

Furniture and Equipment:

Shelving:

reference books: 10" shelving for 800 books = 114 sq. ft.

there should be surfaces adjacent to shelves for resting books while consulting them.

5 study tables, electrified, with 20 seats

8 computer work stations with 8 ergonomically correct seats

2 lighted, double carrels, 4 seats

4-drawer vertical file

dictionary stand

atlas stand

1 on-line OPAC with appropriate wiring and cabling, with 1 ergonomically correct seat.

1 work station for Kurzweil or other reading device for sight impaired with ergonomically correct seat. Storage for other magnifying equipment.

2 wastebaskets

outlets in appropriate areas for laptops

Close to:

Stacks

Reading Rooms

Distant from:

Children's Room

Meeting Rooms

Environment:

The Information/Study Area should be in a key location to allow for supervision and servicing of reference, browsing, and open stack areas.

All table tops should be scratch resistant and refinishable; all furniture should be easily maintained. Lighting should be designed to prevent glare on terminal screens.

Homework Area**180 sq. ft.****Functions:**

Quiet place for grades 7 – 12 to do homework.
Studying
Accessing the Internet.

Users: Staff as needed**Public:** grades 7 – 12

Seats: 4

Machine seats: 2

Furniture and Equipment:

2 double- faced study carrels – 4 seats
2 computer work stations
Data cabling
Task lighting in carrels

Close to:

Information/Study Area
Quiet Areas

Distant from:

Audiovisual Area
Circulation Desk
Children's Room
Young Adult Room

Environment:

This area should be situated so that the students will be able to focus on their tasks and not be disturbed. The Reference/Adult Services staff should be close by to be able to assist, if needed. Wireless access is necessary. Wiring and data cabling should be done.

Online Public Access Computers (OPAC) Area

180 sq. ft.

Functions:

Consultation of library catalog
Searching of databases

Users:

Staff: as needed

Public: up to 4

Machine Work Stations Seats: 4

Furniture and Equipment

4 OPACS: 2 standing, 1 seated, 1 handicapped accessible including large size screen computer.

Close to:

Circulation Desk
Entrance

Distant from:

Meeting Room
Children's Room

Environment:

Lighting should be positioned so as not to reflect off computer screens. Electrical outlets should be every 2.5 feet including floor outlets. Wiring and cabling should reflect the utmost flexibility.

Public Bookstacks

4,085 sq. ft.

Functions:

Shelving and selection of books
Brief consulting of books

Users: Staff: as needed Public: varies Machine Seats: 1

Parameters of measurement:

20,000 population projection

4.25 volumes per capita (includes total *book* collection, 85,095 volumes)

44,295 volumes

23,648 non-fiction = 2,365 sq. ft., 20,647 fiction = 1,720 sq. ft.

See "Units of Measure" p. 46 for vols./sq. ft.

Aisles ADA compliant – 36" minimum

Equipment:

metal ranges with 5' centers, braced from the top. Ranges should have one pull-out shelf per aisle for book consultation.

1 public catalog (OPAC) in center of stacks with appropriate wiring and cabling

3 book trucks

6 kick stools

1 small stepladder

1 wastebasket

end panels with display capabilities

Close to:

OPACs (public catalog)

Information/Study Area

Distant from:

Children's Room

Meeting Room

Environment:

Most of the adult collection is housed here. To aid in self-service, the layout should be done so that the Dewey System can be easily followed.

30' bays should be used to minimize columns. Electric outlets for future use should be throughout the area. There should be limited natural light or U/V screened windows. A stable temperature is needed. **There should be clear lines of sight down the aisles from the Circulation Desk.**

Lighting should be parallel to aisles and fill top to bottom shelves for utmost readability. Sign holders on end panels should permit flexibility. Wall areas should have chair rails to protect walls and to provide for future wiring.

Children's Room**3,991 sq. ft.**
(Includes Circulation Desk)

Functions:

Reading, browsing, studying
 Displays
 Toddlers playing
 Materials for children to grade 6, parents, educators
 Storytelling
 School visits
 Toys and puzzles

Users: Staff: 1 -3 Public: up to 50
 Staff Seats: 2 Seats: 29
 Machine Seats: 7

Shelving:

Book Shelving: metal 60" high stacks, braced from the top. 42" high preschool collection stacks, 3' center aisles, 48" turnaround at ends of aisles. Wood end panels, some slotted.

Reference	500	50 sq. ft.
Picture Books	7,000	350 sq. ft.
Easy Readers	2,500	179 sq. ft.
Fiction(includes Pbks.)	6,500	542 sq. ft.
Nonfiction	9,000	750 sq. ft.
Parenting	500	50 sq. ft.
Holiday	1,000	84 sq. ft.
Series Fiction	<u>1,000</u>	<u>84 sq. ft.</u>
Totals	28,000 vols.	2,005 sq. ft.

New books and non-print display shelving for 200 volumes: **20** sq. ft.
 Periodicals: sloped shelving for storage for one year: **25** titles: **5** sq. ft.
 Toys and Puzzles: 30 linear feet.
 1 bin for new picture books: **35** sq. ft. 2 bins for board books: **70** sq. ft.

