

*Audiovisual collection*

FUNCTION: This collection can expect to accommodate a variety of nonprint materials. It's impossible to predict at this time how rapidly this part of the library's collections will grow, or how its composition may shift among formats. Flexible collection storage environments are the key to this area.

NOTES:

Collection:	DVDs	4,613 to own			
	3,229 to house @	210 per unit	16	10.25	164
	Audiobooks -- CD	2,813 to own			
	1,969 to house @	120 per unit	18	10.25	185
	Music CDs	5,906 to own			
	4,134 to house @	360 per unit	12	10.25	123
Seating:	Seats @ lounge	Audiovisual 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"	Audiovisual 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
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				<i>562</i>

*ASSIGNABLE AREA IN DEPARTMENT* . . . . . 4,559

*ALLOWANCE FOR DEPARTMENT NONASSIGNABLE* . . . . . 456

*TOTAL AREA REQUIRED FOR DEPARTMENT* . . . . . 5,015

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

**REFERENCE & NONFICTION SERVICES**

*Public service desk & reference*

**FUNCTION:** The reference desk is the key public service point in the adult services area. Library users will be directed to this desk for assistance in using the adult services collections. Telephone callers requesting specific information in response to a great variety of questions will be directed to this desk. A small, carefully selected collection of reference resources is housed near the desk for the convenience of staff.

The reference collection is also housed here. It consists of the library's print reference collection. This is the core of the library's adult collection, used by staff and patrons alike to respond to queries for specific information. The reference collection includes dictionaries, encyclopedias, directories, indexes, guides to the literature, and a wide variety of other material. A variety of specialized resources and reference tools is located here – atlases, indexes, and bibliographies. Increasingly, these traditional resources are complemented by electronic resources.

**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...

<b>Staffing:</b>	Public service desk to seat two (network access)	2	135.00	270
	Ready reference shelving - 42"	4	12.50	50
<b>Collection:</b>	Reference			
	3,000 to house @			
	51 per unit	60	10.25	615
<b>Seating:</b>	Seats @ lounge	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	6	35.00	210
<b>Special use:</b>	Public network station - "standPublic service desk & reference	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
	Dictionary stand	1	30.00	30
	Atlas stand	1	35.00	35
	Map case & counter	0	50.00	0
	Literature display rack / community information	1	20.00	20
	Easel for library announcements	1	15.00	15
	Flat panel display / bulletin board	1	0.00	0

*FUNCTIONAL AREA TOTAL S.F.* ..... 1,315

*Information commons*

**FUNCTION:** The information commons is an area where patrons can operate and use computer stations that are connected to the library's local area (public) network. This area houses the primary concentration of network computer stations for public use. Through these computer stations, patrons have access to the library's on-line catalog, other locally mounted databases, as well as access to databases and information sources located remotely from the library, including Internet access.  
A copier is provided here for patron convenience.

**NOTES:**

All public service desks should avoid monumental design... favor approachable desks, no barriers, not a lot of clutter...  
The "stand" terminals are to be express Internet stations  
The printers and copiers should be placed in an alcove the better to contain any associated noisiness... this alcove should be near the help desk so that staff at that desk can easily support this equipment

Staffing:	Help desk to seat two	(network access)	2	135.00	270
Special use:	Public network station - "stand"	Information commons	2	30.00	60
	Public network station - "sit"		22	42.50	935
	Public network station - "study"		0	60.00	0
	Group printer - 1 per every 8 stations		3	10.00	30
	Public photocopier		1	50.00	50
	Other????		0	0.00	0

*FUNCTIONAL AREA TOTAL S.F.* ..... 1,345

*Computer training lab (room)*

**FUNCTION:** The computer training lab provides an area where small groups of patrons can receive formal training in basic computer use and/or training in specific programs or electronic information resources. When there is no training session scheduled, it is important that the equipment in this room be available for general public use.

**NOTES:**

Projection capabilities for the instructors station  
Glazing into this room to allow for supervision and support

Staffing:	Instructor's station	(network access)	1	68.00	68
Special use:	Public network station - "stand"	Computer training lab (room)	0	30.00	0
	Public network station - "sit"		10	42.50	425
	Public network station - "study"		0	60.00	0
	Group printer - 1 per every 8 stations		2	10.00	20

*FUNCTIONAL AREA TOTAL S.F.* ..... 513

*Nonfiction collection*

**FUNCTION:** This area houses the general adult circulating nonfiction collection – nonfiction, biographies – along with a portion of the library's reader seating. Catalog terminals are distributed throughout this area as well.

**LOCATION:**

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

Collection:	Nonfiction	55,763 to own			
	44,610 to house @	151 per unit	296	10.25	3,034
	Foreign language	1,500 to own			
	1,200 to house @	151 per unit	8	10.25	82
	Other adult category?	0 to own			
	0 to house @	173 per unit	0	10.25	0
Seating:	Seats @ lounge	Nonfiction collection	8	40.00	320
	Seats @ 4-place table (# tables = seats / 4)		12	25.00	300
	Seats @ 2-place table (# tables = seats / 2)		4	25.00	100
	Seats @ individual table		30	30.00	900
	Seats @ individual carrel		12	35.00	420
Special use:	Public network station - "stand"	Nonfiction collection	4	30.00	120
	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
	<i>FUNCTIONAL AREA TOTAL S.F.</i> .....				5,336

*Local history room*

FUNCTION: This room houses a collection of books and files that document the history of Plainfield and the surrounding area

NOTES: Temperature / humidity control

Collection:	Genealogy reference	375 to own			
	375 to house @	51 per unit	8	10.25	82
	Local history	1,125 to own			
	1,125 to house @	151 per unit	8	10.25	82
	Local history magazines???	4 to own			
	4 to house @	12 per unit	2	12.50	25
	Local history magazine backfiles???	4 to own			
	80 to house @	38 per unit	4	10.25	41
Seating:	Seats @ lounge	Local history room	0	40.00	0
	Seats @ 4-place table (# tables = seats / 4)		4	25.00	100
	Seats @ 2-place table (# tables = seats / 2)		4	25.00	100
	Seats @ individual table		0	30.00	0
	Seats @ individual carrel		0	35.00	0
Special use:	Public network station - "stand"	Local history room	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
	Microform reader/printer		2	35.00	70
	Microform storage cabinets		2	15.00	30
	Map file		1	35.00	35
	<i>FUNCTIONAL AREA TOTAL S.F.</i> .....				660

*Quiet study room*

**FUNCTION:** The quiet study room provides a separate, distinct setting where patrons can study or use materials from the library's collection without distractions from other patrons or library staff members. General talking and computer use is actively discouraged here.

