

- The *Green room* should be located next to the *Auditorium*
- There should be easy access from the each of the meeting rooms to the attendant support rooms – the *Kitchen (room)*, the *Table and chair storage room*, the *Equipment storage room*
- If the configuration of the building leads to the placement of these meeting and program rooms in different parts of the building, consider subdividing the space allocations for the attendant support rooms and deploying some with each of the meeting rooms.

5.7 STAFF – OUTREACH SERVICES

The library’s outreach services department will operate out of the Downtown Library. Staff in this department maintain deposit collections in area facilities, deliver materials to homebound patrons, among a wide variety of activities. The major features of this department are a staff workroom and a garage for the library’s delivery vehicle(s).

The combined space allocation for this department is 1,611 ft², including an allowance of 83 ft² – equal to 10% of the assignable area calculated for the department – for nonassignable structural and circulation space that can be expected to occur within this department. An additional allocation of 700 ft² is made for the garage.

The department consists of the following areas and rooms:

Outreach services department workroom	763 ft ²
Outreach services department storage room	65 ft ²
TOTAL ASSIGNABLE SPACE IN DEPT	828 ft ²
Allowance for garage	700 ft ²
Allowance for nonassignable	83 ft ²
TOTAL AREA FOR DEPARTMENT	1,611 ft ²

This entire department strongly prefers an entry-level location. At the very least, the *Garage* should be on the entry level, with the rest of this department going on one of the secondary levels, as long as there is an easy and direct vertical connection to the *Garage*.

The recommended contents and unit space allowances for each of these functional areas are detailed in Appendix C.

Preliminary observations and priorities regarding internal departmental adjacencies include:

- There is limited, infrequent public access to this department.
- As noted above, there should be a strong connection between the department workroom and the *Garage*; there should also be a strong connection between this department and the *Receiving & delivery room*
- The departmental storage room should be accessible *only* from within the department workroom.

5.8 STAFF – TECHNICAL SERVICES

The technical services staff is housed in the Downtown Library. Among other duties, staff in this department is responsible for receiving and cataloging new acquisitions to the library's collections and preparing this new material for patron use.

The combined space allocation for this department is 1847 ft², including an allowance of 168 ft² – equal to 10% of the assignable area calculated for the department – for nonassignable structural and circulation space that can be expected to occur within this department.

The department consists of the following areas and rooms:

Technical services department workroom	1,472 ft ²
Mail room	118 ft ²
Technical services department storage room	90 ft ²
TOTAL ASSIGNABLE SPACE IN DEPT	1,680 ft ²
Allowance for nonassignable	168 ft ²
TOTAL AREA FOR DEPARTMENT	1,846 ft ²

This entire department strongly prefers an entry-level location, although it may be located on one of the secondary levels, as long as there is an easy and direct vertical connection to the *Receiving & delivery room*. Overall security of this department will be enhanced if it is located in an area of the building that does not enjoy extensive public traffic. The recommended contents and unit space allowances for reach of these functional areas are detailed in Appendix C.

- There should be no reason for any regular public access to this department.
- There should be a strong connection between the department workroom and the *Receiving & delivery room*
- The departmental storage room should be accessible *only* from within the department workroom.
- The *Mail room* should be adjacent to, but outside of, the departmental workroom. Staff from the department should have convenient access to the *Mail room* because TS staff will be responsible for sorting incoming mail and preparing outgoing mail. The staff at large will need access to the *Mail room* as well, to accommodate picking up and delivering mail, but staff should be able access the *Mail room* without having to pass *through* the *Technical services department workroom*

5.9 STAFF – INFORMATION TECHNOLOGY

The information technology staff is housed in the Downtown Library. Staff in this department is responsible for maintaining the library’s mainframe computer, operating the library’s local area network(s) and for servicing the PCs distributed throughout the library’s several building. This department will be located on the lower level of the building.

The combined space allocation for this department is 1,195 ft², including an allowance of 109 ft² – equal to 10% of the assignable area calculated for the department – for nonassignable structural and circulation space that can be expected to occur within this department.

The department consists of the following areas and rooms:

Information technology department workroom	601 ft ²
Information technology department storage room	135 ft ²
Server farm (room)	350 ft ²
TOTAL ASSIGNABLE SPACE IN DEPT	1,086 ft ²
Allowance for nonassignable	109 ft ²
TOTAL AREA FOR DEPARTMENT	1,195 ft ²

This department will be located as the emerging design allows. Overall security of this department will be enhanced if it is located in an area of the building that does not enjoy extensive public traffic. The recommended contents and unit space allowances for reach of these functional areas are detailed in Appendix C.

Preliminary observations and priorities regarding internal departmental adjacencies include:

- There should be no direct public access to this department. It is a staff-only area.
- The *Server farm (room)* and the departmental storage room should be accessible *only* from within the department workroom.
- There should be a reasonable, direct path of access between this department and the *Receiving & delivery room*, noting that these two areas are likely to be located on separate floors

5.10 STAFF – ADMINISTRATION

The administrative offices for the Plainfield Public Library system are housed in the Downtown Library.

The combined space allocation for this department is 2,653 ft², including an allowance of 234 ft² – equal to 10% of the assignable area calculated for the department – for nonassignable structural and circulation space that can be expected to occur within this department. An additional allocation is made for a staff restroom.

The department consists of the following areas and rooms:

Administrative reception (room)	310 ft ²
Library director’s office	353 ft ²
Assistant director’s office	230 ft ²
Business workroom	516 ft ²
Community relations office	220 ft ²
Graphics workroom	325 ft ²
Staff copy center (room)	299 ft ²
Records archive (room)	190 ft ²
TOTAL ASSIGNABLE SPACE IN DEPT	2,344 ft²
Allowance for staff restroom	75 ft ²
Allowance for nonassignable	234 ft ²
TOTAL AREA FOR DEPARTMENT	2,653 ft²

The recommended contents and unit space allowances for each of these functional areas are detailed in Appendix C.

- There should be convenient public access to this department, and to the *Administrative reception (room)*, the *Library director’s office*, and the *Community relations office* in particular. The *Administrative reception (room)* should serve as the primary (if not sole) point of public access to the library’s administrative work areas.
- The staff at large should have easy access to all of these areas and offices, in particular the *Staff copy center (room)*. Staff should not have to pass through any other office or functional area in order to reach the *Staff copy center (room)*.
- The *Community relations office*, the *Graphics workroom*, and the *Staff copy center (room)* should all be adjacent to one another, with direct access from each room to the other two rooms

5.11 STAFF – MAINTENANCE

The maintenance department will be located as the emerging design allows.

The combined space allocation for this department is 721 ft², including an allowance of 66 ft² – equal to 10% of the assignable area calculated for the department – for nonassignable structural and circulation space that can be expected to occur within this department.

