

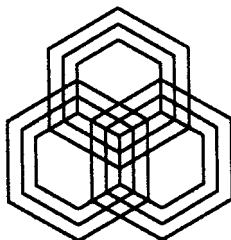
SCHEMATIC BUILDING PROGRAM STATEMENT

A description of the spatial
and environmental needs
in expanded facilities for a new
Plainfield Public Library
Branch Library

Plainfield, IL

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1 INTRODUCTION

The board and staff of the Plainfield Public Library are committed to providing the best, most cost effective, library service to the residents of Plainfield, Illinois, one of the fastest-growing cities in Illinois, located near Joliet, southwest of Chicago. The community's recent and projected growth rates create a clear need to expand and improve library services and facilities.

In 2007, the library engaged Library Planning Associates, Inc. examine future library resource and service inventory goals and explore alternate facility configurations that could support those goals. Based on growth patterns in the community, LPA forecast a 20-year space need of roughly 135,000 square feet. The needs assessment study examined planning implications for developing a single facility to meet that need, or two facilities, or three. LPA's study became the basis for a more thorough architectural examination of expansion options at the present site.

Based on those two studies, the library board determined to pursue an expansion of the present library in downtown Plainfield to roughly 70,000 square feet along with the creation of a new branch library of roughly 30,000 square feet to serve the rapidly-growing subdivisions in the western area of the community. Together, these projects represent a portion of the library's projected need. At a later date, the library will revisit these planning assumptions, redirecting them as needed, and reserving options for further future expansion at the branch site and/or at a third location, to-be-determined.

This building program describes the space needs and essential planning parameters to be reflected in the design for a new Branch Library to be built in the western part of the library's service area. A companion program describes the space needs and planning parameters for the proposed Downtown Library.

Any library's service goals directly affect its space needs. Features such as the size of the collection, the number of computer stations to make available for patron use, and the number of reader seats to be provided in the expanded library building drive the space the library needs. And those features evolve directly from the community's demands for improved library services.

The program for the Branch Library anticipates a new building of 32,000+ square feet to be built on a site still to be selected. As of this writing, the library is considering pursuing this new building as part of a joint venture with another local agency, possibly the Park District.

The departments to be created within the new Branch Library are as follows:

	Dept assign ¹	Dept nonassign	Dept gross
ENTRY / CONTROL / CIRCULATION	5,146 ft ²	1,029 ft ²	6,975 ft ²
POPULAR LIBRARY SERVICES	2,440 ft ²	224 ft ²	2,683 ft ²
REFERENCE & NONFICTION SERVICES	5,651 ft ²	565 ft ²	6,216 ft ²
YOUTH SERVICES	4,614 ft ²	461 ft ²	5,350 ft ²
YOUNG ADULTS	1,327 ft ²	133 ft ²	1,460 ft ²
MEETING ROOMS	1,700 ft ²	170 ft ²	1,870 ft ²
STAFF – OTHER	1,410 ft ²	141 ft ²	1,901 ft ²
NONLIBRARY ASSIGNABLE	920 ft ²	92 ft ²	1,012 ft ²
Sum of all department totals			27,467 ft ²

Allowance for nonassignable / mech @ 5.0% of gross building area 1,635 ft²
 Allowance for nonassignable / other @ 10.0% of gross building area 3,270 ft²
 Allowance for art gallery / art display @ 1.0% of gross building area 327 ft²

GROSS AREA NEEDED 32,699 ft²

Within the context of this general configuration, the arrangement of service areas and work spaces should be guided by the optimum interrelationships described later in this program. Nonassignable spaces (i.e., space for the heating and ventilating equipment, space for the rest rooms, corridors, and the like) should be provided as needed throughout the building. Except for those nonassignable spaces detailed in the "Functional Area Descriptions" at the end of this report, the location of any and all nonassignable space needed in support of this facility will be determined by structural, engineering, and architectural requirements.

In the pages that follow, general notes regarding exterior, structural / mechanical, and interior considerations are offered. Functional areas within the new library facility are detailed. The preferred or ideal interrelationships among those areas are indicated.

Planning parameters regarding housing and displaying the new Branch Library's collection are found in Appendix A. The proposed distribution of reader seating and computer network stations for public use is summarized in Appendix B. Appendix C details the recommended contents and unit space allowances for all of the functional areas described in the program.

Any building program statement should be taken as a point of reference; no building program statement is chiseled in stone. This report represents one step in a longer sequence. It initiates one of the most complex and exciting processes a library board and staff can undertake – designing and building a new facility to meet the present and future

⁽¹⁾ The "department assignable" space tallied above represents the recommended assignable space within each department – that is, the area that can be applied directly for library services and activities. Each department also receives a formulaic allocation of "department nonassignable" space (typically equal to 10% of the assignable area) to support structural and mechanical elements that one can expect to find within the department. These two allocations combine to produce the recommended gross area for each department, noting that in some instances there may be additional allocations (for restrooms or vestibules, for example) that are part of the gross area for each department. Refer to the space needs worksheets in Appendix C for further detail.

library service needs of the community. As this process continues, local library planners may discover good reasons to diverge from some of the specific recommendations contained in the building program statement. Should that occur, the process of having developed this written building program statement as a point of reference will help inform planners of the advantages and disadvantages of any proposed change. In any case, this building program statement represents the best projections of the library facility planning team (including the board, the staff, and the consultants) at this point in time regarding the effective arrangement of library services and space.

A note on building configuration

The components of the new Branch Library building emphasize public service departments and functions (since "central service" functions such as technical services, outreach services and administration are provided out of the proposed Downtown Library). The public service departments are modeled closely on the organization of the larger, Downtown Library in order to create a more consistent experience of library service for the patron, regardless of which facility is being used. Together, the programs seek to create a similar setting and experience for the patron at either facility.

The schematic building program for the Branch Library anticipates a single-level building. However, note that the scale of this building – in the low 30,000 square foot range – suggests that it could be just as reasonable to pursue a two-level configuration. In fact, a two-level configuration may be more readily expanded at a later date (if at that later date the library decides to pursue an expanded Branch branch in lieu of or in addition to creation of a second branch facility as part of an expected systemwide expansion).