**NOTES:** Glazing / windows into this room to facilitate staff supervision.

<b>Seating:</b>	Seats @ lounge	Quiet study room	4	40.00	160
	Seats @ 4-place table (# tables = seats / 4)		4	25.00	100
	Seats @ 2-place table (# tables = seats / 2)		0	25.00	0
	Seats @ individual table		12	30.00	360
	Seats @ individual carrel		0	35.00	0

*FUNCTIONAL AREA TOTAL S.F.* ..... 620

*Small group study rooms*

**FUNCTION:** These small rooms will be available for groups of two to eight patrons to work on projects together. They will also be available for a variety of individual tutoring activities.

**NOTES:** Glazing / windows into each of these spaces to facilitate staff supervision.

Provide public network access to each small group study room.

Consider the possibility of supporting high-concept technology in these rooms for patron convenience.

<b>Special use:</b>	Room to seat 2 (2 seats @ 30 s.f.)	(network access)	0	60.00	0
	Room to seat 4 (4 seats @ 30 s.f.)	(network access)	2	120.00	240
	Room to seat 6 (6 seats @ 30 s.f.)	(network access)	1	180.00	180
	Room to seat 8 (8 seats @ 30 s.f.)	(network access)	0	240.00	0
	Room to seat 10 (10 seats @ 30 s.f.)	(network access)	0	300.00	0

*FUNCTIONAL AREA TOTAL S.F.* ..... 420

*Adult services department staff workroom*

**FUNCTION:** This workroom provides a place where library staff can work without interruption on projects such as selecting new materials for the collection, meeting with vendors and book sale representatives, arranging programming activities, and producing handouts, and promotional material.

An enclosed office for the head of adult services is provided here.

**NOTES:** There is an ASSUMPTION at work here that all adult staff -- supporting ref/ NF AND fiction / AV AND young adult -- will "roost" here

FT staff are assigned desk / cubicle; PT staff share two to a station

**QUESTION:** Does the telephone reference station require shelving for a physical collection, any other accommodations???

<b>Staffing:</b>	Full-time adult service staff (current)	(network access)	3	90.00	270
	Full-time adult service staff (future)	(network access)	1	90.00	90
	Part-time adult service staff (current)	(network access)	2	90.00	180
	Part-time adult service staff (future)	(network access)	1	90.00	90
	Substitute staff (current)	(network access)	1	90.00	90
	Telephone reference (future)	(network access)	1	90.00	90
	Adult services head (encl ofc)	(network access)	1	108.00	108

<b>Special use:</b>	Network printer		1	10.00	10
---------------------	-----------------	--	---	-------	----

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

Office copier / low volume	1	10.00	10	
Shelving for departmental storage, collections	2	12.50	25	
Supplies cabinets	1	15.00	15	
White board	1	0.00	0	
<i>FUNCTIONAL AREA TOTAL S.F.</i> .....				978

*Adult services department storage room*

FUNCTION: This small storage room is provided to house departmental supplies, winter reading prizes, summer reading prizes, and so on

NOTES:

Special use: Utility shelves	3	12.50	38	
Storage cabinets	1	15.00	15	
Storage shelving for book discussion kits	2	12.50	25	
Other????	0	0.00	0	
<i>FUNCTIONAL AREA TOTAL S.F.</i> .....				78

ASSIGNABLE AREA IN DEPARTMENT ..... 11,265

ALLOWANCE FOR DEPARTMENT NONASSIGNABLE ..... 1,126

*Public restrooms*

FUNCTION: Restrooms may be provided here for the public's convenience

NOTES: An additional set of restrooms is provided here ON THE ASSUMPTION that the reference / nonfiction collections will be removed from the public restrooms at the entry to the building

Consider a family / assisted restroom within this restroom group, too?

Drinking fountain

No doors on restrooms... zig-zag as seen at airports, etc.

Nonassign: Men's	1	150.00	150	
Women's	1	200.00	200	
Janitor's closet	1	50.00	50	
<i>FUNCTIONAL AREA TOTAL S.F.</i> .....				400

TOTAL AREA REQUIRED FOR DEPARTMENT ..... 12,791

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

**YOUTH SERVICES**

*YS public service desk*

**FUNCTION:** A public service desk is found at the entry to this department, where staff is stationed to help patrons navigate the department's collections. This area also houses a small reference collection and the new materials display for the department.

**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...

<b>Staffing:</b>	Public service desk to seat two (network access)	2	135.00	270
	Ready reference shelving - 42"	2	12.50	25
<b>Collection:</b>	YS reference			
	300 to house @ 300 to own			
	New books -- YS preschool varies to own	6	10.25	62
	varies to house @ 100 per unit	2	12.50	25
	New books -- YS gradeschool varies to own			
	varies to house @ 100 per unit	2	12.50	25
	New materials -- YS nonprint varies to own			
	varies to house @ 100 per unit	2	12.50	25
<b>Special use:</b>	Public network station - "stand" YS public service desk	4	30.00	120
	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
	Video message flatscreen / media wall	1	0.00	0

*FUNCTIONAL AREA TOTAL S.F.* ..... 577

*YS preschool collection*

**FUNCTION:** This area houses materials of particular interest to preschool users. The collection is comprised largely of picture books. Most of the collection will be housed on low, 42" divider shelving. Board books will be housed on bins similar to display bins sometimes used for some nonprint media (compact discs, phonodiscs)

A display for new preschool books is provided.  
Reader seating is provided here that can be used by children and their parents.  
A sense of whimsy is appropriate in the decor and furnishings.