The department consists of the following areas and rooms:

Maintenance office	240 ft ²
Workshop / assembly room	415 ft ²
TOTAL ASSIGNABLE SPACE IN DEPT	655 ft ²
Allowance for nonassignable	66 ft ²
TOTAL AREA FOR DEPARTMENT	721 ft ²

The recommended contents and unit space allowances for reach of these functional areas are detailed in Appendix C. Preliminary observations and priorities regarding internal departmental adjacencies include:

- There should be no direct public access to this department. It is a staff-only area.
- Although this department and the *Receiving & delivery room* need not be on the same level, there should be a convenient path of access between this department and the *Receiving & delivery room*
- Although the functional areas that comprise this department exhibit a strong preference for being adjacent to one another, if the configuration of the building requires their separation, pay close attention to the path of access between these two functional areas

5.12 STAFF – OTHER

This department supports a miscellany of staff spaces that aren't otherwise accommodated elsewhere in the program.

This department will be located as the building's design allows. Probably none of these functional areas will be located on the entry level.

The combined space allocation for this department is 1,203 ft², including an allowance of 78 ft² – equal to 10% of the assignable area calculated for the department – for nonassignable structural and circulation space that can be expected to occur within this department. An additional allocation of 350 ft² supports staff restrooms.

The department consists of the following areas and rooms:

Staff lounge / break room	515 ft ²
Staff cloakroom	100 ft ²
First aid room	85 ft ²
Staff showers (room)	75 ft ²
TOTAL ASSIGNABLE SPACE IN DEPT	775 ft ²
Allowance for staff restrooms	350 ft ²
Allowance for nonassignable	78 ft ²
TOTAL AREA FOR DEPARTMENT	1,203 ft ²

The recommended contents and unit space allowances fo reach of these functional areas are detailed in Appendix C. Preliminary observations and priorities regarding internal departmental adjacencies include:

- There should be no direct public access to this department. It is a staff-only area.
- There should be a convenient path of access between the *Staff lounge / break room* and the *Staff entry*, even though these two functional areas are likely to be located on different levels.
- Although the functional areas that comprise this department exhibit a strong preference for being adjacent to one another, if the configuration of the building requires their separation, they may be located separately
- There should be direct access to the *Staff restrooms*; staff should not have to pass through another room or functional area (such as the *Staff lounge / break room*) in order to reach the restrooms

5.13 NONLIBRARY ASSIGNABLE

This department describes spaces that support important operations that are not specifically "assignable" as library functions – delivery and storage functions for the most part.

The combined space allocation for this department is 2,266 ft², including an allowance of 206 ft² for nonassignable structural and circulation space allocated to this department. This allowance is equal to 10% of the assignable area calculated for the department.

The department consists of the following areas and rooms:

Staff entry (room)	100 ft ²
Receiving & delivery (room)	510 ft ²
Storage room -- general & miscellaneous	540 ft ²
Storage room -- maintenance supplies	120 ft ²
Storage room -- office supplies	120 ft ²
Storage room -- used book sale	290 ft ²
Recycling center (roomlet)	100 ft ²
Telecommunications equipment (roomlet)	75 ft ²
Elevator equipment room	75 ft ²
Groundskeeping equipment room	130 ft ²
TOTAL ASSIGNABLE SPACE IN DEPT	2,060 ft ²
Allowance for nonassignable	206 ft ²
TOTAL AREA FOR DEPARTMENT	2,266 ft ²

For the most part, the rooms and areas that comprise this department will all be located variously throughout the building as space allows. Certain of these functional areas will be located on the entry level – the *Staff entry (room)*, and the *Receiving & delivery room*. The location of all of the remaining spaces listed in this department is not specified as to level.

The recommended contents and unit space allowances for each of these functional areas are detailed in Appendix C.

Preliminary observations and priorities regarding internal departmental adjacencies include:

- The *Staff entry (room)* and the *Receiving & delivery (room)* should be located well apart from the public entry to the building so as to minimize any potential confusion between the two
- Proximity or at least a clear path of access is required between the *Receiving & delivery (room)* and the *Circulation department workroom*, the *Technical services department workroom*, the

*Information technology department workroom and the
Maintenance department.*

5.14 OTHER FUNCTIONS & NONASSIGNABLE

Additional allocations are made to support nonassignable space for mechanical equipment, and nonassignable space for "other" purposes.

An allowance is made for the building's mechanical plant. This allowance is equal to 5.0% of the anticipated gross area of the building – 3,485 ft². This will be located in the building according to architectural and engineering requirements.

An additional allowance is made for other nonassignable functions. This allowance is equal to 10.0% of the gross area of the building – 6,970 ft². This is a general allocation of space intended to be distributed through the building according to the requirements of the design.

A further allowance is made to accommodate public art displays. This allowance is equal to 1.0% of the gross area of the building – 697 ft².

These allocations for mechanical nonassignable functions and general nonassignable purposes are complemented by other allocations previously described for nonassignable purposes:

- An allocation for nonassignable space is made in each department to accommodate nonassignable spaces that can be expected to be associated directly with the operational departments. This departmental allocation of nonassignable space has been noted in the preceding descriptions of the departments and totals 5,495 ft².
- An allocation of 365 ft² is made in support of public vestibules (one at the entry and the other attached to the meeting rooms)
- A combined allocation of 1,790 ft² is made to support public and staff restrooms to be provided in various parts of the building

Together, these allocations of nonassignable space account for 26.0% of the projected gross area of the building.

Appendix A: COLLECTION DISTRIBUTION SUMMARY – DOWNTOWN LIBRARY

This appendix reproduces the collection distribution summary worksheet, specifying the inventories to be accommodated in the various components of the library's collection. These worksheets also detail the shelving environment to be created in support of each segment of the collection.

**PLAINFIELD PUBLIC LIBRARY DISTRICT
COLLECTION DISTRIBUTION SUMMARY -- MAIN LIBRARY**

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings	Pct of adult	Pct of total	Pct of total	Holdings	Pct in circ	Volumes to house
ADULT PRINT							
Fiction	9,708	17.81%	11.33%	12.00%	18,000	20.00%	14,400
Mystery	2,918	5.35%	3.41%	3.20%	4,800	20.00%	3,840
Romance		0.00%	0.00%	1.25%	1,875	20.00%	1,500
Science fiction	456	0.84%	0.53%	0.45%	675	20.00%	540
Westerns	407	0.75%	0.48%	0.45%	675	20.00%	540
Graphic novels	134	0.25%	0.16%	0.45%	675	20.00%	540
Fantasy	262	0.48%	0.31%	0.45%	675	20.00%	540
Large print	2,268	4.16%	2.65%	2.75%	4,125	20.00%	3,300
TOTAL ADULT POPULAR	16,153	29.64%	18.86%	21.00%	31,500		25,200
Reference	3,752	6.88%	4.38%	2.00%	3,000	0.00%	3,000
Nonfiction	33,332	61.16%	38.91%	37.18%	55,763	20.00%	44,610
Foreign language	571	1.05%	0.67%	1.00%	1,500	20.00%	1,200
Genealogy reference	260	0.48%	0.30%	0.25%	375	0.00%	375
Local history	435	0.80%	0.51%	0.75%	1,125	0.00%	1,125
Other adult category?		0.00%	0.00%		0	20.00%	0
New books - fiction				varies	varies	varies	varies
New books - nonfiction				varies	varies	varies	varies
TOTAL ADULT REF / NF	38,350	70.36%	44.77%	41.18%	61,763		50,310
TOTAL ADULT BOOKS	54,503	100.00%	63.63%	62.18%	93,263		75,510

