

Information technology room

- The *Maintenance workroom* should be near *Receiving & delivery*

5.8 NONLIBRARY ASSIGNABLE

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

The combined space allocation for this department is 1,012 ft², including an allowance of 92 ft² for nonassignable structural and circulation space allocated to this department. This allowance is equal to 10% of the assignable area calculated for the department.

The department consists of the following areas and rooms:

Staff entry (room)	100 ft ²
Receiving & delivery (room)	230 ft ²
Storage room -- general & miscellaneous	210 ft ²
Storage room -- maintenance supplies	150 ft ²
Recycling center (roomlet)	50 ft ²
Telecommunications equipment (roomlet)	50 ft ²
Groundskeeping equipment room	130 ft ²
TOTAL ASSIGNABLE SPACE IN DEPT	920 ft ²
Allowance for nonassignable	92 ft ²
TOTAL AREA FOR DEPARTMENT	1,012 ft ²

For the most part, the rooms and areas that comprise this department will all be located variously throughout the building as space allows.

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

5.9 OTHER FUNCTIONS & NONASSIGNABLE

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

An allowance is made for the building's mechanical plant. This allowance is equal to 5.0% of the anticipated gross area of the building – 1,635 ft². This will be located in the building according to architectural and engineering requirements.

An additional allowance is made for other nonassignable functions. This allowance is equal to 10.0% of the gross area of the building – 3,270 ft². This is a general allocation of space intended to be distributed through the building according to the requirements of the design.

A further allowance is made to accommodate public art displays. This allowance is equal to 1.0% of the gross area of the building – 327 ft².

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

- An allocation for nonassignable space is made in each department to accommodate nonassignable spaces that can be expected to be associated directly with the operational departments. This departmental allocation of nonassignable space has been noted in the preceding descriptions of the departments and totals 2,835 ft².
- An allocation of 250 ft² is made in support of public vestibules (one at the entry and the other attached to the meeting rooms)
- A combined allocation of 1,175 ft² is made to support public and staff restrooms to be provided in various parts of the building

Together, these allocations of nonassignable space account for 31.1% of the projected gross area of the building.

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Appendix A: COLLECTION DISTRIBUTION SUMMARY – BRANCH LIBRARY

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

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

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings	Pct of adult	Pct of total	Pct of total	Holdings	Pct in circ	Volumes to house
ADULT PRINT							
Fiction				13.00%	6,500	10.00%	5,850
Mystery				3.63%	1,813	10.00%	1,631
Romance				1.25%	625	10.00%	563
Science fiction				0.50%	250	10.00%	225
Westerns				0.50%	250	10.00%	225
Graphic novels				0.50%	250	10.00%	225
Fantasy				0.50%	250	10.00%	225
Large print				3.00%	1,500	10.00%	1,350
TOTAL ADULT POPULAR				22.88%	11,438		10,294
Reference				1.50%	750	0.00%	750
Nonfiction				33.75%	16,875	10.00%	15,188
Foreign language				1.00%	500	10.00%	450
Other adult category?					0	10.00%	0
New books - fiction				varies	varies	varies	varies
New books - nonfiction				varies	varies	varies	varies
TOTAL ADULT REF / NF				36.25%	18,125		16,388
TOTAL ADULT BOOKS				59.13%	29,563		26,682

SHELVING ENVIRONMENT								
# of shelves	Capacity factor	Lin. ft. usable	Vol per lin. ft.	Vol per unit	Vol to house	Units reqd	Aisle width	Sq. ft. per unit
4.8 (B)	70.00%	10.08	10.00	101	5,850	58	42" (b)	10.50
4.8 (B)	70.00%	10.08	12.00	121	1,631	14	42" (b)	10.50
4.8 (B)	70.00%	10.08	12.00	121	563	6	42" (b)	10.50
4.8 (B)	70.00%	10.08	10.00	101	225	4	42" (b)	10.50
4.8 (B)	70.00%	10.08	12.50	126	225	2	42" (b)	10.50
4.8 (B)	70.00%	10.08	12.50	126	225	2	42" (b)	10.50
4.8 (B)	70.00%	10.08	12.00	121	225	2	42" (b)	10.50
4.0 (B)	70.00%	8.40	10.00	84	1,350	18	42" (b)	10.50
2.5 (D)	80.00%	6.00	8.00	48	750	16	42" (b)	10.50
4.5 (B)	75.00%	10.13	12.00	122	15,188	126	42" (b)	10.50
4.5 (B)	75.00%	10.13	12.00	122	450	4	42" (b)	10.50
6.0	80.00%	14.40	12.00	173	0	0	42" (b)	10.50
Gaylord showcase display or equal				100	varies	8	60" (e)	15.00
Gaylord showcase display or equal				100	varies	6	60" (e)	15.00