**NOTES:** A play area is included within this space  
"Study" allocation made for public computers in this area to accommodate "family" use -- child w/ caregiver  
Lounge chairs in this functional area should favor "womb chairs"

Collection:	YS easy / picture books	15,000 to own					
	12,000 to house @	135 per unit	90	10.25	923		
	YS board books	750 to own					
	600 to house @	58 per unit	12	10.25	123		
	YS easy nonfiction	4,125 to own					
	3,300 to house @	135 per unit	26	10.25	267		
	YS readers	1,875 to own					
	1,500 to house @	180 per unit	10	10.25	103		
	Other YS preschool category???	0 to own					
	0 to house @	173 per unit	0	10.25	0		
	Shelving / storage for Very Large Books -- specifics to be det		2	15.00	30		
Seating:	Seats @ lounge	YS preschool collection	6	40.00	240		
	Seats @ 4-place table (# tables = seats / 4)		20	25.00	500		
	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"	YS preschool collection	0	30.00	0		
	Public network station - "sit"		0	42.50	0		
	Public network station - "study"		4	60.00	240		
	Group printer - 1 per every 8 stations		1	10.00	10		
	Topical / seasonal display		1	25.00	25		
	Shop baskets / rack		1	15.00	15		
	Display case		0	50.00	0		
	Rack for canvas shopping bags		1	10.00	10		
	Play area / space for floor games / puppet theater, etc.		1	200.00	200		
	Flat panel display / bulletin board		1	0.00	0		
	<i>FUNCTIONAL AREA TOTAL S.F.</i>					<i>2,685</i>	

*YS grade school collection*

FUNCTION: This area provides seating and computer terminals for use by children in the elementary grades.

NOTES:

Collection:	YS magazines	32 to own				
	32 to house @	12 per unit	4	12.50	50	
	YS magazine backfiles	32 to own				
	32 to house @	38 per unit	2	10.25	21	
	YS fiction	10,875 to own				
	8,700 to house @	168 per unit	52	10.25	533	
	YS graphic novels	375 to own				
	300 to house @	120 per unit	4	10.25	41	
	YS nonfiction	4,500 to own				
	3,600 to house @	168 per unit	22	10.25	226	
	YS foreign language	375 to own				
	300 to house @	168 per unit	2	10.25	21	
Seating:	Seats @ lounge	YS grade school collection	2	40.00	80	



Public network station - "study"	0	60.00	0
Group printer - 1 per every 8 stations	0	10.00	0
Seasonal / topical display	1	15.00	15
Rack for canvas shopping bags	1	10.00	10
Other????	0	0.00	0

FUNCTIONAL AREA TOTAL S.F. .... 481

YS technology center

FUNCTION: The YS technology center is an area where the youngest patrons can operate and use computer stations that are connected to the library's local network. This area houses a concentration of network computer stations dedicated for use by children. These stations provide access to the library's on-line catalog, educational games, and Internet access in accordance with the library's policies.

NOTES:

Staffing: Help desk to seat one (network access)	1	135.00	135
Special use: Public network station - "stand" YS technology center	0	30.00	0
Public network station - "sit"	0	42.50	0
Public network station - "study"	12	60.00	720
Group printer - 1 per every 8 stations	2	10.00	20
Photocopier	1	35.00	35
Play area / space for floor games / puppet theater, etc.	1	100.00	100
Other????	0	0.00	0

FUNCTIONAL AREA TOTAL S.F. .... 1,010

YS small group study rooms

FUNCTION: These small rooms will be available for groups of four patrons to work on projects together. They will also be available for a variety of individual tutoring activities.

LOCATION:

NOTES: Glazing / windows into each of these spaces to facilitate staff supervision.  
 Provide public network access to each small group study room.

Special use: Room to seat 2 (2 seats @ 30 s.f.) (network access)	0	60.00	0
Room to seat 4 (4 seats @ 30 s.f.) (network access)	2	120.00	240
Room to seat 6 (6 seats @ 30 s.f.) (network access)	0	180.00	0
Room to seat 8 (8 seats @ 30 s.f.) (network access)	0	240.00	0
Room to seat 10 (10 seats @ 30 s.f.) (network access)	0	300.00	0

FUNCTIONAL AREA TOTAL S.F. .... 240

YS parenting collection

FUNCTION: This area houses a special collection of books and other materials geared toward parents and teachers. Some reader seating for parents and caregivers is provided in this area.

NOTES:

Collection: YS parenting	750	to own	
600 to house @	144	per unit	6 10.25 62
YS parenting magazines	4	to own	

	4 to house @	173 per unit	2	12.50	25
	YS parenting magazine backfiles	4 to own			
	4 to house @	38 per unit	2	10.25	21
Seating:	Seats @ lounge	YS parenting 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"	YS parenting collection	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
	Literature display rack		1	20.00	20
	Other????		0	0.00	0
	<i>FUNCTIONAL AREA TOTAL S.F.</i> .....				287

*YS storytime room*

**FUNCTION:** This room allows the children's staff to conduct regular storytime programs for groups of up to 50. Often, the audience will be a library-sponsored group of 25 (plus another 25 caregivers and sibs); other times it may be a school group. This room is intended to handle most of the programs planned by children's dept staff; occasional larger programs will be moved to the library's large meeting room

**NOTES:** One-half carpet, one-half hard surface  
AV projection  
Storage cabinets along back wall  
Acoustical separation  
Phone jack  
Network access  
Natural light  
Small window to allow parents / caregivers to view in -- or video monitor???

Meeting:	To seat 50 (typ 25 + 25 caregivers)		50	15.00	750
Special use:	Stroller parking		1	50.00	50
	Storage for tables & chairs		1	90.00	90
	2 sinks + counter (adult / children)		2	35.00	70
	Other????		0	0.00	0
	<i>FUNCTIONAL AREA TOTAL S.F.</i> .....				960

*YS department workroom*

**FUNCTION:** The youth services staff workroom provides a place where staff can work without interruption on selecting new materials for the collection, meeting with vendors and book sale representatives, arranging programming activities, and preparing displays, handouts, and promotional material.  
An enclosed office for the head of youth services is provided here.

**NOTES:**

Staffing:	Full-time staff (current)	(network access)	3	90.00	270
-----------	---------------------------	------------------	---	-------	-----

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

	Full-time staff (future)	(network access)	1	90.00	90
	Part-time staff (current)	(network access)	3	90.00	270
	Part-time staff (future)	(network access)	1	90.00	90
	Substitute staff (current)	(network access)	1	90.00	90
	Youth services 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
	Shelving for youth services storage, supplies, collections		2	12.50	25
	Assembly table (storage below)		1	75.00	75
	Laminator		1	20.00	20
	Accu-cut machine		1	20.00	20
	Supplies cabinets		4	15.00	60
	White board		1	0.00	0
	Other???		0	0.00	0
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				<i>1,138</i>

*YS department storage room*

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

NOTES:

Special use:	Utility shelves		5	12.50	63
	Storage cabinets		1	15.00	15

*FUNCTIONAL AREA TOTAL S.F.* ..... 78

*ASSIGNABLE AREA IN DEPARTMENT* ..... 9,245

*ALLOWANCE FOR DEPARTMENT NONASSIGNABLE* ..... 924

*Children's restrooms*

FUNCTION: Provide two individual restrooms for children's use near / within the children's library.