A/V Collections:

Videos	500	50 sq. ft.
DVDs	1,000	34 sq. ft.
CDs	500	17 sq. ft.
Audiobooks	300	30 sq. ft.
Audiobook Kits	<u>300</u>	<u>30 sq. ft.</u>
Totals	2,600	161 sq. ft.

Total holdings: 30,625**Total Sq. Ft.: 2,296**

Youth Services Librarian's Office

134 sq. ft.

Functions:

Professional duties - material selection, program planning, conferences, storage of supplies.

Users: Staff: 1 Public: 1
 Seats: 1 Seats: 1

Furniture and Equipment:

desk
ergonomically correct seat with arms
side chair
telephone jack
4-drawer file cabinet
computer station with modem, appropriate wiring and cabling
large walk-in storage closet with wide shelving
bulletin board
1 wastebasket
coat rack
Shelving: 24 linear feet

Close to:

Children's Service Desk

Distant from:

Adult Areas

Environment:

This should be a glassed-in area facing the Children's Room. Blinds or curtains should give the option of privacy.

Closed Storage

150 sq. ft.

Functions:

Shelving accessible to staff only
General storage

Users: Staff: as needed Public: 0

Furniture and Equipment:

metal shelving braced from the top
floor should bear 300 lbs./sq. ft. for future compact shelving
1,000 vols. at 20 vols./sq.ft. = 50 sq. ft.
counter space for book sorting
wastebasket
1 book truck

Close to:

Technical Services
Delivery Entrance

Distant from:

Public Access

Environment:

This area is closed to the public. Future compact shelving will almost double the storage space. This area should be large enough for storage of equipment, furniture, equipment boxes, shelving not in current use.

Friends and Volunteers Storage Room

200 sq. ft.

Functions:

Shelving accessible to Staff, Friends, Volunteers only
General storage
Storage and sorting area for book sale items

Users: Staff: as needed Public: 0

Furniture and Equipment:

metal shelving braced from the top
floor should bear 300 lbs./sq. ft. for future compact shelving
2,000 vols. at 20 vols./sq. ft.
counter space for book sorting
wastebasket
1 book truck

Close to:

Technical Services
Delivery Entrance

Distant from:

Public Access

Environment:

This area is closed to the public. Future compact shelving will almost double the storage space. This area should be large enough for storage of equipment, furniture, equipment boxes, shelving not in current use. *There should be a used book drop-off area just outside of the storage room so the public could be directed to the area.*

Telecommunications Closet

75 sq. ft.

Functions:

Storage for server, CD tower, hub, router, telecommunications equipment necessary to maintain operations of the LAN and automated network.

Users: Staff: 1 Public: 0
 Seats: 1

Furniture and Equipment:

1 machine work station with ergonomically correct chair
1 counter area
1 telephone

Close to:

Circulation Work Room

Distant from:

Public Areas

Environment:

Should be in a secure area away from the public space. Lockable door is a must. Temperature and humidity should be compatible with computer equipment. Sprinkler heads should be pointed away from computer equipment. Water pipes should be placed away from computers.

Staff Room/Galley

245 sq. ft.

Functions:

Rest, breaks
Light refreshments, meals by staff
Staff toilet

Users: Staff: up to 8 Public: 0
 Seats: 8

Furniture and Equipment:

1 36" table
4 chairs
2 comfortable chairs
1 love seat
sink
microwave oven
small refrigerator with freezer
kitchen cabinets
counter: drawers, cabinets underneath
first aid supplies
wastebasket
clock
lockers, lockable
telephone

Close to:

Circulation/Technical Services Room
Circulation Desk
Staff Toilet

Distant from:

Quiet areas of the library

Environment:

The staff room should have a warm, cheerful, comfortable environment. There should be provision for coats, boots, umbrellas, personal belongings - an alcove or lockers. The room must be handicapped accessible.

XI. Unassignable Space

This includes stairways, corridors, custodial space, toilets, the basement area, and other areas not applied directly to library service.

Family Toilet, unisex

Functions: Bathroom facilities for Children's Room users.

Users: 1 –2

Equipment: Adult and child-size sink, standard toilet, “changing” counter, towel and soap dispenser, mirror, coat hooks, shelf.

Close to: Children's Room
Children's Service Desk

Distant from: Adult areas

Environment: This room should be lockable or set to operate on a buzzer system. A juvenile motif could be used.

Staff Toilet – unisex

ADA requirements must be met.

Door should be lockable.

Provide sink, toilet, liquid soap dispenser, towel dispenser, mirror, shelf, coat hook, waste receptacle.

Close to: Staff Room
Circulation Work Room

Distant from: Public Areas

Public Toilets

Two public toilets will be provided.

ADA requirements must be met.

Public toilets must be in supervisable areas.

Doors should be either lockable and keyed separately, or set to operate on a buzzer system.