SHELVING ENVIRONMENT								
# of shelves	Capacity factor	Lin.ft. usable	Vol per lin.ft.	Vol per unit	Vol to house	Units reqd	Aisle width	Sq.ft. per unit
5.5 (B)	75.00%	12.38	10.00	124	14,400	118	42" (b)	10.25
5.5 (B)	75.00%	12.38	12.00	149	3,840	26	42" (b)	10.25
5.5 (B)	75.00%	12.38	12.00	149	1,500	12	42" (b)	10.25
5.5 (B)	75.00%	12.38	10.00	124	540	6	42" (b)	10.25
5.5 (B)	75.00%	12.38	12.50	155	540	4	42" (b)	10.25
5.5 (B)	75.00%	12.38	12.50	155	540	4	42" (b)	10.25
5.5 (B)	75.00%	12.38	12.00	149	540	4	42" (b)	10.25
4.0 (B)	75.00%	9.00	10.00	90	3,300	38	42" (b)	10.25
2.5 (D)	85.00%	6.38	8.00	51	3,000	60	42" (b)	10.25
5.3 (B)	80.00%	12.60	12.00	151	44,610	296	42" (b)	10.25
5.3 (B)	80.00%	12.60	12.00	151	1,200	8	42" (b)	10.25
2.5 (D)	85.00%	6.38	8.00	51	375	8	42" (b)	10.25
5.3 (B)	80.00%	12.60	12.00	151	1,125	8	42" (b)	10.25
6.0	80.00%	14.40	12.00	173	0	0	42" (b)	10.25
Gaylord showcase display or equal				100	varies	8	60" (e)	12.50
Gaylord showcase display or equal				100	varies	6	60" (e)	12.50

**PLAINFIELD PUBLIC LIBRARY DISTRICT
COLLECTION DISTRIBUTION SUMMARY -- MAIN LIBRARY**

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings	Pct of YA+teen	Pct of total	Pct of total	Holdings	Pct in circ	Volumes to house
YOUNG ADULT							
YA fiction	6,960	81.59%	8.13%	9.00%	13,500	20.00%	10,800
YA graphic novels	100	1.17%	0.12%	0.25%	375	20.00%	300
Other YA category?		0.00%	0.00%		0	20.00%	0
New books -- young adult				varies	varies	varies	varies
TOTAL YOUNG ADULT	7,060	82.77%	8.24%	9.25%	13,875		11,100
TEEN							
Teen fiction	1,366	16.01%	1.59%	2.00%	3,000	20.00%	2,400
Teen graphic novels	104	1.22%	0.12%	0.13%	188	20.00%	150
Teen nonfiction		0.00%	0.00%	0.50%	750	20.00%	600
New books -- teen				varies	varies	varies	varies
TOTAL TEEN	1,470	17.23%	1.72%	2.63%	3,938		3,150
TOTAL YS + TEEN	8,530	100.00%	9.96%	11.88%	17,813		14,250

Young adult = middle school
Teen = high school

v1.4 shifts capacity from ad NF into teen NF -- adult NF reduced by 0.50% , teen NF incr by corresponding amt

SHELVING ENVIRONMENT								
# of shelves	Capacity factor	Lin.ft. usable	Vol per lin.ft.	Vol per unit	Vol to house	Units reqd	Aisle width	Sq.ft. per unit
5.5 (B)	75.00%	12.38	12.00	149	10,800	74	42" (b)	10.25
5.5 (B)	75.00%	12.38	12.50	155	300	2	42" (b)	10.25
6.0	80.00%	14.40	12.00	173	0	0	42" (b)	10.25
Gaylord showcase display or equal				100	varies	2	60" (e)	12.50
5.5 (B)	75.00%	12.38	12.00	149	2,400	18	42" (b)	10.25
5.5 (B)	75.00%	12.38	12.50	155	150	2	42" (b)	10.25
5.5 (B)	75.00%	12.38	12.00	149	600	6	42" (b)	10.25
Gaylord showcase display or equal				100	varies	2	60" (e)	12.50

**PLAINFIELD PUBLIC LIBRARY DISTRICT
COLLECTION DISTRIBUTION SUMMARY -- MAIN LIBRARY**

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings	Pct of youth	Pct of total	Pct of total	Holdings	Pct in circ	Volumes to house
PRESCHOOL COLLECTION							
YS easy / picture books	9,552	42.22%	11.15%	10.00%	15,000	20.00%	12,000
YS board books		0.00%	0.00%	0.50%	750	20.00%	600
YS easy nonfiction	3,115	13.77%	3.64%	2.75%	4,125	20.00%	3,300
YS readers		0.00%	0.00%	1.25%	1,875	20.00%	1,500
Other YS preschool category???		0.00%	0.00%		0	20.00%	0
New books -- YS preschool				varies	varies	varies	varies
TOTAL PRESCHOOL	12,667	55.98%	14.79%	14.50%	21,750		17,400
GRADESCHOOL COLLECTION							
YS fiction	6,520	28.82%	7.61%	7.25%	10,875	20.00%	8,700
YS graphic novels	160	0.71%	0.19%	0.25%	375	20.00%	300
YS reference	340	1.50%	0.40%	0.20%	300	0.00%	300
YS nonfiction	2,939	12.99%	3.43%	3.00%	4,500	20.00%	3,600
YS foreign language		0.00%	0.00%	0.25%	375	20.00%	300
YS parenting		0.00%	0.00%	0.50%	750	20.00%	600
New books -- YS gradeschool				varies	varies	varies	varies
TOTAL GRADESCHOOL	9,959	44.02%	11.63%	11.45%	17,175		13,800
TOTAL YS PRINT	22,626	100.00%	26.41%	25.95%	38,925		31,200
TOTAL PRINT	85,659		100.00%	100.00%	150,000		120,960

SHELVING ENVIRONMENT								
# of shelves	Capacity factor	Lin. ft. usable	Vol per lin. ft.	Vol per unit	Vol to house	Units reqd	Aisle width	Sq. ft. per unit
3.0 (F)	80.00%	7.20	26.00	135	12,000	90	42" (b)	10.25
1.0 (G)	80.00%	2.40	24.00	58	600	12	42" (b)	10.25
3.0 (F)	80.00%	7.20	18.00	135	3,300	26	42" (b)	10.25
3.0 (F)	80.00%	7.20	16.00	180	1,500	10	42" (b)	10.25
6.0	80.00%	14.40	12.00	173	0	0	42" (b)	10.25
Gaylord showcase display or equal				100	varies	2	60" (e)	12.50
5.0 (C)	80.00%	12.00	14.00	168	8,700	52	42" (b)	10.25
4.0 (C)	80.00%	9.60	12.50	120	300	4	42" (b)	10.25
3.0 (D)	85.00%	7.65	8.00	61	300	6	42" (b)	10.25
5.0 (C)	80.00%	12.00	14.00	168	3,600	22	42" (b)	10.25
5.0 (C)	80.00%	12.00	14.00	168	300	2	42" (b)	10.25
5.0 (C)	80.00%	12.00	12.00	144	600	6	42" (b)	10.25
Gaylord showcase display or equal				100	varies	2	60" (e)	12.50