LOCATION: On the entry level

Consider the need for visual supervision from the public service desk

NOTES: Scaled to children's size

Doors not so heavy a child cannot open

Diaper changing station in each

Each of these restrooms are meant to be scaled for one individual at a time

Drinking fountain

Nursing area in assisted restroom

Nonassign:	Boy's room		1	75.00	75
	Girl's room		1	75.00	75
	Family / assisted		1	75.00	75
	Janitor's closet		1	50.00	50

*FUNCTIONAL AREA TOTAL S.F.* ..... 275

*TOTAL AREA REQUIRED FOR DEPARTMENT* ..... 10,444

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

**YOUNG ADULTS**

*Young adult collection*

**FUNCTION:** This is one area in particular in the library where young people can gather and meet. This area houses the material geared toward the interests of patrons of middle school age

**NOTES:** As design evolves, look for opportunities to intersperse additional seating through this area for patrons' convenience -- window seats? Niches?  
Desk -- compact, moveable... lockable cubbies... break down staff vs patron... variable heights... integrated wiring  
The YA desk should be mobile, so that during times when no staff is assigned to public service in this area the desk itself can be moved off the floor.  
All public service desks should avoid monumental design... favor approachable desks, no barriers, not a lot of clutter...  
4-top seating in this area should favor "diner booths"

<b>Staffing:</b>	Young adult desk to seat one (network access)	1	135.00	135
<b>Collection:</b>	New books -- young adult varies to own			
	varies to house @ 100 per unit	2	12.50	25
	New materials -- YA nonprint varies to own			
	varies to house @ 100 per unit	2	12.50	25
	YA fiction 13,500 to own			
	10,800 to house @ 149 per unit	74	10.25	759
	YA graphic novels 375 to own			
	300 to house @ 155 per unit	2	10.25	21
	YA audiobooks -- CD 563 to own			
	394 to house @ 120 per unit	4	10.25	41
	YA audiobooks -- cassette 56 to own			
	39 to house @ 105 per unit	2	10.25	21
<b>Seating:</b>	Seats @ lounge Young adult collection	2	40.00	80
	Seats @ 4-place table (# tables = seats / 4)	8	25.00	200
	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
<b>Special use:</b>	Public network station - "stand" Young adult collection	1	30.00	30
	Public network station - "sit"	6	42.50	255
	Public network station - "study"	0	60.00	0
	Group printer - 1 per every 8 stations	1	10.00	10
	Topical / seasonal display	1	25.00	25
	Flat panel display / bulletin board	1	0.00	0
<i>FUNCTIONAL AREA TOTAL S.F.</i>				<i>1,626</i>

*Teen collection*

**FUNCTION:** This is one area in particular in the library where young people can gather and meet. This area houses the material geared toward the interests of patrons of high school age

**NOTES:** As design evolves, look for opportunities to intersperse additional seating through this area for patrons' convenience -- window seats? Niches? 4-top seating in this area should favor "diner booths"

<b>Collection:</b>	New books -- teen	varies to own			
	varies to house @	100 per unit	2	12.50	25
	New materials -- teen nonprint	varies to own			
	varies to house @	100 per unit	2	12.50	25
	Teen magazines	17 to own			
	17 to house @	12 per unit	2	12.50	25
	Teen magazine backfiles	17 to own			
	17 to house @	38 per unit	2	10.25	21
	Teen fiction	3,000 to own			
	2,400 to house @	149 per unit	18	10.25	185
	Teen graphic novels	188 to own			
	150 to house @	155 per unit	2	10.25	21
	Teen nonfiction	750 to own			
	600 to house @	149 per unit	6	10.25	62
	Teen DVDs	1,350 to own			
	945 to house @	210 per unit	6	10.25	62
	Teen audiobooks -- CD	225 to own			
	158 to house @	120 per unit	2	10.25	21
	Teen music CDs	450 to own			
	315 to house @	360 per unit	2	10.25	21
	Teen video games	56 to own			
	39 to house @	60 per unit	2	10.25	21
	Shelving for comics exchange (Princeton file boxes)		1	12.50	13
<b>Seating:</b>	Seats @ lounge	Teen collection	2	40.00	80
	Seats @ 4-place table (# tables = seats / 4)		8	25.00	200
	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
<b>Special use:</b>	Public network station - "stand"	Teen collection	1	30.00	30
	Public network station - "sit"		8	42.50	340
	Public network station - "study"		0	60.00	0
	Group printer - 1 per every 8 stations		2	10.00	20
	Topical / seasonal display		1	25.00	25
	Flat panel display / bulletin board		1	0.00	0
	Other????		0	0.00	0

*FUNCTIONAL AREA TOTAL S.F. .... 1,193*

*Teen program room*

FUNCTION: This room supports programming for teens and young adults in groups of up to 50

- NOTES: Flat floor / flexible seating  
 Whiz-bang presentation technology  
 Provide network access to this room  
 Wireless  
 Sound reinforcement  
 Locate easel just outside the program room

Meeting:	To seat 50	50	10.00	500
	Speaker's / presentation area	1	100.00	100
Special use:	Media control console	1	50.00	50
	Playstation / gaming console	1	25.00	25
	Picture rail	1	0.00	0
	Storage closet for stacking chairs	1	50.00	50
	Easel for library announcements	1	15.00	15
	Other????	0	0.00	0

*FUNCTIONAL AREA TOTAL S.F. .... 740*

*ASSIGNABLE AREA IN DEPARTMENT ..... 3,558*

*ALLOWANCE FOR DEPARTMENT NONASSIGNABLE ..... 356*

*TOTAL AREA REQUIRED FOR DEPARTMENT ..... 3,914*

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

**MEETING ROOMS**

*Auditorium*

FUNCTION: A formal auditorium provides a setting where larger groups -- of up to 300 -- can attend presentations by speakers, recitals, small-scale performances, readers theatre productions and the like

NOTES: Sloping floor, probably (though not necessarily) with fixed seating  
 Whiz-bang presentation technology  
 Provide network access to this room  
 Wireless  
 Sound reinforcement  
 Pre-set lighting configurations  
 After-hours egress from the meeting room is an important feature, will drive the placement of this functional area

NOTES:

Meeting: To seat 300	300	12.50	3,750	
Raised stage	1	500.00	500	
Special use: Media control console	1	75.00	75	
Picture rail	1	0.00	0	
Coat storage at back of room	1	300.00	300	
Other????	0	0.00	0	
<i>FUNCTIONAL AREA TOTAL S.F.</i> .....				4,625

*Green room*

FUNCTION: The green room provides support space for performers preparing to present in the library's auditorium

NOTES:

Special use: Placeholder for green room function	1	250.00	250	
<i>FUNCTIONAL AREA TOTAL S.F.</i> .....				250

*Multi-purpose room 1*

FUNCTION: This multi-purpose room seats 100. Using different configurations of seating and/or tables, a wide variety of programs may be supported here. High-end projection and audio support is available for program events held here.