If a two level branch were built today, it might prove easier to expand that building with an adjacent two-level addition. If a one-level branch is built today, a subsequent addition would continue to extend the structure horizontally, possibly to the point where its expanse becomes inefficient; alternately an addition to a single-level branch might be made *above* the initial construction, typically a cumbersome option.

Of course, the likelihood of future expansion options is unclear, at best. Still, it would be appropriate to explore in greater detail during the schematic design process any potential advantages that might accrue to a one-level configuration versus a two-level configuration.

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2 GENERAL FEATURES – EXTERIOR

2.1 Access to the library

As patrons approach the library, whether on foot, by car, or by bicycle, they should be oriented to the structure. In particular, the entry should be clearly defined and visible from all paths of approach to the building.

Because the great majority of patrons that come to the library do so by car, it's important that the drive onto the library's site is clearly marked and that the entry can be discerned readily from vehicular approaches. On-site parking should be convenient to the library entrance.

As vehicular access is examined, consider a drop-off area for patrons near the entrance to the building. The effectiveness of such a drop-off will depend, in part, on the configuration of the parking lot and its orientation to the building.

Still, in spite of all the emphasis on vehicular access, don't discount pedestrian approaches to the building. A building that is easily accessible on foot will be perceived as one that is less remote and for that reason pedestrian access to the site will be an important factor in site selection and in building placement on the site.

2.2 Exterior book returns

Alongside the public entry to the building there should be materials return depository. Library materials returned via this slot will drop onto a conveyor that will transfer the materials to a centralized point where they will be discharged and sorted.

A second exterior materials return should be located at a point where patrons can drive up in a car and deposit materials into the return from their car. Materials returned at this drive-up return will likewise drop onto a conveyor for transport to the central discharge location. To support the drive-up return, the site must support the approach of an auto with the driver's side adjacent to the building.

The library anticipates implementing a new circulation / security system based on Radio Frequency Identification (RFID) technology. This will allow the library to implement an automated discharge / presort function. In this setting, the exterior book returns described here along with any interior points for return of library materials, will each empty onto a mechanized system that will convey returns to a

centralized location where the materials will be automatically scanned and discharged. A mechanized device will then pre-sort the returns into a predetermined categories to facilitate the staff's efforts to return materials to the shelves. (Also note "Automated materials handling functions" under General Features / Structural & Mechanical).

The particulars of which RFID and automated materials handling system have not been finalized. Work closely with the library staff as the design evolves to ensure that the plans will accommodate the library's implementation of automated discharge of returned materials.

2.3 Exterior lighting

Provide exterior lighting for patron and staff safety and convenience when approaching or leaving the building after sunset. Lighting should illuminate public and staff parking areas as well as walkways leading to library entrances (public and staff). Lighting should also illuminate an exterior sign; lights positioned above the sign are preferred to ground-level spots.

Also pay special attention to providing sufficient lighting around the library's after-hours materials returns to discourage vandalism there. All lighting fixtures specified should be resistant to vandalism to the greatest extent possible.

Exterior lights should be operated by a photosensitive control that turns them on automatically at dusk. Alternately, if mechanical controls are to be monitored by an automated system, the exterior lights could be controlled by that system.

2.4 Parking

At a minimum, provide on-site parking for patrons and staff to meet the requirements of local code. If the local code is not specific regarding the requirements of a library building use, note that many local codes calculate library parking needs according to a formula of between three and four spaces per 1,000 square feet of gross area. Provide handicapped parking in accordance with local codes and regulations governing the Americans with Disabilities Act. Should local codes and the ADA regulations diverge, the more stringent of the two will be applied. Designated staff parking will also be provided.

In addition, traffic flow around and through the site is an important concern. Pedestrian and vehicular approaches should be separate. Pedestrian paths through the parking lot to the building entry should be clearly defined.

The location of parking in relationship to the main public entry is an important concern. A single primary public entry is essential to securing access to the building. Because the great majority of patrons travel to the library by car, most will be

approaching the library from the parking lot, and it is logical to place the entry where it will be clearly identified and accessed from the parking lot in order to provide the greatest convenience for the greatest number of patrons.

2.5 Power and water

Provide hose bibbs and waterproof electrical receptacles to locations on exterior walls in accordance with local code requirements. All of these locations should be secured and resist vandalism. None should be near the exterior book returns.

2.6 Utility services / mechanical

Any utilities services or mechanical equipment which must be located at ground level should be located away from the public entrance and out of the sight lines of the major approach routes to the building. They should be masked from general view, and the area should be secured under lock and key if appropriate. The design of these areas should minimize the risk of fire and vandalism. Also in this area, and screened from public view, provide a dumpster, as well as separate bins or containers for recycling newsprint, glass, aluminum and plastic products. There should be a service drive that leads to the dumpster.

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3 GENERAL FEATURES – STRUCTURAL & MECHANICAL

3.1 Automated materials handling

During the course of this project, the library anticipates implementing an RFID system for charging and discharging materials. This system marks each item in the library's collection with a Radio-Frequency Identification (RFID) tag. The RFID tag can be read by a sensor and the information from the tag can be linked with a patron's identification number to create a record of a circulation transaction (conceptually, this is similar to the process of reading a bar-code and creating a transaction record in more conventional library automation systems).

This technology will allow the library to foster patron self-charging of materials. To that end, the program and the space needs worksheets accommodate a self-service center near the entry where these self-service transactions will occur.

The technology will also allow the library to add an automatic discharging feature to the book returns. This automated discharging function will likely be accommodated by way of a centralized, automated discharging and pre-sorting function. In this scenario, there will be a conveyance system that leads from each of the return points in the building (the walk-up and drive-up exterior materials returns as well as any return points provided inside the building) and a room where the discharging and sorting device will be housed. The design of the building will need to accommodate this conveyance system connecting the return points and the Materials return (room).

3.2 Bay size / interior partitions

In the interest of maximum flexibility, load-bearing walls and structures should be kept to a minimum. Column spans or bay sizes should be in multiples that accommodate standard library furnishings. The dimensions of the building module should be selected to maximize flexibility of interior arrangements (particularly for bookstacks) now and in the future.

Note common shelving dimensions when evaluating module size and the arrangement of shelving and furnishings: shelving ranges come in standard 3' sections; this program typically calls for shelving with a 12" base and a 42" aisle. This combination of a 12" base and a 42" aisle suggests a structural module that

measures 27'6" or 33'0" from the centerline of one support column to the centerline of the next. This allows bookstacks to integrate with support columns.