**PLAINFIELD PUBLIC LIBRARY DISTRICT
COLLECTION DISTRIBUTION SUMMARY -- MAIN LIBRARY**

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings		Pct of total	Pct of total	Holdings	Pct in circ	Titles to house
PERIODICALS							
Magazines	192		78.05%	72.50%	174	0.00%	174
Newspapers			0.00%	4.00%	10	0.00%	10
Local history magazines???			0.00%	1.50%	4	0.00%	4
Teen magazines	18		7.32%	7.00%	17	0.00%	17
YS magazines	36		14.63%	13.50%	32	0.00%	32
YS parenting magazines			0.00%	1.50%	4	0.00%	4
Other magazine category???			0.00%		0	0.00%	0
TOTAL PERIODICALS	246		100.00%	100.00%	240		
				Pct retained	Number retained	Yrs held on ave	Volumes held
Magazine backfiles				100.00%	174	1.0	174
Newspaper backfiles				100.00%	10	1.0	10
Local history magazine backfiles???				100.00%	4	20.0	80
Teen magazine backfiles				100.00%	17	1.0	17
YS magazine backfiles				100.00%	32	1.0	32
YS parenting magazine backfiles				100.00%	4	1.0	4
Other magazine backfiles???					0		0

SHELVING ENVIRONMENT								
# of shelves	Capacity factor	Lin. ft. usable	Vol per lin. ft.	Vol per unit	Vol to house	Units reqd	Aisle width	Sq. ft. per unit
4.0 (C)	100.00%	12.00	1.00	12	174	16	60" (e)	12.50
4.0 (C)	100.00%	12.00	0.67	8	10	2	60" (e)	12.50
4.0 (C)	100.00%	12.00	1.00	12	4	2	60" (e)	12.50
4.0 (C)	100.00%	12.00	1.00	12	17	2	60" (e)	12.50
4.0 (C)	100.00%	12.00	1.00	12	32	4	60" (e)	12.50
6.0	80.00%	14.40	12.00	173	4	2	60" (e)	12.50
6.0	80.00%	14.40	12.00	173	0	0	60" (e)	12.50
4.0 (C)	90.00%	12.75	3.00	38	174	6	42" (b)	10.25
4.0 (C)	90.00%	12.75	0.67	9	10	2	42" (b)	10.25
4.0 (C)	90.00%	12.75	3.00	38	80	4	42" (b)	10.25
4.0 (C)	90.00%	12.75	3.00	38	17	2	42" (b)	10.25
4.0 (C)	90.00%	12.75	3.00	38	32	2	42" (b)	10.25
4.0 (C)	90.00%	12.75	3.00	38	4	2	42" (b)	10.25
6.0	80.00%	14.40	12.00	173	0	0	42" (b)	10.25

**PLAINFIELD PUBLIC LIBRARY DISTRICT
COLLECTION DISTRIBUTION SUMMARY -- MAIN LIBRARY**

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings		Pct of total	Pct of total	Holdings	Pct in circ	Items to house
ADULT NONPRINT							
DVDs	2,190		17.92%	20.50%	4,613	30.00%	3,229
VHSs	291		2.38%	0.00%	0	30.00%	0
Audiobooks -- CD	1,275		10.43%	12.50%	2,813	30.00%	1,969
Audiobooks -- cassette	419		3.43%	0.00%	0	30.00%	0
Music CDs	3,219		26.34%	26.25%	5,906	30.00%	4,134
Software	21		0.17%	0.00%	0	30.00%	0
Bookits (hanging bags)	900		7.37%	0.00%	0	30.00%	0
Other nonprint category???			0.00%		0	30.00%	0
New materials -- adult nonprint				varies	varies	varies	varies
TOTAL ADULT NONPRINT	8,315		68.05%	59.25%	13,331		9,332
YOUNG ADULT NONPRINT							
YA audiobooks -- CD	243		1.99%	2.50%	563	30.00%	394
YA audiobooks -- cassette	77		0.63%	0.25%	56	30.00%	39
Other YA nonprint category???			0.00%		0	30.00%	0
New materials -- YA nonprint				varies	varies	varies	varies
TOTAL YA NONPRINT	320		2.62%	2.75%	619		433
TEEN NONPRINT							
Teen DVDs	681		5.57%	6.00%	1,350	30.00%	945
Teen audiobooks -- CD	64		0.52%	1.00%	225	30.00%	158
Teen audiobooks -- cassette	0		0.00%	0.00%	0	30.00%	0
Teen music CDs	157		1.28%	2.00%	450	30.00%	315
Teen software???	0		0.00%	0.00%	0	30.00%	0
Teen video games	30		0.25%	0.25%	56	30.00%	39
Other teen nonprint category???			0.00%		0	30.00%	0
New materials -- teen nonprint				varies	varies	varies	varies
TOTAL TEEN NONPRINT	932		7.63%	9.25%	2,081		1,457

SHELVING ENVIRONMENT								
# of shelves	Capacity factor	Lin.ft. usable	Items per lin.ft.	Items per unit	Items to house	Units reqd	Aisle width	Sq.ft. per unit
7.0 (C)	Zig-zag insert / regular shelving			210	3,229	16	42" (b)	10.25
4.0 (C)	Zig-zag insert / regular shelving			60	0	0	42" (b)	10.25
8.0 (C)	Zig-zag insert / regular shelving			120	1,969	18	42" (b)	10.25
7.0 (C)	Zig-zag insert / regular shelving			105	0	0	42" (b)	10.25
9.0 (C)	Zig-zag insert / regular shelving			360	4,134	12	42" (b)	10.25
4.0 (C)	Zig-zag insert / regular shelving			60	0	0	42" (b)	10.25
2.0 (H)	80.00%	4.80	8.00	38	0	0	42" (b)	10.25
6.0	80.00%	14.40	12.00	173	0	0	42" (b)	10.25
Gaylord showcase display or equal				100	varies	2	60" (e)	12.50
8.0 (C)	Zig-zag insert / regular shelving			120	394	4	42" (b)	10.25
7.0 (C)	Zig-zag insert / regular shelving			105	39	2	42" (b)	10.25
6.0	80.00%	14.40	12.00	173	0	0	42" (b)	10.25
Gaylord showcase display or equal				100	varies	2	60" (e)	12.50
7.0 (C)	Zig-zag insert / regular shelving			210	945	6	42" (b)	10.25
8.0 (C)	Zig-zag insert / regular shelving			120	158	2	42" (b)	10.25
7.0 (C)	Zig-zag insert / regular shelving			105	0	0	42" (b)	10.25
9.0 (C)	Zig-zag insert / regular shelving			360	315	2	42" (b)	10.25
4.0 (C)	Zig-zag insert / regular shelving			60	0	0	42" (b)	10.25
4.0 (C)	Zig-zag insert / regular shelving			60	39	2	42" (b)	10.25
6.0	80.00%	14.40	12.00	173	0	0	42" (b)	10.25
Gaylord showcase display or equal				100	varies	2	60" (e)	12.50