The room will be divisible into smaller meeting spaces with two demountable partitions strategically placed within the room.

NOTES: Whiz-bang presentation technology  
 Provide a portable / mobile stage that can be erected, as needed, within the speaker's area at the front of the multi-purpose room  
 Provide network access to this room

	Wireless			
	Sound reinforcement			
	While after-hours egress may be considered here, it is a less demanding priority for this meeting room than for the auditorium... if the final design for the main library cannot accommodate an auditorium owing to site constraints, after-hours egress from this meeting room will become a higher priority			
Meeting:	To seat 100	100	10.00	1,000
	Speaker's area	1	120.00	120
Special use:	Media control console	1	50.00	50
	Picture rail	1	0.00	0
	Coat storage at back of room	1	100.00	100
	Other????	0	0.00	0
	<i>FUNCTIONAL AREA TOTAL S.F.</i>			<i>1,270</i>

*Conference / board room*

**FUNCTION:** The primary function of this room will be to accommodate regular meetings of the library board of trustees and its committees. It will be used for library management team and departmental staff meetings. It will also be available for use by the general public for an assortment of small-group meetings and programs.

**NOTES:** Whiz-bang presentation technology  
Provide network access to this room  
Wireless  
Electrical / data transmission jacks built INTO conf table  
After-hours egress from the meeting room is an important feature, will drive the placement of this functional area  
If there is no convenient access to a kitchen facility, provide a sink / minifridge / and storage cabinet

Meeting:	Conference table to seat 16	16	30.00	480
Special use:	Gallery seating	12	10.00	120
	Display / projection	1	30.00	30
	Locking storage cabinet	1	25.00	25
	Coat rack	1	25.00	25
	Porcelain marking board	1	0.00	0
	Other????	0	0.00	0
	<i>FUNCTIONAL AREA TOTAL S.F.</i>			<i>680</i>

*Kitchen (room)*

**FUNCTION:** A small kitchen is provided for the convenience of public groups and library groups presenting programs in the public meeting room.

**NOTES:** As the design develops, if the meeting spaces are separated and housed in different parts of the building, it may become necessary to subdivide the space allocated for this function in order to co-locate a modest food prep area with each meeting room

Special use:	Kitchen	1	120.00	120
	<i>FUNCTIONAL AREA TOTAL S.F.</i>			<i>120</i>

*Table and chair storage room*

**FUNCTION:** This room is used to store the library’s stacking chairs and folding tables when they are not in use to support a meeting or program... the portable / mobile stage is also stored here

**NOTES:** As the design develops, if the meeting spaces are separated and housed in different parts of the building, it may become necessary to subdivide the space allocated for this function in order to co-locate appropriate storage with each meeting room

Special use: Table / chair storage	1	300.00	300	
<i>FUNCTIONAL AREA TOTAL S.F.</i>				<i>300</i>

*Equipment storage room*

**FUNCTION:** The library may also use this room to store audiovisual equipment that is routinely used in conjunction with the meeting room.

**NOTES:** As the design develops, if the meeting spaces are separated and housed in different parts of the building, it may become necessary to subdivide the space allocated for this function in order to co-locate appropriate storage with each meeting room

Special use: AV equipment	1	150.00	150	
<i>FUNCTIONAL AREA TOTAL S.F.</i>				<i>150</i>

<b><i>ASSIGNABLE AREA IN DEPARTMENT</i></b>	<b><i>7,395</i></b>
---	---------------------

<b><i>ALLOWANCE FOR DEPARTMENT NONASSIGNABLE</i></b>	<b><i>740</i></b>
--	-------------------

*Meeting room lobby*

**FUNCTION:** A meeting room lobby provides pre- and post-program gathering place for individuals attending a library program or event.

**NOTES:** A specific space allocation for this function is NOT made here, in hopes that the meeting facilities can share the library's main lobby for this function... if this is NOT the case, consider ADDING a lobby / gathering area associated with any meeting room function that's not located near the entry lobby.

Nonassign: Meeting room lobby	1	0.00	0	
Other????	0	0.00	0	
<i>FUNCTIONAL AREA TOTAL S.F.</i>				<i>0</i>

*Meeting room restrooms*

**FUNCTION:** Restrooms are provided in support of the library's meeting functions.

**NOTES:** In a similar fashion, a specific allocation for meeting room restrooms is NOT made here, in hopes that meeting facilities can be supported by other restrooms accommodated in the program... if this is NOT the case, consider ADDING restroom facilities as needed to support meeting rooms.

Nonassign: Men's	1	0.00	0	
Women's	1	0.00	0	
<i>FUNCTIONAL AREA TOTAL S.F.</i>				<i>0</i>

<b><i>TOTAL AREA REQUIRED FOR DEPARTMENT</i></b>	<b><i>8,135</i></b>
--	---------------------

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

**STAFF -- OUTREACH SERVICES**

*Outreach services department workroom*

FUNCTION: The outreach services staff workroom supports the work of department staff  
This includes coordination of homebound services, and deposit collections

NOTES:

Staffing:	Full-time staff (current)	(network access)	3	90.00	270
	Part-time staff (current)	(network access)	2	90.00	180
	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 (storage below)		1	100.00	100
	Shelving for departmental storage, collections		2	12.50	25
	Shelving for outreach collection		2	12.50	25
	Filing cabinets		2	10.00	20
	Supplies cabinets		1	15.00	15
	White board		1	0.00	0
	Other????		0	0.00	0