Each toilet should have a shelf, hooks, paper towel dispenser or hand drier, sink, mirror, soap dispenser, toilet, waste receptacle, sanitary napkin dispenser in women's toilet. There should be a changing table in both toilets. There should be a comfortable chair for a nursing mother, screened for privacy. *There should be at least 2 stalls in the women's toilet.*

Custodial Area

(unassignable space)

Functions:

- HVAC
- Maintenance equipment
- Shipping, receiving
- Storage
- Sorting for recycling
- Trash staging area

Users: Staff: 1

Public: 0

Equipment:

- HVAC
- trash barrels
- work bench with tool storage
- ladders (extension ladders, step ladder, etc.)
- rakes, shovels
- vacuum cleaner, etc.
- table, chair
- fire proof secure storage for cleaning chemicals
- 60 sq. ft. of deep shelving for paper goods, towels, toilet paper, etc.
- janitor's sink, large enough to fit a mop, low enough to empty a bucket of water
- 2 recycling bins
- heavy duty hand truck

Close to:

- Delivery entrance
- Outdoor trash storage area

Distant from:

- Public Areas

Environment:

Brightly lighted, high ceiling, lockable door. Large enough for storage of large items not in current use. *A shower for the use of the custodian and any staff members could be installed here.*

Delivery Entrance

(unassignable space)

Functions:

- Delivery
- Custodial duties, moving of trash, etc.
- Staff entrance
- Security System Panel
- Doorbell with a distinct ring
- Small counter for shipping/receiving

Users: Staff

- Delivery Personnel

Close to:

- Custodial space
- Circulation Work Room
- Staff parking
- Delivery parking

Distant from:

- Public Areas

Environment:

The Delivery Entrance's prime function is to facilitate book and equipment delivery into appropriate work space. It also facilitates custodial duties. It may also function as the staff entrance. A small window in the door for identification purposes could be considered.

XIII. Summary of Space Requirements

Area	Public Seats	Public Reader Seats	Public Mach. Seats	Staff Seats	Holdings	Holdings	Square Feet	Square Feet
	Current	Future	Future	Future	Current	Future	Current	Future
Entrance	-	-	-	-	-	-	-	150
Exist. Entrance	-	-	-	-	-	-	90	90
Book Drop	-	-	-	-	-	-	-	72
Cloak Room	-	-	-	-	-	-	-	50
Exhibit Area	2	-	-	-	150*	400*	100	120
Circ. Desk	-	-	-	3	150*	400*	132	350
Circ./Tech. Serv. Room	-	-	-	4	-	1,280*	240	515
Dir. Office	-	-	-	1	-	360*	64	250
Admin. Asst. Office	-	-	-	1	-	360*	-	150
Copier Areas (2)	-	-	-	-	-	-	40	90
Conference Room	-	(15)*	-	-	-	-	-	460
Historical Room	-	4	2	-	1,600	2,000	50	495
Multipurpose/Meeting Room	-	(150)*	-	-	-	-	-	1,950
Audiovisual Area	-	-	-	-	5,691	10,000	348	758
Young Adult	-	14	7	-	1,450	6,020	155	1,304
Reading/Browsing Area.. New Bks/Per.	8	16	-	-	136 period. 7 news	500 bks*, 250 period. 10 news	150	660
Large Print/Pbks.	-	4	-	-	150	4,000	200	607
Information/Study	18	24	10	-	945	800	487	1,379
Homework Area	-	4	2	-	-	-	-	180
OPACs	-	-	4	-	-	-	80	180
Quiet Rooms (2)	-	8	-	-	-	-	-	240
Public Bookstks.	-	-	1	-	17,323	44,295	848	4,085
Children's Rm.	9	29	7	2	15,000	30,625	800	3,991
Youth Serv. Lib. Office	-	-	-	1	350*	360*	77	134
Child. Program Room	-	(25)*	-	-	-	-	-	650
Closed Storage	-	-	-	-	-	1,000*	151	150
Friends/Volunteers Storage	-	-	-	-	-	2,000*	-	200
Telecom. Closet	-	-	-	1	-	-	-	75
Staff Rm.	-	-	-	8	-	-	-	245
Social/Coffee Space	-	(6)*	-	-	-	-	-	100
Totals	-	-	-	-	-	-	4,012	19,680
Unassign. Space (35%)	-	-	-	-	-	-	1,003 (25%)	6,888
Grand Totals	37	99	33	21	42,302	98,000	5,015	26,568

*Not counted in total.

Numbers in parentheses are meeting room seats. Total: 196

Distribution of Materials

	Books	CDs/DVDs	Videos	Audio-books	Periodicals
Historical Room	2,000				
Young Adult	6,000				20
Audiovisual		4,000	2,000	4,000	
Reading/Browsing Periodicals, new books	500*				250, 10 Newspapers
Large Print/Pbks.	4,000				
Information/Study	800				
Public Bookstks.	44,295				
Children's Room	28,000	1,500	500	600	25
Totals	85,095	5,500	2,500	4,600	305
Grand Total	98,000				

*New books, not counted.

Distribution of OPACs

Historical Room	1
Young Adult	1
OPAC Area	4
Information/Study	1
Bookstacks	1
Children's Room	2
Total	10