Meeting rooms should be designed as clear-span spaces, free of any obstructions.

In staff work areas, consider using office landscape furnishings (demountable panel and counter / desk systems) to provide the library with increased flexibility to rearrange staff work areas. It is essential that staff spaces be open and adaptable to meet changing work patterns in the future. Office landscaping furnishings, however, will not provide sufficient acoustical privacy for department heads and should not be used to define department head offices.

3.3 Ceiling heights

In order to accommodate full-height library bookstacks, which are typically 84" or 90" tall, and still reserve sufficient clearance to allow lighting to disperse adequately into the stacks, an absolute minimum ceiling height of 9'6" is needed, and a 10' ceiling or higher is much preferred. In large open floor areas, a taller ceiling is recommended to avoid the sense of enclosure that can be created with a minimum-height ceiling. If indirect lighting is used, a taller ceiling is also recommended.

3.4 Data transmission service

The library relies on networks of computers to provide information resources for its patrons and to share files related to library operations among staff. The capability to connect stations internally and to reconfigure those connections internally is crucial, as is the capability to make connections with external servers, files, and resources.

One or more local area networks may be needed to support the library's operations and services – at the very least, computer work stations for public use and for staff use may be combined into a single network. Alternately, there may be separate networks devised for public use and for staff use.

This program outlines and distributes an inventory of computer stations that will be needed to support public access to these electronic information resources. In addition to these points of access provided by the library, the library's data transmission plan should support patrons' ability to bring their own laptops to the library and connect to the library's network. Although patron laptop access will be available wirelessly, there should also be selected locations throughout the public areas of the library that will support a wired connection to a patron's laptop. The number and location of these wired access should be determined as the design evolves.

Also note that as certain data resources become available in electronic form it may

not be necessary for the library to continue to provide microform reader-printers for public use. Accordingly, any public-use reader-printer stations specified in this program could be designed to support an eventual network connection and the eventual conversion of that station to a new use as a public network station.

This program also specifies a number of staff work stations, the great majority of which should be considered as part of the library's internal network and provided with the capability to link with other computers in the library. Most staff work stations should be network capable and should be provided with the necessary electrical and data transmission service for connection to the library's network.

Consider data transmission requirements and the need to build in the necessary infrastructure according to "hot" zones, "cool" zones, and "cold" zones (see the following discussion of "Electrical service").

3.5 Electrical service

General: Provide standard 110 volt four-plex outlets conveniently throughout the building to support the operation of general office equipment as well as cleaning and maintenance equipment. Any floor outlets provided should be flush-mounted. Some equipment, such as photocopying machines and certain audiovisual and graphic equipment, will require 220 volt service. Work with library staff to identify and locate this equipment. Compare the placement of electrical outlets and power distribution with the placement of library furnishings to insure that the receptacles are properly located.

Automated library system requirements: Most terminals for the library's automated circulation and catalog system and for its internal local area network(s) will require a separate, dedicated circuit. Clean electrical service is essential in an automated library environment – a basic requirement. Consider the need for surge protectors to modulate service throughout the building.

Future adaptability: Because library service relies ever more heavily on electrical equipment in support of audiovisual collections and computer-based services, and because it is difficult to project exactly where and how electrical equipment will be used in the library environment of the future, it is critical that electrical service be flexible and expandable.

Because of the expense of providing maximum flexibility for the positioning and repositioning of electronic equipment throughout the entire building, it may be more effective to think of the building in terms of "hot" zones, "cool" zones, and "cold" zones. Work with the library staff and the consulting librarian to define staff and public areas that are expected to require a heavy concentration of electrical service (examples might be the technical services department workroom, the reference collection and public service desk, and the technology center) and design these areas with the necessary investment in infrastructure to insure sufficient future flexibility.

At the other end of the spectrum, there may be other areas (the bookstacks, for example), that could be considered "cold" zones and may not require any additional service or support that would be out of the ordinary. Still other areas may occupy a middle ground, a "cool" zone where some additional provisions are made in the design to support this kind of growth and flexibility, but without making extraordinary provisions and incurring extraordinary expense.

Emergency electrical service: Two types of emergency electrical service should be considered. In the event of a power failure, selected lighting fixtures should still operate to provide a path to an exit. These designated emergency lighting fixtures can be backed up with a battery pack. Emergency exit signs should also operate on these emergency circuits.

The library's increasing reliance on computer-based services suggests a second type of emergency electrical service: an uninterrupted power source to supplement the emergency electrical service that will provide egress lighting, to better insure that the library will not lose any circulation or cataloging data at the time of a power outage. If provided, the uninterrupted power source should be provided first to back up all automated circulation terminals at the circulation desk and in the circulation workroom; next at technical services work stations; next at public network stations that provide the library's principal access to its on-line catalog; and finally at all other installations around the library.

3.6 Entrance

There must be a single, primary public entrance for the library. Multiple public entries to the building will compromise essential security and control. The entrance should be readily identifiable from major pedestrian and vehicular approaches to the building. The entrance should be open and should invite people into the facility. It should be sheltered from the weather and the wind by a canopy or overhang. The location of the main public entry will also affect the placement of bicycle racks, book drops, and a flagpole for the library. The flagpole should be illuminated at night.

Offset double doors create a vestibule which can operate as an air lock to minimize temperature loss and variation. The doors should be glazed, and there should be ample glass on either side so that patrons approaching the building can see into the library.

Specify automatic sliding (pocket) doors. Alongside the automatic doors provide a manually-operated door that can be used in case the automatic doors are not working. The manual door should have a mechanical assist that handicapped patrons can activate by pushing a button. Before installation, confirm the location of the push button that activates the manual assist to insure sufficient clearance between the button and the door.

To facilitate access by the handicapped, the entrance must be at grade; any slope

leading to the entrance should rise no more than one foot for every twelve running feet. Note the applicability of federal regulations regarding accessibility, prompted by the Americans with Disabilities Act.

A separate entry should be provided for staff and deliveries.

3.7 Fire protection system

Provide a full fire protection system in accordance with local codes – sprinklers, combined with smoke detectors. For the most part, sprinklers will provide appropriate and sufficient fire control; the collections housed at the library are not typically of a nature that requires a more advanced and expensive fire suppression system. Evaluate the need for installing a more advanced system to protect the library's servers, located in the Network Services department.