*FUNCTIONAL AREA TOTAL S.F. .... 763*

*Outreach services department storage room*

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

NOTES: Access only THROUGH the staff workroom

Special use:	Utility shelves		4	12.50	50
	Storage cabinets		1	15.00	15

*FUNCTIONAL AREA TOTAL S.F. .... 65*

**ASSIGNABLE AREA IN DEPARTMENT ..... 828**

**ALLOWANCE FOR DEPARTMENT NONASSIGNABLE ..... 83**

*Garage*

FUNCTION: The garage houses two vehicles for the library that is used to transfer materials and supplies  
between the main library and the branch

NOTES:

Nonassign:	Allowance for garage		1	700.00	700
------------	----------------------	--	---	--------	-----

*FUNCTIONAL AREA TOTAL S.F. .... 700*

**TOTAL AREA REQUIRED FOR DEPARTMENT ..... 911**

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

**STAFF -- TECHNICAL SERVICES**

*Technical services department workroom*

**FUNCTION:** All orders of library materials are placed and received in the technical services workroom, and new acquisitions are prepared here for public use. Materials are cataloged here, bibliographic data is entered into the library's automated database of holdings, materials are processed (protective jackets added, book pockets glued in, and so on), and repairs are made to print and nonprint materials.

**NOTES:** Double-wide doors accommodate the movement of shipments into and out of this workroom  
 Staff feels the configuration of the current t.s. workroom, with its high counters and shelves around the perimeter, is effective

Staffing:	Cataloging (current) (network access)	2	90.00	180
	Data entry (current) (network access)	2	90.00	180
	Data entry (future) (network access)	1	90.00	90
	Processing (current)	2	108.00	216
	Processing (future)	1	108.00	108
	Repair / AV testing (current) (network access)	2	90.00	180
	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 (storage below)	2	75.00	150
	Supplies cabinets	2	15.00	30
	Book trucks	12	5.00	60
	Holding shelves for cataloging	10	10.00	100
	Typewriter	1	25.00	25
	Sink & counter	1	25.00	25
	White board	1	0.00	0
	<i>FUNCTIONAL AREA TOTAL S.F.</i>			<i>1,472</i>

*Mail room*

**FUNCTION:** Incoming mail is delivered here for sorting and distribution  
 Mail boxes are provided here where staff can pick up their mail  
 Outgoing mail is prepared.

**NOTES:**

Special use:	Sorting table	1	75.00	75
	Mail slots	60	0.50	30
	Shelving for staff holds	1	12.50	13
	<i>FUNCTIONAL AREA TOTAL S.F.</i>			<i>118</i>

*Technical services department storage room*

FUNCTION: This small storage room is provided to house the specialized supplies used to prepare new acquisitions to the library's collections.

NOTES:

Special use:	Utility shelves	6	12.50	75
	Storage cabinets	1	15.00	15
	<i>FUNCTIONAL AREA TOTAL S.F.</i>			<i>90</i>

---

*ASSIGNABLE AREA IN DEPARTMENT* ..... *1,680*

---

*ALLOWANCE FOR DEPARTMENT NONASSIGNABLE* ..... *168*

---

*TOTAL AREA REQUIRED FOR DEPARTMENT* ..... *1,847*

---

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

**STAFF -- INFORMATION TECHNOLOGY**

*Information technology department workroom*

**FUNCTION:** This room houses workspace for the library's computer network support staff. It also houses a workbench that network staff uses to test and repair computer equipment. The workbench area is also used to set-up and install new equipment as it arrives at the library.

**NOTES:** Double-wide doors accommodate the movement of shipments into and out of this workroom

Staffing:	Workbench / set-up & repair	(network access)	1	108.00	108
	Computer technicians	(network access)	1	90.00	90
	Webmaster	(network access)	1	90.00	90
	Trainer	(network access)	1	90.00	90
	Computer guru (encl ofc)	(network access)	1	108.00	108
Special use:	Network printer		1	10.00	10
	Office copier / low volume		1	10.00	10
	Utility shelves		4	15.00	60
	Filing cabinets		2	10.00	20
	Storage cabinets		1	15.00	15
	White board		1	0.00	0
	Other????		0	0.00	0

*FUNCTIONAL AREA TOTAL S.F. .... 601*

*Information technology department storage room*

**FUNCTION:** This storage room supports the computer network services workroom, with storage for a wide variety of parts, as well as salvaged equipment retained for parts and spares.

**NOTES:** Storage for computer equipment "graveyard."

Special use:	Utility shelves		8	15.00	120
	Storage cabinets		1	15.00	15

*FUNCTIONAL AREA TOTAL S.F. .... 135*

*Server farm (room)*

**FUNCTION:** This room supports the hub for the library's internal computer network. The library's server equipment is housed in this room. Data transmission lines connecting to the public and staff computer terminals throughout the building are stubbed to this room.

**NOTES:** Climate control

Special use:	Desk / server CPU		2	75.00	150
	Equipment rack		4	50.00	200

*FUNCTIONAL AREA TOTAL S.F. .... 350*

<i>ASSIGNABLE AREA IN DEPARTMENT</i> .....	<i>1,086</i>
<i>ALLOWANCE FOR DEPARTMENT NONASSIGNABLE</i> .....	<i>109</i>
<i>TOTAL AREA REQUIRED FOR DEPARTMENT</i> .....	<i>1,195</i>

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

**STAFF -- ADMINISTRATION**

*Administrative reception (room)*

**FUNCTION:** This office supports the library's administrative assistant. The administrative assistant performs tasks and assignments as required in support of the library director's responsibilities.

This office also has a small reception area, where individuals who have appointments with the library director can be greeted.

**NOTES:**

Staffing:	Administrative assistants (network access)	2	90.00	180
Special use:	Side chairs / reception area	2	20.00	40
	Filing cabinets	4	10.00	40
	Assembly / sorting table	1	50.00	50
	Other????	0	0.00	0

*FUNCTIONAL AREA TOTAL S.F.* ..... 310

*Director's office*

**FUNCTION:** This office is used by the library director to coordinate library operations.

Accessibility to the public and to the staff is important, but must be balanced by a need for privacy (for concentration on difficult tasks or for dealing with sensitive or confidential matters).

The office will house essential and current files of the library and the director as well as other material (books and journals, etc.) required by the director on a routine basis.