**PLAINFIELD PUBLIC LIBRARY DISTRICT
COLLECTION DISTRIBUTION SUMMARY -- MAIN LIBRARY**

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings		Pct of total	Pct of total	Holdings	Pct in circ	Items to house
YS NONPRINT							
YS DVDs	994		8.13%	14.50%	3,263	30.00%	2,284
YS VHSs	545		4.46%	0.00%	0	30.00%	0
YS audiobooks -- CD	150		1.23%	3.00%	675	30.00%	473
YS audiobooks -- cassette	126		1.03%	0.00%	0	30.00%	0
YS music CDs	249		2.04%	2.50%	563	30.00%	394
YS software	135		1.10%	1.50%	338	30.00%	236
YS hanging kits / readalongs	453		3.71%	7.25%	1,631	30.00%	1,142
Other YS nonprint category???			0.00%		0	30.00%	0
New materials -- YS nonprint				varies	varies	varies	varies
TOTAL YS NONPRINT	2,652		21.70%	28.75%	6,469		4,529
TOTAL NONPRINT	12,219		100.00%	100.00%	22,500		15,751

SHELVING ENVIRONMENT								
# of shelves	Capacity factor	Lin.ft. usable	Items per lin.ft.	Items per unit	Items to house	Units reqd	Aisle width	Sq.ft. per unit
7.0 (C)	Zig-zag insert / regular shelving			210	2,284	12	42" (b)	10.25
4.0 (C)	Zig-zag insert / regular shelving			60	0	0	42" (b)	10.25
8.0 (C)	Zig-zag insert / regular shelving			120	473	4	42" (b)	10.25
7.0 (C)	Zig-zag insert / regular shelving			105	0	0	42" (b)	10.25
9.0 (C)	Zig-zag insert / regular shelving			360	394	2	42" (b)	10.25
4.0 (C)	Zig-zag insert / regular shelving			60	236	4	42" (b)	10.25
2.0 (H)	80.00%	4.80	12.00	58	1,142	20	42" (b)	10.25
6.0	80.00%	14.40	12.00	173	0	0	42" (b)	10.25
Gaylord showcase display or equal				100	varies	2	60" (e)	12.50

COLLECTION NOTES:

* this legend decodes the parenthetical notation employed in the column labeled "# of shelves"	
(A)	84"-90" full-height shelves
(B)	72" mid-height shelves
(C)	60"-66" mid-height shelves
(D)	42" low shelves
(E)	84"-90" full-height shelves, with half-height unit installed every 5th section
(F)	42" low divider shelves
(G)	Grosso book bins
(H)	42" low shelves adapted w/ hanging rods
(I)	48" low / mid-height shelves
(J)	
(K)	
(L)	

Angle lower shelves up

Need breakdown between fiction / nonfiction DVDs in order to accommodate interfiling NF DVD w/ NF print

** this legend decodes the parenthetical notation employed in the column labeled "aisle width"

- (a) high-density storage on ADA-minimum 36" aisle.....not typically recommended
- (b) routine density storage on ADA-preferred 42" aisle.....typically recommended
- (c) narrower base shelf with wider aisle.....retains same centerline-to-centerline dimension found in (b)
- (d) very narrow base with widest aisle.....sometimes specified for paperbacks & media
- (e) moderately deep shelf with ADA-minimum aisle.....sometimes specified for picture books and moderately oversized.....also retains centerline-to-centerline dimension found in (b)
- (f) regular-depth shelves with 48" aisle
- (g) very deep base with ADA-minimum aisle.....sometimes specified for oversized
- (h) very deep base with 42" aisle.....sometimes specified for oversized
- (l) deep base with very wide aisle.....for browsing (new books, magazine display)
- (j) undefined
- (k) compact shelving
- (l) compact shelving.....archival storage boxes

	(a)	(b)	(c)	(d)	(e)	(f)
Shelf length (inches)	36.00	36.00	36.00	36.00	36.00	36.00
Shelf depth (inches)	12.00	12.00	10.00	8.00	15.00	12.00
Aisle width (inches)	36.00	42.00	46.00	50.00	36.00	48.00
Cross aisle factor	1.25	1.25	1.25	1.25	1.25	1.25
Actual s.f. needed	9.375	10.3125	10.3125	10.3125	10.3125	11.25
Round up to:	9.50	10.50	10.50	10.50	10.50	11.25

	(g)	(h)	(i)	(j)	(k)	(l)
Shelf length (inches)	36.00	36.00	36.00		36.00	36.00
Shelf depth (inches)	18.00	18.00	15.00		12.00	15.00
Aisle width (inches)	36.00	42.00	60.00		6.00	6.00
Cross aisle factor	1.25	1.25	1.25	1.25	1.25	1.25
Actual s.f. needed	11.25	12.1875	14.0625	0	4.6875	5.625
Round up to:	11.25	12.50	15.00		5.00	6.00

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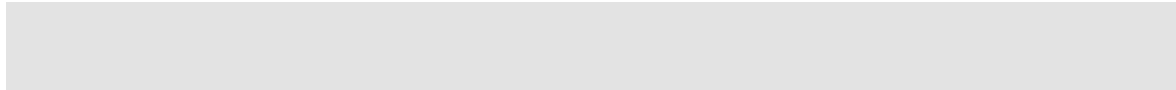
Appendix B: SEATING DISTRIBUTION SUMMARY – DOWNTOWN LIBRARY

This appendix reproduces the seating distribution summary worksheet, specifying the seating inventories to be accommodated in the various departments and functional areas.

**PLAINFIELD PUBLIC LIBRARY DISTRICT
SEATING DISTRIBUTION SUMMARY**

	Seats						Public terminals				
	Lnge	4-pl	2-pl	1-pl	Carrel	TOT	Stand	Sit	Study	TOT	
POPULAR LIBRARY SERVICES											
Browsing -- new materials	6	0	0	0	0	6	0	0	0	0	
Browsing -- magazines	8	0	2	0	0	10	0	0	0	0	
Readers advisory desk	0	0	0	0	0	0	2	0	0	2	
Fiction collection	0	0	0	0	0	0	1	0	0	1	
Large print collection	4	0	0	0	0	4	0	2	0	2	
Audiovisual collection	0	0	0	0	0	0	1	0	0	1	
TOTAL BROWSING/ FICT / AV	18	0	2	0	0	20	20	4	2	0	6
YOUNG ADULTS											
Young adult collection	2	8	0	0	0	10	1	6	0	7	
Teen collection	2	8	0	0	0	10	1	8	0	9	
TOTAL YOUNG ADULTS	4	16	0	0	0	20	20	2	14	0	16
REFERENCE & NONFICTION SERVICES											
Public service desk & reference	0	0	0	0	6	6	2	0	0	2	
Information commons	0	0	0	0	0	0	2	22	0	24	
Computer training lab (room)	0	0	0	0	0	0	0	10	0	10	
Nonfiction collection	8	12	4	30	12	66	4	0	0	4	
Local history room	0	4	4	0	0	8	0	2	0	2	
Quiet study room	4	4	0	12	0	20	0	0	0	0	
TOTAL REF / NF	12	20	8	42	18	100	100	8	34	0	42
YOUTH SERVICES											
YS public service desk	0	0	0	0	0	0	4	0	0	4	
YS preschool collection	6	20	0	0	0	26	0	0	4	4	
YS grade school collection	2	24	0	4	0	30	0	0	0	0	
YS audiovisual collection	0	0	0	0	0	0	0	0	0	0	
YS technology center	0	0	0	0	0	0	0	0	12	12	
YS parenting collection	4	0	0	0	0	4	0	0	0	0	
TOTAL YOUTH	12	44	0	4	0	60	60	4	0	16	20
GRAND TOTAL	46	80	10	46	18	200	18	50	16	84	