Locate fire extinguishers conveniently throughout the building in accordance with local code. Book drops should be fire resistant and should have sprinklers and smoke detectors installed to prevent damage from vandalism.

Construction materials used should result in a noncombustible building code classification. Access to and egress from the building for people and fire equipment is to be easy and convenient.

3.8 Floor loading

Fully-loaded bookstacks introduce a considerable structural load in any library facility. In the interest of flexibility, it is crucial that the entire facility be engineered to support a live load of 150 pounds per square foot, which represents the average weight of standard height bookstacks installed on typical five-foot centers.

3.9 Heating, ventilating and air conditioning (HVAC)

Generally, energy efficiency is of prime concern in an expanded facility. Over the life of the building, savings in this area can be substantial and represent monies that can be better allocated toward providing direct public library service. Consideration of the application of passive and active solar design techniques and specification of additional insulation are just two basic elements to weigh.

Temperatures should be maintained evenly and consistently throughout the building, ranging between 68° and 72° in the winter and 74° and 78° in the summer. Air conditioning is essential. Relative humidity ranging between 35% and 50% should be maintained throughout the year.

Within the building, provide for zone controls of the HVAC system. Work with staff to

define the areas to go into each zone. Throughout the library, in public service areas and in staff areas, specify tamper-proof system controls. The HVAC system should also permit automatic night setbacks and temperature controls to improve efficiency. Consider the application of "smart" technologies and automated monitoring of environmental controls.

Consider whether a separate HVAC system should be designed to serve the general meeting facilities. If provided, a separate system should allow the meeting facilities to remain open after the library proper has closed. An override timer for the meeting room HVAC system should be placed in an accessible location so that staff can conveniently control the system for after hours use of the meeting room.

Pay careful attention to the ventilation and air transfer needs of different parts of the building – kitchens; restrooms; and any area where there is a concentration of electronic or computer equipment. Also note the need to isolate HVAC equipment acoustically, especially from public service portions of the building.

3.10 Information technology

As noted elsewhere in this program, information technology is changing the way in which libraries deliver service and provide access to information resources. This program defines public network stations in three broad settings, each meant to encourage a longer and longer period of public use:

- a "standing" station is just that: a station where the patron needs to stand to use the network terminal; often, a "standing" terminal is dedicated to providing access to the library's on-line public access catalog, and this setting is meant to encourage a higher rate of turnover among users to better ensure ready access to the library's catalog.
- a "sitting" station provides a chair and slightly more counter space for the patron's use; this more generous allocation of work surface and space will encourage longer periods of use.
- a "study" station provides a chair and even more counter space (possibly to support additional peripheral equipment); this allocation will encourage even longer periods of use.

3.11 Lighting

Lighting is a particular challenge in the design of libraries. Different areas require substantially different types of lighting, yet in the interest of flexible arrangement of furniture and services a more general lighting scheme is advised. In addition to illuminating the work space or study space, lighting is employed to direct attention, highlight architectural features and displays, and set moods.

Natural lighting: To the greatest extent practicable, introduce daylighting into the library environment.

Fluorescent fixtures: For most library applications, fluorescent lighting will be the choice. In comparison with incandescent and high-intensity discharge (HID) lighting systems, fluorescent lighting typically provides the most cost effective reconciliation between color balance and lamp life.

Other lighting types: Alternate forms of lighting may be appropriate in specific applications. Incandescent lamps may be appropriate as spotlights or accent lights, in display areas, and in the entry (where their slightly lower light levels are more acceptable and where their warmer color balance will enhance the warmth and attractiveness of the building as patrons enter). HID lamps may be appropriate in any areas designed with especially high ceilings (where their longer life translates into a need to relamp fixtures less frequently). Where HID fixtures are applied, consider using indirect lighting to assist with the color correction.

Lighting levels: Follow the recommendations of the Illumination Engineering Society (IES). The IES measures lighting in footcandles or in Equivalent Sphere Illumination (ESI) levels. Where footcandles measure only the ambient lighting on a given surface, ESI levels also take into account other factors including glare, reflection, veiling, shadows, etc. Among the recommendations of the IES are:

Stacks	30 footcandles
Reading areas (general)	30 ESI
Reading areas (study)	70 ESI
Circulation desk	70 ESI
Staff work stations	70 ESI
A-V viewing	70 footcandles
A-V listening	30 footcandles
Microform viewing	30 footcandles
Auditoriums	15 footcandles
Corridors	20 footcandles
Stairways	20 footcandles
Restrooms	30 footcandles

Patron and staff use of reference stack areas correspond more to that in study areas (70 ESI) than that in regular stack areas (30 footcandles); plan lighting levels in the reference stacks accordingly.

Flexibility: In public service areas, more general lighting should be considered to allow greater opportunity to rearrange services and equipment. In staff areas, consider more task-oriented lighting to lessen eyestrain and support productivity. Brighter lighting should be considered for the large print area.

Indirect lighting: Indirect lighting is one method for dispersing light evenly and reducing the incidence of glare, a problem often occurring in library bookstacks.

Indirect lighting strategies should be given strong consideration throughout the interior, especially in spaces where there is a heavy concentration of automated equipment and in casual seating areas (see following).

Lighting for automation: Harsh, direct lighting often produces glare on computer screens and microform reader screens, and therefore should be avoided in areas where there is a concentration of this equipment. Likewise, skylights, with sharp, harsh, direct lighting, should not be employed near areas that are designated for use with microcomputers and similar equipment. Direct light can also interfere with the operation of automated circulation system equipment, in particular laser scanners.

Arrangement of fixtures: Some planners recommend that lighting fixtures be installed over bookstack aisles, running parallel to the stacks, in order to maximize the efficiency of the illumination. Others advocate that lighting fixtures should run perpendicular to shelving ranges, a scheme that allows the library to shift the ranges laterally as needed to add more ranges and shelf capacity at a later date. However, other structural aspects (column spacing, for one) often limit the library's ability to take advantage of such flexibility. Because of this, no particular preference is indicated here for either a perpendicular or parallel orientation of lighting fixtures to bookstacks. Whatever strategy is employed, it should be employed consistently, and it should be employed in a manner that produces the most efficient lighting for public and staff use.