**NOTES:**

Staffing:	Director's station (network access)	1	108.00	108
Special use:	Credenza	0	25.00	0
	Conference table to seat 6	1	150.00	150
	Filing cabinets	4	10.00	40
	Map / plan file	1	35.00	35
	White board	1	0.00	0
	Closet	1	20.00	20
	Other????	0	0.00	0

*FUNCTIONAL AREA TOTAL S.F.* ..... 353

*Assistant director's office*

**FUNCTION:** The assistant director is accommodated here.

**NOTES:**

Staffing:	Assistant director's station (network access)	1	90.00	90
Special use:	Filing cabinets	4	10.00	40
	Conference table to seat 4	1	100.00	100

White board	1	0.00	0
Other????	0	0.00	0
<i>FUNCTIONAL AREA TOTAL S.F.</i>			<i>230</i>

*Business workroom*

FUNCTION: This workroom supports several administration staff, including the library's business manager.  
Essential financial and HR records are maintained in this office.

NOTES:

Staffing:	Business manager (encl ofc (network access))	1	108.00	108
	Account clerk (network access)	1	90.00	90
	Human resources manager (encl ofc (network access))	1	108.00	108
	Human resources assistant manager (network access)	1	90.00	90
Special use:	Filing cabinets	8	10.00	80
	Side chairs	2	20.00	40
	White board	1	0.00	0
	Other????	0	0.00	0
<i>FUNCTIONAL AREA TOTAL S.F.</i>			<i>516</i>	

*Community relations office*

FUNCTION: This office supports work spaces for the library's marketing coordinator and event coordinator

NOTES:

Staffing:	Marketing coordinator (network access)	1	90.00	90
	Event coordinator (network access)	1	90.00	90
Special use:	Side chairs	2	20.00	40
	White board	1	0.00	0
	Other????	0	0.00	0
<i>FUNCTIONAL AREA TOTAL S.F.</i>			<i>220</i>	

*Graphics workroom*

FUNCTION: This workroom provides a space where all staff may produce posters, flyers, broadsides, and other library promotional material are produced. Media production can also be supported here.

NOTES:

Special use:	Graphics production station (network access)	1	75.00	75
	Graphics plotter	1	35.00	35
	Assembly table (storage below)	1	75.00	75
	Filing cabinets	2	10.00	20
	Flat storage (36" deep)	1	25.00	25
	Flat storage (18" deep)	1	15.00	15
	Folding machine	1	30.00	30
	Laminator	1	25.00	25
	Sink & counter	1	25.00	25
	Bulletin board	1	0.00	0

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

Other????	0	0.00	0	
<i>FUNCTIONAL AREA TOTAL S.F.</i>				325

*Staff copy center (room)*

FUNCTION: The staff copy center houses equipment that staff can use for day-to-day and special copying projects.

NOTES: This separate copying room will address concerns regarding acoustical control, temperature and ventilation requirements associated with copying function

Special use: Fax machine	1	10.00	10	
High-volume copier w/ collator	1	50.00	50	
Paper / supplies shelving & storage cabinets	4	12.50	50	
Assembly table	1	50.00	50	
Typewriter	1	25.00	25	
Shredder	1	15.00	15	
Other????	0	0.00	0	
<i>FUNCTIONAL AREA TOTAL S.F.</i>				200

*Records archive (room)*

FUNCTION: The library's older official records are stored in this small room, in accordance with public records laws.

NOTES: Today's archive occupies 80 bankers boxes -- provide capacity for 120

Nonassign: Utility shelves	10	15.00	150	
Sorting table / counter	1	40.00	40	
Other????	0	0.00	0	
<i>FUNCTIONAL AREA TOTAL S.F.</i>				190

---

*ASSIGNABLE AREA IN DEPARTMENT* ..... 2,344

---

*ALLOWANCE FOR DEPARTMENT NONASSIGNABLE* ..... 234

---

*Staff restroom*

FUNCTION: A single restroom is provided here for use by the administrative staff

NOTES:

Nonassign: Restroom	1	75.00	75	
<i>FUNCTIONAL AREA TOTAL S.F.</i>				75

---

*TOTAL AREA REQUIRED FOR DEPARTMENT* ..... 2,653

---

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

**STAFF -- MAINTENANCE**

*Maintenance office*

FUNCTION: This is a space here where the library's maintenance staff can maintain necessary records relating to the upkeep of the library building

NOTES:

Staffing:	Head of maintenance (network access)	1	90.00	90
Special use:	Computer console / building control (network access)	1	50.00	50
	Filing cabinets	2	10.00	20
	Shelving for manuals, service binders	2	12.50	25
	Network printer	1	10.00	10
	Map case / plan file	1	35.00	35
	Digital recorder for video surveillance cameras	1	10.00	10
	White board	1	0.00	0
	Bulletin board	1	0.00	0

*FUNCTIONAL AREA TOTAL S.F. .... 240*

*Workshop / assembly room*

FUNCTION: The library's maintenance staff make repairs to equipment and furnishings here.

NOTES:

	Ventilation			
	Double-wide doors			
Staffing:	Workbench	1	200.00	200
Special use:	Utility shelves	4	15.00	60
	Storage cabinets (parts)	3	15.00	45
	Storage cabinets (flamable liquids)	1	15.00	15
	Tool chest	1	15.00	15
	Sink	1	25.00	25
	Washer	1	15.00	15
	Dryer	1	15.00	15
	Slop sink	1	25.00	25

*FUNCTIONAL AREA TOTAL S.F. .... 415*

<i>ASSIGNABLE AREA IN DEPARTMENT .....</i>	<i>655</i>
--	------------

<i>ALLOWANCE FOR DEPARTMENT NONASSIGNABLE .....</i>	<i>66</i>
---	-----------

<i>TOTAL AREA REQUIRED FOR DEPARTMENT .....</i>	<i>721</i>
---	------------

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

**STAFF -- OTHER**

---

*Staff lounge (room) / break room*

**FUNCTION:** The staff lounge is provided for staff convenience during scheduled meals and work breaks. The room houses a combination of lounge furnishings and tables and chairs. Staff may use the kitchen facilities to prepare meals.