SQ.FT. PER UNIT 40.0 25.0 25.0 30.0 35.0 30.0 42.5 60.0



Seats						Terminals			
Lnge	4-pl	2-pl	1-pl	Car	TOT	Stand	Sit	Study	TOT
3.00%					3.00%				
4.00%		1.00%			5.00%	2.38%			2.38%
						1.19%			1.19%
2.00%					2.00%		2.38%		2.38%
						1.19%			1.19%
9.00%	0.00%	1.00%	0.00%	0.00%	10.00%	4.76%	2.38%	0.00%	7.14%
1.00%	4.00%				5.00%	1.19%	7.14%		8.33%
1.00%	4.00%				5.00%	1.19%	9.52%		10.71%
2.00%	8.00%	0.00%	0.00%	0.00%	10.00%	2.38%	16.67%	0.00%	19.05%
				3.00%	3.00%	2.38%			2.38%
						2.38%	26.19%		28.57%
4.00%	6.00%	2.00%	15.00%	6.00%	33.00%	4.76%	11.90%		11.90%
	2.00%	2.00%			4.00%		2.38%		2.38%
2.00%	2.00%		6.00%		10.00%				
6.00%	10.00%	4.00%	21.00%	9.00%	50.00%	9.52%	40.48%	0.00%	50.00%
3.00%	10.00%				13.00%	4.76%			4.76%
1.00%	12.00%		2.00%		15.00%			4.76%	4.76%
								14.29%	14.29%
2.00%					2.00%				
6.00%	22.00%	0.00%	2.00%	0.00%	30.00%	4.76%	0.00%	19.05%	23.81%
23%	40%	5%	23%	9%	100%	21%	60%	19%	100%

SEATING NOTES

Unit of measure for reader seating is an INDIVIDUAL SEAT.....4 seats at a 4-place table constitutes ONE such reading table, a tally of 8 seats constitutes TWO tables, a tally of 6 seats at two-place reading tables constitutes THREE tables.

4-top table seating in YA should favor "diner booths"

YS preschool lounge seating should favor "womb chairs"

A "stand" public computer terminal is offered at a standing height desk or counter, no chair.....this setting is intended to motivate a higher rate of turnover at the equipment.....these terminals may tend toward designation as an OPAC

A "sit" public computer terminal is provided at a seated desk, with sufficient desktop space for some additional books and materials

A "study" public computer terminal is provided with a larger desk, with added room for peripherals and/or more books and materials.....the larger space allocation at this station will encourage a longer period of use

NOTE: no attempt is made here to distribute seating into the TYPES of seating environments

Appendix C: LIBRARY SPACE NEEDS & UNIT SPACE ALLOWANCES – DOWNTOWN LIBRARY

The worksheets on the following pages summarize the furnishings and equipment to be provided in each of the functional areas defined in this schematic building program for the Downtown Library of the Plainfield Public Library, noting the space requirements for each unit.

PLAINFIELD PUBLIC LIBRARY DISTRICT # Sq.ft. Sq.ft. Area
SPACE NEEDS DETAIL BY FUNCTIONAL AREA units per needed needed

GENERAL NOTE RE DISPLAY THROUGHOUT... CAPTURE/ INCORPORATE INTO DESIGN WHEREVER, AS DESIGN EVOLVES...

ACCOMMODATE A RECENT RETURNS AREA IN DESIGN, IF POSSIBLE

ENTRY / CONTROL / CIRCULATION

Traffic dispersal

FUNCTION: This area provides an orientation for the patron. It's an open area from which a patron can identify major public service points, in particular the information desk and charging area, and determine the routes to public service areas in the library, including the stairs / elevator leading to public areas located off the entry level. The security gates for the library's theft detection sensors are located here.

NOTES:

Special use:	Theft detection system sensors	2	125.00	250	
	Literature display racks	2	20.00	40	
	Wheelchair corral	1	50.00	50	
	Easel for library announcements	1	15.00	15	
	Community bulletin board	1	0.00	0	
	Video message flatscreen / media wall	1	0.00	0	
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				<i>355</i>

Welcome / information desk

FUNCTION: The information desk is front and center as patrons enter the library. Staff at this desk welcome patrons, provide directional assistance, resolve patron issues re individual accounts (payment for lost / damaged, etc).

NOTES: Present information desk offers just one single path from behind the desk... there should be more than one exit path from behind this desk -- and every desk

All public service desks should avoid monumental design... favor approachable desks, no barriers, not a lot of clutter...

Desk, seating @ counter / stool height

Staffing:	Information desk to seat one	(network access)	1	135.00	135
Special use:	Cash register		1	10.00	10
	Lost & found storage		1	15.00	15
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				<i>160</i>

Circulation desk

FUNCTION: Patrons will approach this service desk to check out materials for loan... as an alternate, the library will also provide a self-service option for this function (see "Self-service center" below)... over time, it is expected that a larger and larger proportion of the library's circulation transactions will be completed at the self-service center.

NOTES: Staff likes the desk at the entry to the library in Frankfort
All public service desks should avoid monumental design... favor approachable desks, no barriers, not a lot of clutter...
Desk, seating @ counter / stool height

Staffing:	Charging / discharging station	1	135.00	135
	Charging / registration station	1	135.00	135
Special use:	Cash register	1	10.00	10
	Patron seating for registration	2	25.00	50
	Storage cabinet for circulating laptops	1	25.00	25
	<i>FUNCTIONAL AREA TOTAL S.F.</i>			355

Materials returns (room)

FUNCTION: Patrons will return materials here... from this point of return, materials will be conveyed on belts to the automated discharge machine (see below)

NOTES: This area may be merged with one of the staff service desks listed in this department

Special use:	Materials return slot / conveyor	1	75.00	75
	<i>FUNCTIONAL AREA TOTAL S.F.</i>			75

Self-service center

FUNCTION: Library patrons will use terminals in this area to check-out their own library materials for loan. Six self-service charging stations are provided here.

NOTES: Photocopier, fax, reserves / holds in an alcove

Staffing:	Trouble-shooter station (network access)	1	90.00	90
Special use:	Self-charging stations (network access)	6	75.00	450
	Queue of 4 per self-charge station	24	5.00	120
	60" shelving for self-pick-up of reserves / holds	8	12.50	100
	Public photocopier	2	50.00	100
	Self-service fax machine	1	25.00	25
	Coin changer	1	15.00	15
	Rack for basket return	1	15.00	15
	Video message flatscreen / media wall	1	0.00	0
	Other????	0	0.00	0
	<i>FUNCTIONAL AREA TOTAL S.F.</i>			915

Express pick-up lockers (room)

FUNCTION: This is a small room where patrons can arrange to pick up reserves and holds... the material is charged out to the patron, and staff then puts the material in a small locker... the patron is notified which locker contains his/her material and at his/her convenience comes here, uses a library card or some other key code to open the locker and retrieves the material

NOTES: This function should be open and available 24 hours a day / 7 days a week
Note lighting for safety and security
This functional area divides into two spaces -- a public side and a staff side.
The public side is a small vestibule lined with 24 small lockers. On the other side of the locker wall there is an open space that staff will use when stocking

the lockers.