Service: Ease of relamping is an important consideration in the selection of any lighting fixture. Fixtures in areas with high ceilings can pose a problem when they need to be relamped; if unusually tall ceilings are employed in the design prefer fixtures that can be relamped without the need for scaffolding or other similar equipment. Also, replacement lamps should be available locally, as should replacement parts for the fixtures. To the greatest extent possible, minimize variation and standardize the number of lamps the library will have to stock.

Switching: To the extent practicable, switches for the lighting system – especially those for the public service areas of the library – should be centrally located. This location should be in a secure staff area, near the staff entrance where controls can be operated conveniently by arriving and departing staff members. Keep the number of switches required to bring up the building to a minimum.

Controls for individual offices or individual small group study rooms should be located in those rooms. Should natural lighting play a significant role in providing daytime lighting, provide automatic control systems to reduce or adjust levels of artificial light as needed. Specific controls for the lighting system in the meeting facilities are discussed in greater detail in the functional area descriptions.

Emergency lighting: Provide night or emergency lighting circuits for after hours security. These circuits should be tied into the emergency electrical circuits and / or battery packs for continued operation in case of a power outage.

3.12 Receiving room

Provide a receiving area where deliveries can be accepted, stored (if necessary) and routed. Because many of the shipments to the library are new books, this area should be convenient to technical services. This area should also be convenient to the storage space that is provided for general maintenance supplies. Equip this door with a buzzer to alert staff that a shipment has arrived. There should be wide double doors into and out of this room.

3.13 Restrooms

Restrooms are to be provided for the public and the staff, the number of commodes, etc. to be determined according to local code. All restrooms must be accessible to the handicapped in compliance with state and federal accessibility codes. Public restrooms should be provided on each public floor of the building. To minimize vandalism and horseplay, it is essential that the public restrooms be under direct visual supervision from the closest public service desk.

Fixtures: Commodes, urinals and other fixtures must be wall-mounted and privacy screens and partitions should be ceiling-mounted for ease of maintenance. Each toilet facility should be served by a mechanical exhaust fan. Floors should slope to a floor drain. Provide electric hot air hand dryers. Double-roll tissue dispensers (or large-roll tissue dispensers), soap dispensers, and other finish hardware should be secured and operate with a key for restocking. Provide mirrors. Provide taps with automatic shut-offs. Provide shut-off valves at all fixtures. A drop-down shelf should be provided in each WC where individuals can conveniently place papers and purses, etc. A small shelf should be provided next to the sink and counter where patrons can put books and papers. A changing table with space adjacent for a stroller should be provided in both the men's and women's restrooms. Special attention should be given that all surfaces are durable, easily maintained, and vandal-resistant.

Family or "assisted" restroom: Along with the main public restrooms for men and women, consider a third facility that may be considered a "family" restroom, where one family member or caregiver can tend to another. A father visiting the library with a young daughter may use such a facility, or a couple, one of whom needs assistance. This room should be somewhat larger than a half-bath, with a single standard size and height commode and sink, plus a child-size commode and sink, and sufficient room for two individuals. The room may ordinarily be locked, with access granted from a nearby public service desk.

Children's restrooms: Separate restrooms may be provided for children near the children's library. Security is an important concern in this setting. Unisex restroom facilities are acceptable here, if allowed by applicable state and local codes. The children's restrooms should be clearly visible and monitored from the children's department public service desk.

Staff restrooms: Staff restrooms should be provided for staff convenience. Full staff restrooms should be located near the staff lounge. These restrooms should be provided with a full lockset so that they can be locked and secured.

Location: Public restrooms should be located where they can be easily supervised by the public service staff. The restrooms should be accessible but should not draw overt attention to their location. Doors to the restrooms should be lockable. A lockset should be provided with the door; should vandalism become a problem, the door could then be secured. Consider providing an electronic lock that can be opened by the staff from the nearest public service desk.

Ideally, restrooms for the meeting facilities are those that also serve the library proper. In any case, the meeting facilities must have access to restrooms, and if the restrooms for the main library service areas cannot reasonably serve the meeting facilities, or cannot serve the facilities after regular library hours, provide separate restrooms for the meeting rooms. If it is necessary to provide separate restrooms for the meeting facilities, those restrooms should be provided with a lock to secure them when the meeting rooms are not in use.

3.14 Stairways

For the safety of patrons and staff, all stairways should be designed with a level platform midway through their rise. Stairways should be functional with an aesthetic appeal and include acoustical buffering to prevent the transmission of sound between floors.

3.15 Windows

Windows and exterior glazing provide a source of pleasant, natural light and for that reason should be encouraged. Careful attention should be paid to insure that the design takes the greatest possible advantage of natural sunlight, not only to reduce the need for artificial lighting during daylight hours, but to employ such solar techniques as are feasible to reduce energy consumption for heating, ventilating and air conditioning. Consider the use of clerestories to extend the application of natural light throughout the public space in the building.

Some, but by no means all, of the exterior windows must be operable to allow for natural ventilation during appropriate seasons and in case of mechanical failure, especially in staff work areas. There should be screens on these operable windows to reduce the risk of losing library materials through open windows.

At the same time, it is important that the location of windows be coordinated with the location of furnishings within the library. Windows should be located to afford passersby with an attractive view into the busy public service areas of the library. Likewise, windows afford library users in public service areas with a pleasant view of

the outside. Whenever possible, windows should also be provided for the benefit of staff work stations. Staff offices should be provided with windows as a source for natural light and visual relief.

Window treatments in the meeting room must provide proper environmental control for film and/or video screenings.

The heat gain and heat loss through windows is a continuing concern. Thermal glass is appropriate in most installations, especially in the vestibule, surrounding the entry.

Consider the use of window coverings and treatments throughout the library, but especially in some areas where intense sunlight may be a problem (e.g., in west-facing reading rooms, etc.).

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4 GENERAL FEATURES – INTERIOR

4.1 Access by the handicapped

The design of the building must follow general guidelines for handicapped accessibility, including local code requirements, state code, and appropriate federal codes. Plans should comply with the accessibility standards of the American National Standards Institute, ANSI 1-17.1-1980, as revised.