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

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings	Pct of YA+teen	Pct of total	Pct of total	Holdings	Pct in circ	Volumes to house
YOUNG ADULT							
YA fiction				9.50%	4,750	10.00%	4,275
YA graphic novels				0.25%	125	10.00%	113
Other YA category?					0	10.00%	0
New books -- young adult				varies	varies	varies	varies
TOTAL YOUNG ADULT				9.75%	4,875		4,388
TEEN							
Teen fiction				2.50%	1,250	10.00%	1,125
Teen graphic novels				0.13%	63	10.00%	56
Teen nonfiction				0.50%	250	10.00%	225
New books -- teen				varies	varies	varies	varies
TOTAL TEEN				3.13%	1,563		1,406
TOTAL YS + TEEN				12.88%	6,438		5,794

Young adult = middle school
Teen = high school

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

SHELVING ENVIRONMENT								
# of shelves	Capacity factor	Lin. ft. usable	Vol per lin. ft.	Vol per unit	Vol to house	Units reqd	Aisle width	Sq. ft. per unit
4.8 (B)	70.00%	10.08	12.00	121	4,275	36	42" (b)	10.50
4.8 (B)	70.00%	10.08	12.50	126	113	2	42" (b)	10.50
6.0	80.00%	14.40	12.00	173	0	0	42" (b)	10.50
Gaylord showcase display or equal				100	varies	2	60" (e)	15.00
4.8 (B)	70.00%	10.08	12.00	121	1,125	10	42" (b)	10.50
4.8 (B)	70.00%	10.08	12.50	126	56	2	42" (b)	10.50
4.8 (B)	70.00%	10.08	12.00	121	225	2	42" (b)	10.50
Gaylord showcase display or equal				100	varies	2	60" (e)	15.00

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

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings	Pct of youth	Pct of total	Pct of total	Holdings	Pct in circ	Volumes to house
PRESCHOOL COLLECTION							
YS easy / picture books				11.00%	5,500	10.00%	4,950
YS board books				0.50%	250	10.00%	225
YS easy nonfiction				2.75%	1,375	10.00%	1,238
YS readers				1.25%	625	10.00%	563
Other YS preschool category???					0	10.00%	0
New books -- YS preschool				varies	varies	varies	varies
TOTAL PRESCHOOL				15.50%	7,750		6,976
GRADESCHOOL COLLECTION							
YS fiction				7.75%	3,875	10.00%	3,488
YS graphic novels				0.25%	125	10.00%	113
YS reference				0.20%	100	0.00%	100
YS nonfiction				4.05%	2,025	10.00%	1,823
YS parenting				0.25%	125	10.00%	113
Other YS gradeschool category???					0	10.00%	0
New books -- YS gradeschool				varies	varies	varies	varies
TOTAL GRADESCHOOL				12.50%	6,250		5,637
TOTAL YS PRINT				28.00%	14,000		12,613
TOTAL PRINT				100.00%	50,000		45,089