Be sure to secure this functional area with a fire-rated enclosure with smoke detector and sprinkler heads to guard against arson-related vandalism

Special use: Lockers for after-hours deposit pick-up	24	4.00	96
Stocking area for staff	1	100.00	100
Other????	0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 196

Used book sale area

FUNCTION: In this iteration, the used book sale area is merged into the refreshment service area (below)

LOCATION:

NOTES:

FUNCTIONAL AREA TOTAL S.F. 0

Refreshment service / used book sale

FUNCTION: This is a placeholder for a modest area where the library will provide comfortable seating and possibly a refreshment area. Shelving / display for a continuing used book sale will be incorporated into this area as well.

NOTES: It remains to be determined whether the library will provide refreshment service here, and if it does whether it will take the form of a vendor with counter service or vending
 Most likely, it will be a lower-key service, offered from a coffee cart or similar
 Could evolve as a self-service vending operation.
 Consider indoor-outdoor spaces here

Need to consider alternate use for this space IF a refreshment service evolves here: how can the space be intelligently redirected, should a refreshment service fail to launch?

Special use: Allowance for refreshment area + used book sale	1	500.00	500
--	---	--------	-----

FUNCTIONAL AREA TOTAL S.F. 500

Circulation department workroom

FUNCTION: The circulation workroom provides a place where staff can concentrate on discharging materials recently returned, and preparing required reports. Materials are sorted and stored here for the library's delivery service.

Within this workroom there is an enclosed office for the dept head for circulation services.

NOTES:

Staffing:	Check-in back-up	(network access)	1	90.00	90
	Overdues (current)	(network access)	1	90.00	90
	Overdues (future)	(network access)	1	90.00	90
	ILL sorting (current)	(network access)	1	90.00	90
	ILL sorting (future)	(network access)	1	90.00	90
	ILL administration (current)	(network access)	1	90.00	90
	Incoming telephones	(network access)	1	90.00	90
	Shift supervisor	(network access)	1	90.00	90
	Department head	(encl ofc) (network access)	1	108.00	108
Special use:	Network printer		1	10.00	10
	Office copier / low volume		1	10.00	10

Assembly table for ILL sorting (storage below)	1	50.00	50
Shelving for system delivery sorting	2	12.50	25
Cart for system deliveries	1	25.00	25
Cart for internal main-branch deliveries	1	25.00	25
Problem/ "snags" shelving	2	10.00	20
Sink & counter	1	25.00	25
Disk cleaning machine	1	20.00	20
White board / bulleting board	1	0.00	0
Other?			0
<i>FUNCTIONAL AREA TOTAL S.F.</i>			1,038

Circulation department storage room

FUNCTION: This small storage room is provided to house departmental supplies

NOTES:

Special use: Utility shelves	3	12.50	38
Storage cabinets	1	15.00	15
Other????	0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 53

Automated materials return / discharge (room)

FUNCTION: This space will support an automated materials handling machine that will check in materials as they are returned and automatically pre-sort the returns into roughly six broad categories (to be determined)
Returned materials will be delivered to this room from their respective points of return to run through the discharge / sorting unit by way of conveyors that will connect the return points (see walk-up and drive up return, following, and at the information desk) with this room.

NOTES: If this room can be positioned to accommodate public viewing, one wall should be glazed to allow patrons to observe the workings of the sorting machine

Staffing: Paging stations	4	68.00	272
Special use: Allowance for automated materials return / discharge machine	1	500.00	500
Book trucks (sorting / shelving)	24	5.00	120
Sorting table (sorting / shelving)	1	50.00	50
Holding shelves for branch deliveries	1	12.50	13
Other????	0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 955

After-hours walk-up exterior return (roomlet)

FUNCTION: This exterior book drop is a secure, vandal-resistant space in the library that receives materials returned by library patrons. For the patron's convenience, an exterior return slot is provided here for those patrons who prefer to return borrowed materials without coming into the library. It should be situated next to the front door of the library.

NOTES: Assuming the library is able to implement an automated materials return / sorting unit as part of the expansion project, this functional area will be devoted to delivering returned materials to a conveyor system that will bring materials to the automated

return / sorting unit. At the base of the return chute at this return, materials will fall onto a conveyor that will lead to the return / sorting unit, where the item(s) will be checked in.

Be aware of interior / exterior elevations. From the outside, the book drop must not be positioned so high as to be unreachable. From the inside, there must be sufficient clearance between the bottom of the book drop chute to the floor to accommodate the materials conveyence system

Secure this functional area in a fire-rated enclosure with smoke detector and sprinkler head to guard against arson-related vandalism

Special use: Placeholder for return chute / conveyor (network access)	1	75.00	75
Other????	0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 75

After-hours drive-up exterior return (roomlet)

FUNCTION: This exterior book drop is a secure, vandal-resistant space in the library that receives materials returned by library patrons....for the patron's convenience, this return allows a patron to drive up to the library building and return materials without getting out of the car.

NOTES: The geometry of the site for the main library will determine whether it is feasible to include this feature.

Assuming the library is able to implement an automated materials return / sorting unit as part of the expansion project, this functional area will be devoted to delivering returned materials to a conveyor system that will bring materials to the automated return / sorting unit. At the base of the return chute at this return, materials will fall onto a conveyor that will lead to the return / sorting unit, where the item(s) will be checked in.

Be aware of interior / exterior elevations. From the outside, the book drop must not be positioned so high as to be unreachable. From the inside, there must be sufficient clearance between the bottom of the book drop chute to the floor to accommodate the materials conveyence system

Secure this functional area in a fire-rated enclosure with smoke detector and sprinkler head to guard against arson-related vandalism

Vehicular flow should not compromise the safety of pedestrians as pedestrians approach the building.

Special use: Placeholder for return chute / conveyor (network access)	1	75.00	75
Other????	0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 75

ASSIGNABLE AREA IN DEPARTMENT 4,751

ALLOWANCE FOR DEPARTMENT NONASSIGNABLE 950

Entry vestibule

FUNCTION: The entrance lobby / vestibule serves as a buffer between the exterior environment and the interior environment. Appropriate signs provide directional guidance and begin the

user's orientation to the facility.

NOTES: Consider benches in this area
Exterior doors that lock automatically @ end of the day
Accommodates table for "house walk" tickets, registration for other library programs

Nonassign:	Lobby / vestibule	1	350.00	350
	Built-in display cases	2	0.00	0
	ATM	1	15.00	15
	Wall-mounted pamphlet distribution rack -- tax forms?	1	0.00	0
	Bulletin board	1	0.00	0
	Other????	0	0.00	0
	<i>FUNCTIONAL AREA TOTAL S.F.</i>			<i>365</i>

Public restrooms

FUNCTION: Isn't this apparent?