The design must also meet the requirements of the Americans with Disabilities Act. Regulations governing the Americans with Disabilities Act (P.L. 101-336) were published in the July 26, 1991 *Federal Register*. These regulations are modeled closely on existing Uniform Federal Accessibility Guidelines. Recommendations relating specifically to libraries include:

- 5% or a minimum of one of each element of fixed seating, tables, or study carrels shall meet access regulations (ADAAG 8.2.).
- At least one lane at each check-out area shall meet access regulations (ADAAG 8.3.).
- Minimum clear aisle space at card catalogs and magazine displays shall be at least 36"; maximum reach height shall be 54" with 48" preferred (ADAAG 8.4.).
- Minimum clear aisle space in bookstacks shall be at least 36" with 42" preferred "where possible"; shelf height is unrestricted (ADAAG 8.5.) [NOTE: this program typically provides the wider, 42" aisle throughout.].

Ideally, public service areas should be organized on the fewest number of floors possible. On any individual floor, avoid changes in levels to the greatest extent possible. It's possible that mechanical and certain other nonassignable spaces may be located on a separate, secondary level.

4.2 Floor coverings

Select floor coverings to meet the differing service patterns in different parts of the building. Carpeting is appropriate throughout much of the building, both public and staff areas. Carpet is not only more comfortable than most other surfaces, it also enhances acoustical insulation. In specifying a carpet consider its durability, color fastness, and resistance to fire. Carpeting must be treated against static discharge.

Should roll goods be specified, the contractor shall locate seams out of major traffic paths to the extent possible.

Consider the use of carpet squares, which permit the ready replacement of areas that become worn. Carpet squares are required if undercarpet cable is used for power distribution.

A non-skid surface must be provided at the main public entry and in the receiving area. Floor grates or cocoa mats should be provided to trap tracked-in dirt and water. Non-skid surfaces should be considered on stairs as well; at the least, a rubber edge molding should be installed on each step.

Special consideration should be given to the floor surface specified in the vestibule. In bad weather, the floor in the entries will be wet as patrons track in from the outside, and the floor surface selected should minimize the hazard of slippery conditions at the entry.

Hard surface flooring that is easy to maintain is appropriate in restrooms. Concrete flooring is acceptable in mechanical and storage spaces.

4.3 Furnishings

Library and office furnishings are not expected to be part of the general contract for construction, but will be purchased separately by the owner. Throughout this program, each functional area includes a listing of furnishings to be provided in that functional area. This list is provided so that the general capacities of each area in the plan can be tested as the design evolves.

In some cases, the program lists a specific piece of library furniture, drawn from a vendor's catalog; such listings are intended to provide an example of the *type* of furniture to be employed in that setting, rather than a direct product recommendation.

Some key pieces of furniture may evolve to have such specialized functions, or may be so crucial to the overall aesthetic of the design, that a custom-milled piece is in order. Whether these furnishings are custom-milled or selected from a vendor's catalog line, they should be modular so that they can be readily shifted and adapted to accommodate the library's future needs.

4.4 Janitor's closets

Janitor's closets should be provided in the building on each floor as needed. Sufficient space should be provided for a mop sink as well as storage for a modest stock of any supplies needed to service any fixtures or equipment – restrooms in particular – that may be located nearby. Provide a floor drain.

4.5 Library materials theft detection system

Provide appropriate electrical service to the area near the entry where sensors for the theft detection system will be located. The floor surface here should be recessed so that the installation of the floor sensors will not create bumps which patrons can trip on. Note that building materials – moving metal, for example, in doors and so on – can foster interference that causes malfunctions of the security system. No turnstile is to be used with the theft detection system.

4.6 Perimeter security system

Motion detectors and door contacts should be provided as part of the library's perimeter security system. The system should be activated and de-activated from either of two panels (located at the staff entrance and the front door); prefer a key-in code. Provide a "city tie" channel connecting this security system with the local police department to automatically alert the police to a library intruder any time the library is closed.

4.7 Shelving

Like library and office furnishings, shelving for the library's collections is not expected to be part of the general contract for construction, but will be purchased separately by the owner. Throughout this program, each functional area includes a listing of shelving to be provided in that functional area. This list is provided so that the general capacities of each area in the plan can be tested as the design evolves.

In general, bookstack shelving should be conventional, cantilever metal shelving. Unless otherwise noted, this program anticipates that each shelving section will be 36" wide, with a 12" nominal base shelf. Adjustable shelves above the base will be narrower – 10" deep. There should be a lip at the back of the shelf to prevent material from being pushed back from the front edge of the shelf. The shelving will be installed with a 42" aisle. Typically, adult collections will be housed on full-height shelving units (84" tall). Mid-height shelving (60" or 66" tall) will be used in the grade school collection, the young adult collection, and selected adult collections that the library chooses to highlight; and low shelving (42" tall) will be used in the preschool collection.

Shelving inventories are tallied here counting individual, single-face shelving units, although most shelving in the library will be deployed in ranges of double-faced shelving units.

4.8 Video surveillance and security

The library expects to implement a video surveillance monitoring system in the building. As the design evolves, consider suitable locations for the installation of cameras. A video feed should be provided from these locations to a central location in the security office, where recorders will gather and store video and images.

5 FUNCTIONAL AREA REQUIREMENTS – Branch Library

On the following pages, the program relates specific requirements of the departments within the new Branch Library. Each department is subdivided according to its functional needs.

The program identifies some of these subdivisions as "rooms" or "offices." Each subdivision so identified is intended to be a space enclosed by walls. In some cases, the walls may be visually transparent – there should be ample windows into a small group study room, for example, to allow easy supervision of the activity in that room – but there will be walls around the space to define the space. (Note: occasionally the term "roomlet" is employed to define a very small enclosed room.)

If the label given a subdivision does *not* include the term "room" or "office" the area in question should be considered an open area that will flow unimpeded into the other areas surrounding it.

The departments that comprise the new Branch Library are identified in the program as follows:

- Entry / Control / Circulation
- Popular Library Services
- Reference & Nonfiction Services
- Youth Services
- Young Adults
- Meeting Rooms
- Staff – Other
- Nonlibrary Assignable

Additional space allowances are made in this schematic program for *Nonassignable – Mechanical* and *Nonassignable – Other*.