**NOTES:** Ample ventilation required to manage cooking odors.  
 Network access here  
 Consider a Wii station here for staff use  
 Consider adding mini-fridges in all of the staff workrooms

Special use: 4-place square tables	4	75.00	300
Lounge seating	2	30.00	60
Kitchenette (stove top, 2 m'waves, dishwasher, fridge)	1	100.00	100
Vending machines	2	20.00	40
Recycling bins	1	15.00	15
Bulletin board	1	0.00	0

*FUNCTIONAL AREA TOTAL S.F.* ..... 515

*Staff cloakroom*

**FUNCTION:** This room provides a central place where staff can store their coats near the staff lounge. Provide lockable cubbies in the departmental workrooms to accommodate staff who want to secure personal belongings (such as a purse or a backpack) but don't have access to an assigned office or desk.

**NOTES:**

Special use: Coat rack + lockers	1	100.00	100
----------------------------------	---	--------	-----

*FUNCTIONAL AREA TOTAL S.F.* ..... 100

*First aid room*

**FUNCTION:** A small room is provided here to tend to medical emergencies -- minor injuries, a staff member taken ill, and so on.

**NOTES:**

Special use: Cot	1	60.00	60
Sink & counter / storage below	1	25.00	25
Other???	0	0.00	0

*FUNCTIONAL AREA TOTAL S.F.* ..... 85

*Staff shower room*

**FUNCTION:** A shower is provided here for the staff's convenience

**NOTES:**

Special use: Placeholder for staff shower	1	75.00	75
---	---	-------	----

*FUNCTIONAL AREA TOTAL S.F.* ..... 75

---

*ASSIGNABLE AREA IN DEPARTMENT* ..... 1,496

---

*ALLOWANCE FOR DEPARTMENT NONASSIGNABLE* ..... 78

---

*Staff restrooms*

FUNCTION: Above and beyond minimum code requirements, restrooms for staff use are provided here.

NOTES: Acoustical separation between the staff restrooms and the staff lounge (room) is essential

Monitor potential need for other staff restrooms distributed in the building in case these principal restrooms for staff prove to be too distant from some work areas.

Staff restrooms should be adjacent to, but separate from, the staff lounge / break room... should NOT open INTO the eating area

Special use:	Men's	1	100.00	100
	Women's	1	200.00	200
	Janitor's closet	1	50.00	50

*FUNCTIONAL AREA TOTAL S.F.* ..... 350

---

*TOTAL AREA REQUIRED FOR DEPARTMENT* ..... 1,573

---

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

**NONLIBRARY ASSIGNABLE**

*Staff entry (room)*

**FUNCTION:** A separate entry for the staff should be provided, apart from the main public entry to the building.

**NOTES:** Staff access only  
Time clock w/ data line

Nonassign: Entry vestibule	1	100.00	100
Other????	0	0.00	0

*FUNCTIONAL AREA TOTAL S.F.* ..... 100

*Receiving & delivery (room)*

**FUNCTION:** Incoming deliveries (including U.S. mail) are made to this room. Donations for Friends book sale, too. Outgoing shipments are packaged and prepared here.  
System deliveries are made to this room

**NOTES:** Staff access only  
There should be an overhang to provide protection from the elements

Nonassign: Loading dock w/ scissors lift	1	150.00	150
Utility shelves - outgoing shipments	4	15.00	60
Receiving area / incoming shipments	1	300.00	300
Other????	0	0.00	0

*FUNCTIONAL AREA TOTAL S.F.* ..... 510

*Storage room general & miscellaneous*

**FUNCTION:** This is a room for miscellaneous storage of seasonal decorations, computer boxes, and the like.

**NOTES:** Staff access only

Nonassign: Utility shelves	32	15.00	480
Storage cabinets	4	15.00	60
Other????	0	0.00	0

*FUNCTIONAL AREA TOTAL S.F.* ..... 540

*Storage room maintenance supplies*

**FUNCTION:** This is a room for storage of bulk purchases of maintenance supplies

**NOTES:** Staff access only

Nonassign: Utility shelves	8	15.00	120
Storage cabinets	0	15.00	0
Other????	0	0.00	0

*FUNCTIONAL AREA TOTAL S.F.* ..... 120

*Storage room office supplies*

FUNCTION: This is a room for storing office supplies purchased in bulk quantities.

Utility shelves line the walls.

NOTES: Staff access only

Nonassign:	Utility shelves	8	15.00	120
	Storage cabinets	0	15.00	0
	Other????	0	0.00	0

*FUNCTIONAL AREA TOTAL S.F.* ..... 120

*Storage room used book sale*

FUNCTION: This storage room receives donations for the library's used book sale... volunteers sort the donations here and prepare them for the library's ongoing used book sale

NOTES: No storage presently

This space may be merged into other storage rooms (above)

Nonassign:	Utility shelves	16	15.00	240
	Sorting table	1	50.00	50
	Other????	0	0.00	0

*FUNCTIONAL AREA TOTAL S.F.* ..... 290

*Recycling center (roomlet)*

FUNCTION: This small room is where the library sorts and stores recyclable materials in between regular pick-ups by the municipality.

Note the relationship between this room and the receiving and delivery room

NOTES:

Nonassign:		1	100.00	100
	Other????	0	0.00	0

*FUNCTIONAL AREA TOTAL S.F.* ..... 100

*Telecommunications equipment (roomlet)*

FUNCTION: This small room houses equipment the library needs to support and operate its various telecommunications networks that extend throughout the building.

NOTES: Ultimately, depending on the technical requirements of the library's networks, additional such small rooms may be distributed throughout the building at specified intervals.

Nonassign:		1	75.00	75
	Other????	0	0.00	0

*FUNCTIONAL AREA TOTAL S.F.* ..... 75

*Elevator equipment room*

FUNCTION: An allocation of space is made here to support the mechanical equipment needed to operate the library's elevator

NOTES: Architectural / code / engineering considerations will determine whether separate elevators are needed for the public & staff / freight.

Nonassign:		1	75.00	75
	Other????	0	0.00	0

*FUNCTIONAL AREA TOTAL S.F.* ..... 75

*Groundskeeping equipment room*

FUNCTION: This room houses tools and supplies used in maintaining the exterior of the building

NOTES: Provide direct access to and from the exterior

Nonassign:	Equipment storage area	1	100.00	100
	Utility shelves	1	15.00	15
	Storage cabinets	1	15.00	15
	Other????	0	0.00	0

*FUNCTIONAL AREA TOTAL S.F. .... 130*

*ASSIGNABLE AREA IN DEPARTMENT ..... 2,060*

*ALLOWANCE FOR DEPARTMENT NONASSIGNABLE ..... 206*

*TOTAL AREA REQUIRED FOR DEPARTMENT ..... 2,266*