NOTES: Diaper changing station in each
Architect to verify size of restroom facilities for local code compliance
Provide a "family" or "assisted" restroom here that may be used by a father with his daughter, or a mother with her son, or an elderly couple, one of whom needs assistance.
Drinking fountain
No doors on restrooms... zig-zag as seen at airports, etc.

Nonassign:	Men's	1	240.00	240
	Women's	1	320.00	320
	Family / assisted	1	80.00	80
	Janitor's closet	1	50.00	50
	<i>FUNCTIONAL AREA TOTAL S.F.</i>			<i>690</i>

TOTAL AREA REQUIRED FOR DEPARTMENT *6,756*

PLAINFIELD PUBLIC LIBRARY DISTRICT	#	Sq.ft.	Sq.ft.	Area
SPACE NEEDS DETAIL BY FUNCTIONAL AREA	units	per	needed	needed

POPULAR LIBRARY SERVICES

Browsing -- new materials

FUNCTION: The new books area is a space where the library prominently displays its recent acquisitions. Bookstore-style display is appropriate to promote a more casual atmosphere and encourage wide browsing among the collections housed here. Leisure seating is provided.

NOTES:

Collection:	New books - fiction	varies to own			
	varies to house @	100 per unit	8	12.50	100
	New books - nonfiction	varies to own			
	varies to house @	100 per unit	6	12.50	75
	New materials -- adult nonprint	varies to own			
	varies to house @	100 per unit	2	12.50	25
	Shelving for "Read and Return" collection		2	15.00	30
Seating:	Seats @ lounge	Browsing -- new materials	6	40.00	240
	Seats @ 4-place table (# tables = seats / 4)		0	25.00	0
	Seats @ 2-place table (# tables = seats / 2)		0	25.00	0
	Seats @ individual table		0	30.00	0
	Seats @ individual carrel		0	35.00	0
Special use:	Public network station - "stand"	Browsing -- new materials	0	30.00	0
	Public network station - "sit"		0	42.50	0
	Public network station - "study"		0	60.00	0
	Group printer - 1 per every 8 stations		0	10.00	0
	Topical / seasonal display		1	25.00	25
	Flat panel display / bulletin board		1	0.00	0
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				495

Browsing -- magazines

FUNCTION: Current issues and back issues of magazines received at the branch library are housed here... current issues are stored on sloping-front magazine display shelving, while back issues are housed on conventional library shelving

NOTES: All shelving in this area is to be no higher than 60" tall, in order to accommodate ADA reach requirements for a side approach in a wheelchair

Collection:	Magazines	174 to own			
	174 to house @	12 per unit	16	12.50	200
	Newspapers	10 to own			
	10 to house @	8 per unit	2	12.50	25
	Magazine backfiles	174 to own			
	174 to house @	38 per unit	6	10.25	62

	Newspaper backfiles	10 to own			
	10 to house @	9 per unit	2	10.25	21
Seating:	Seats @ lounge	Browsing -- magazines	8	40.00	320
	Seats @ 4-place table (# tables = seats / 4)		0	25.00	0
	Seats @ 2-place table (# tables = seats / 2)		2	25.00	50
	Seats @ individual table		0	30.00	0
	Seats @ individual carrel		0	35.00	0
Special use:	Public network station - "stand"	Browsing -- magazines	0	30.00	0
	Public network station - "sit"		0	42.50	0
	Public network station - "study"		0	60.00	0
	Group printer - 1 per every 8 stations		0	10.00	0
	Other????		0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 677

Readers advisory desk

FUNCTION: Staff at the readers advisory desk provides support to patrons who are using the fiction / browsing / nonprint collections.

NOTES: Desk -- compact, moveable... lockable cubbies... break down staff vs patron... variable heights... integrated wiring
All public service desks should avoid monumental design... favor approachable desks, no barriers, not a lot of clutter...

Staffing:	Readers advisory desk to seat one	(network access)	1	135.00	135
	Ready reference shelving - 42"		2	12.50	25
Seating:	Seats @ lounge	Readers advisory desk	0	40.00	0
	Seats @ 4-place table (# tables = seats / 4)		0	25.00	0
	Seats @ 2-place table (# tables = seats / 2)		0	25.00	0
	Seats @ individual table		0	30.00	0
	Seats @ individual carrel		0	35.00	0
Special use:	Public network station - "stand"	Readers advisory desk	2	30.00	60
	Public network station - "sit"		0	42.50	0
	Public network station - "study"		0	60.00	0
	Group printer - 1 per every 8 stations		1	10.00	10
	Easel for library announcements		1	15.00	15
	Other????		0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 245

Fiction collection

FUNCTION: This area houses the library's general adult fiction circulating collection. Genre fiction (mysteries, science fiction, westerns) is also housed in this area. Catalog terminals are provided in this area.

NOTES: As design evolves, look for opportunities to intersperse additional seating through this area for patrons' convenience -- window seats? Niches?

Collection:	Fiction	18,000 to own			
	14,400 to house @	124 per unit	118	10.25	1,210
	Mystery	4,800 to own			

===== Plainfield Public Library / Downtown Library =====
 ===== Schematic Building Program Statement =====

	3,840 to house @	149 per unit	26	10.25	267
Romance		1,875 to own			
	1,500 to house @	149 per unit	12	10.25	123
Science fiction		675 to own			
	540 to house @	124 per unit	6	10.25	62
Westerns		675 to own			
	540 to house @	155 per unit	4	10.25	41
Graphic novels		675 to own			
	540 to house @	155 per unit	4	10.25	41
Fantasy		675 to own			
	540 to house @	149 per unit	4	10.25	41
Seating:	Seats @ lounge	Fiction collection	0	40.00	0
	Seats @ 4-place table (# tables = seats / 4)		0	25.00	0
	Seats @ 2-place table (# tables = seats / 2)		0	25.00	0
	Seats @ individual table		0	30.00	0
	Seats @ individual carrel		0	35.00	0
Special use:	Public network station - "stand"	Fiction collection	1	30.00	30
	Public network station - "sit"		0	42.50	0
	Public network station - "study"		0	60.00	0
	Group printer - 1 per every 8 stations		1	10.00	10
	Topical / seasonal display		2	25.00	50
	Other????		0	0.00	0
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				<i>1,874</i>

Large print collection

FUNCTION: This area houses the library's circulating collection of large print materials for individuals with vision limitations. This portion of the collection is expected to grow substantially as the local population ages.

NOTES: Some of the public computer network stations here are outfitted with assistive technology

Collection:	Large print	4,125 to own			
	3,300 to house @	90 per unit	38	10.25	390
Seating:	Seats @ lounge	Large print collection	4	40.00	160
	Seats @ 4-place table (# tables = seats / 4)		0	25.00	0
	Seats @ 2-place table (# tables = seats / 2)		0	25.00	0
	Seats @ individual table		0	30.00	0
	Seats @ individual carrel		0	35.00	0
Special use:	Public network station - "stand"	Large print collection	0	30.00	0
	Public network station - "sit"		2	42.50	85
	Public network station - "study"		0	60.00	0
	Group printer - 1 per every 8 stations		1	10.00	10
	Magnifier / reader		1	42.50	43
	Seasonal / topical display		0	25.00	0
	Literature display racks		1	20.00	20
	Flat panel display / bulletin board		1	0.00	0
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				<i>707</i>