5.1 ENTRY / CONTROL / CIRCULATION

This department houses the features that greet a patron upon entering the library. As at the Downtown Library, there are three key elements within this department: a welcome / information service desk; self-charging stations where patrons will charge their own materials out for loan; and a circulation service desk. The *Welcome / information service desk* is considered an optional element that may or may not be incorporated into this space, depending on evolving design and service considerations.

The Entry / Control / Circulation department in the Branch Library will be organized in a manner that will be modeled to the greatest possible extent in the library's downtown facility. There will be a strong emphasis on self-service strategies here, but acknowledging that many libraries are in a transitional phase between traditional, staff-mediated circulation services and self-service circulation transactions, there will also be an option for staff-mediated circulation.

The design for the branch facility should also accommodate the library's transition to a new system for the automated discharge of materials being returned by patrons. This system has not yet been specified, but it is expected to involve centralizing the returns function in a mechanized device that will automatically scan and discharge returns, then pre-sort them into a number of subcategories as yet to be specified by library staff. Returned materials will be conveyed to this centralized *Automated materials return / discharge (room)* from all of the points of return provided in the design (including those at the exterior of the building – the *Walk-up and Drive-up after-hours returns*).

As the design evolves, work with library staff to ensure the appropriate accommodation is made to support these new systems.

This department also supports space allocations currently meant as a placeholder for a possible *Refreshment center / used book sale* area. The particulars of this feature have not been determined yet (the refreshment service may be a vending operation, for example, or the library may seek to work with a vendor to provide a staffed operation). Monitor the evolution of the staff and board's thinking regarding these features so that the design will accurately reflect these emerging priorities.

The combined space allocation for this department is 6,975 ft², including an allowance of 1,029 ft² for nonassignable structural and circulation space allocated to this department. This allowance is equal to 20% of the assignable area calculated for the department. Additional allowances are made for the entry vestibule (250 ft²), and public restrooms (550 ft²).

The department consists of the following areas and rooms:

Traffic dispersal	335 ft ²
Welcome / customer service desk	310 ft ²
Circulation desk	360 ft ²
Materials return (room)	75 ft ²
Self-service center	440 ft ²
Express pick-up lockers (room)	196 ft ²
Refreshment service / used book sale	300 ft ²
Staff workroom	2,050 ft ²
Workroom storage room	93 ft ²
Branch librarian's office	240 ft ²
Automated materials return / discharge (room)	598 ft ²
After-hours walk-up exterior book return (roomlet)	75 ft ²
After-hours drive-up exterior book return (roomlet)	75 ft ²
TOTAL ASSIGNABLE SPACE IN DEPT	5,146 ft ²
Allowance for entry vestibule	250 ft ²
Allowance for public restrooms	550 ft ²
Allowance for departmental nonassignable	1,029 ft ²
TOTAL AREA FOR DEPARTMENT	6,975 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:

- Within this department there are public areas and staff-only areas. The public areas include *Traffic dispersal*; the *Welcome / information desk*, the *Circulation desk*, the *Self-service center*, the *Express pick-up lockers (room)*, and the *Refreshment service / used book sale* area.
- In order to return materials, the public will also need to be able to approach the following functional areas (but patrons will not require access *into* these areas): the *Materials returns (room)*, the *After-hours walk-up exterior return (roomlet)*, and the *After-hours drive-up exterior return (roomlet)*.
- The *Welcome / information desk* should be located prominently and immediately beyond the *Traffic dispersal* area, preferably facing into the patrons as they enter the library.
- The *Self-service center* prefers to be located to the left as a patron enters – to the right as a patron exits. This will place the self-charging machines in the most accommodating and conducive location as most patron interaction with these terminals will occur as a patron leaves the building.
- Likewise, the *Circulation desk* should be on the left as patrons enter the building. This desk may be oriented in such a way as to facilitate eye contact with patrons as patrons exit the building because typically the more intense patron interaction at this desk will occur as patrons are leaving the building.

- The *Staff workroom* will prefer a close proximity to the *Circulation desk* and within reasonable proximity to the *Welcome / information desk* so that staff stationed in the workroom can conveniently monitor activities at those desks.
- The *After-hours walk-up exterior book return (roomlet)* should be located to either side of the main public entry.
- The *After-hours drive-up exterior book return (roomlet)* will prefer a location that allows an easy connection by way of the materials conveyance system to the *Automated materials return / discharge (room)*.
- The *Workroom storage room* should be accessible *only* from within the *Staff workroom*.
- The *Express pick-up lockers* will be available for use by the public to retrieve reserves and holds that have been placed their at the patron's request. Because these lockers will be accessible when the library is closed, this room should be located along the exterior edge of the building, preferably close to the main entry. On the inside of the building at this location, there should be convenient staff access to the lockers to accommodate the staff's servicing of the lockers.

5.2 POPULAR LIBRARY SERVICES

This department houses the popular, casual-use collections for adult library users. These collections include fiction, large print, young adult and audiovisual (nonprint) materials. A display of new books is found in this department. Current magazine issues and back issues are housed in this department.

The combined space allocation for this department is 2,683 ft², including an allowance of 244 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:

Browsing – new books	440 ft ²
Browsing – magazines	373 ft ²
Fiction collection	989 ft ²
Large print collection	342 ft ²
Audiovisual collection	296 ft ²
TOTAL ASSIGNABLE SPACE IN DEPT	2,440 ft ²
Allowance for nonassignable	244 ft ²
TOTAL AREA FOR DEPARTMENT	2,683 ft ²

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 *Browsing – new books* area should be near the entry to this department.
- The *Browsing – magazines* area should be at the opposite end of this department from the *Browsing – new books* area.
- There should be a strong connection between the *Large print collection* and the *Browsing – magazine* area

5.3 REFERENCE / NONFICTION SERVICES

This department houses the reference and nonfiction collections. The main grouping of computer terminals for adult use is provided in this area (in the *Information commons* and the *Computer training lab (room)*). The majority of reader seating for adults is provided in this department, including an enclosed quiet study room. Support for the reference and nonfiction collections and for the public network computer stations is provided by staff at the reference desk located within this department.

The combined space allocation for this department is 5,651 ft², including an allowance of 565 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:

Public service desk & reference	553 ft ²
Information commons	1,235 ft ²
Computer training lab (room)	808 ft ²
Nonfiction collection	2,315 ft ²
Quiet study room	380 ft ²
Small group study rooms	360 ft ²
TOTAL ASSIGNABLE SPACE IN DEPT	5,651 ft ²
Allowance for nonassignable	565 ft ²
TOTAL AREA FOR DEPARTMENT	6,216 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:

- The *Public service desk & reference* area should occupy a prominent location toward the entry to this department. There should be clear sight lines from the public service desk throughout the department.
- The *Information commons* should be prominently located, clearly visible and easily accessible from the public’s point of entry onto this floor.
- The *Computer training lab (room)* should be immediately adjacent to the *Information commons* so that the computer equipment in the training lab may be used by the general public when not otherwise needed for a library-sponsored computer training session.
- Staff at the help desk in the *Information commons* must have proximity to the computers in the *Commons* and in the *Computer training lab (room)* in order to provide suitable support for patrons using this

- equipment; likewise the public copiers and printers found in the *Commons* must be within line of sight of the help desk.
- The *Quiet study room* should be located in a less-trafficked area within the department, but still within direct visual supervision of the *Public service desk*
 - *Small group study rooms* should be located away from the *Information commons* area, but still within direct visual supervision of the *Public service desk*
 - The *Staff workroom* should provide a visual connection to the department and the *YS public service desk* so that YS staff working off-desk can monitor activities in the department.

5.4 YOUTH SERVICES

This department houses services and a modest collection dedicated to young children – preschoolers and grade schoolers. Collections include print, magazine, and nonprint resources. A technology center is provided here. A storytime room to seat up to 50 (including children + caregivers) is provided here.

The combined space allocation for this department is 5,350 ft², including an allowance of 461 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 allowance of 275 ft² is made as a placeholder for public restrooms scaled for a child’s use that will be associated in or near this department.

The department consists of the following areas and rooms:

YS public service desk & reference	356 ft ²
YS preschool collection	1,620 ft ²
YS grade school collection	970 ft ²
YS audiovisual collection	193 ft ²
YS technology center	490 ft ²
YS parenting collection	41 ft ²
YS storytime room	945 ft ²
TOTAL ASSIGNABLE SPACE IN DEPT	4,614 ft ²
Allowance for children’s restrooms	275 ft ²
Allowance for nonassignable	461 ft ²
TOTAL AREA FOR DEPARTMENT	5,350 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:

- The *YS public service desk & reference* area should occupy a prominent location toward the entry to this department. There should be clear sight lines from the public service desk throughout the department.
- Because computer network stations dedicated for use by the library’s youngest patrons are provided within the *YS preschool collection* area, the *YS technology center* may favor a stronger proximity to the *YS gradeschool collection*.
- The *Parenting collection* should be closer to the *YS preschool collection* than the *YS gradeschool collection*.
- The *Storytime room* should be located within the department so that younger children can reach the room without having to pass *through* the *YS gradeschool collection* and so that older children

can reach the room without having to pass *through* the *YS preschool collection*

- The *Staff workroom* should provide a visual connection to the department and the *YS public service desk* so that YS staff working off-desk can monitor activities in the department.

5.5 YOUNG ADULTS

The library devotes considerable attention to the needs of its young adult population with a varied collection and a heavy schedule of program activities. This department is intended as a transitional area for patrons as they grow out of the children’s department and into the adult department. Within this department there are two distinct components of the collection – the young adult collection, which effectively serves those in middle school, and the teen collection, which effectively serves those in high school.

The combined space allocation for this department is 1,460 ft², including an allowance of 133 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:

Young adult collection	740 ft ²
Teen collection	587 ft ²
TOTAL ASSIGNABLE SPACE IN DEPT	1,327 ft ²
Allowance for nonassignable	133 ft ²
TOTAL AREA FOR DEPARTMENT	1,460 ft ²

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:

- This department should be adjacent to, but distinct from, the Youth Services department.
- The *Young adult collection* and the *Teen collection* should be clearly defined within this department
- Note the orientation and sight lines between this department and the *YS public service desk*; from time to time, staff at that desk will need to back up public service support in this department.

5.6 MEETING ROOMS

This department houses a multi-purpose room to seat up to 100. The multi-purpose room is a flexible, flat-floor, moveable seat venue that can be arranged to support a wide array of library programs.

The combined space allocation for this department is 1,870 ft², including an allowance of 170 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. Note that separate allocations for lobby/pre-function activities and/or restrooms are *not* provided here on the assumption that other spaces already programmed for similar functions will also be able to serve these meeting rooms. If that does not prove to be the case, additional pre-function and restroom space may need to be allocated here.

The department consists of the following areas and rooms:

Multi-purpose room 1	1,300 ft ²
Kitchen (room)	75 ft ²
Table and chair storage room	250 ft ²
Equipment storage room	75 ft ²
TOTAL ASSIGNABLE SPACE IN DEPT	1,700 ft ²
Allowance for nonassignable	170 ft ²
TOTAL AREA FOR DEPARTMENT	1,870 ft ²

In the design of the building, this meeting room and the attendant support spaces should be located in such a way as to accommodate after-hours egress from the program room.

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 should be easy access from the *Multi-purpose room* to the attendant support rooms – the *Kitchen (room)*, the *Table and chair storage room*, the *Equipment storage room*

5.7 STAFF – OTHER

This department supports a miscellany of staff spaces that aren't otherwise accommodated elsewhere in the program, including "satellite" work areas for certain "central services" functions that will otherwise operate out of the Downtown Library (such as maintenance and information technology)

This department will be located as the building's design allows.

The combined space allocation for this department is 1,901 ft², including an allowance of 141 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	320 ft ²
Staff cloakroom	100 ft ²
Staff shower room	75 ft ²
Information technology workroom	325 ft ²
Server farm (room)	175 ft ²
Maintenance workroom	415 ft ²
TOTAL ASSIGNABLE SPACE IN DEPT	1,410 ft ²
Allowance for staff restrooms	350 ft ²
Allowance for nonassignable	141 ft ²
TOTAL AREA FOR DEPARTMENT	1,901 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*
- The *Staff lounge / break room*, the *Staff cloakroom*, the *Staff shower room*, and the *Staff restrooms* will tend to prefer to be located together in a contiguous block of space
- 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
- The *Information technology workroom* should be near the *Staff workroom* with convenient access to the *Receiving & delivery room*
- The *Server farm (room)* should be accessible only *through* the