SHELVING ENVIRONMENT								
# of shelves	Capacity factor	Lin. ft. usable	Vol per lin. ft.	Vol per unit	Vol to house	Units reqd	Aisle width	Sq. ft. per unit
3.0 (F)	75.00%	6.75	26.00	135	4,950	38	42" (b)	10.25
1.0 (G)	75.00%	2.25	24.00	54	225	6	42" (b)	10.25
3.0 (F)	75.00%	6.75	18.00	135	1,238	10	42" (b)	10.25
3.0 (F)	75.00%	6.75	16.00	180	563	4	42" (b)	10.25
6.0	80.00%	14.40	12.00	173	0	0	42" (b)	10.50
Gaylord showcase display or equal				100	varies	2	60" (e)	15.00
5.0 (C)	75.00%	11.25	14.00	158	3,488	24	42" (b)	10.50
4.0 (C)	80.00%	9.60	12.50	120	113	2	42" (b)	10.25
3.0 (D)	80.00%	7.20	8.00	58	100	2	42" (b)	10.50
5.0 (C)	75.00%	11.25	14.00	158	1,823	12	42" (b)	10.50
5.0 (C)	75.00%	11.25	12.00	135	113	2	42" (b)	10.25
6.0	80.00%	14.40	12.00	173	0	0	42" (b)	10.50
Gaylord showcase display or equal				100	varies	2	60" (e)	15.00

SHELVING ENVIRONMENT								
# of shelves	Capacity factor	Lin.ft. usable	Vol per lin.ft.	Vol per unit	Vol to house	Units reqd	Aisle width	Sq.ft. per unit
4.0 (C)	100.00%	12.00	1.00	12	86	8	60" (e)	15.00
4.0 (C)	100.00%	12.00	0.67	8	7	2	60" (e)	15.00
4.0 (C)	100.00%	12.00	1.00	12	8	2	60" (e)	15.00
4.0 (C)	100.00%	12.00	1.00	12	18	2	60" (e)	15.00
6.0	80.00%	14.40	12.00	173	0	0	60" (e)	15.00
6.0	80.00%	14.40	12.00	173	0	0	60" (e)	15.00
4.0 (C)	85.00%	12.75	3.00	38	86	4	42" (b)	10.50
4.0 (C)	85.00%	12.75	0.67	9	7	2	42" (b)	10.50
4.0 (C)	85.00%	12.75	3.00	38	8	2	42" (b)	10.50
4.0 (C)	85.00%	12.75	3.00	38	18	2	42" (b)	10.50
6.0	80.00%	14.40	12.00	173	0	0	42" (b)	10.50
6.0	80.00%	14.40	12.00	173	0	0	42" (b)	10.50

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

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings		Pct of total	Pct of total	Holdings	Pct in circ	Items to house
ADULT NONPRINT							
DVDs				20.50%	1,538	20.00%	1,230
VHSs				0.00%	0	20.00%	0
Audiobooks -- CD				12.50%	938	20.00%	750
Audiobooks -- cassette				0.00%	0	20.00%	0
Music CDs				26.00%	1,950	20.00%	1,560
Software				0.25%	19	20.00%	15
Bookkits (hanging bags)				0.00%	0	20.00%	0
Other nonprint category???					0	20.00%	0
New materials -- adult nonprint				varies	varies	varies	varies
TOTAL ADULT NONPRINT				59.25%	4,444		3,555
YOUNG ADULT NONPRINT							
YA audiobooks -- CD				2.75%	206	20.00%	165
YA audiobooks -- cassette				0.00%	0	20.00%	0
Other YA nonprint category???					0	20.00%	0
New materials -- YA nonprint				varies	varies	varies	varies
TOTAL YA NONPRINT				2.75%	206		165
TEEN NONPRINT							
Teen DVDs				6.00%	450	20.00%	360
Teen audiobooks -- CD				1.00%	75	20.00%	60
Teen audiobooks -- cassette				0.00%	0	20.00%	0
Teen music CDs				2.00%	150	20.00%	120
Teen software???				0.00%	0	20.00%	0
Teen video games				0.25%	19	20.00%	15
Other teen nonprint category???					0	20.00%	0
New materials -- teen nonprint				varies	varies	varies	varies
TOTAL TEEN NONPRINT				9.25%	694		555

SHELVING ENVIRONMENT

# of shelves	Capacity factor	Lin.ft. usable	Items per lin.ft.	Items per unit	Items to house	Units reqd	Aisle width	Sq.ft. per unit
7.0 (C)	Zig-zag insert / regular shelving			210	1,230	6	42" (b)	10.50
4.0 (C)	Zig-zag insert / regular shelving			60	0	0	42" (b)	10.50
8.0 (C)	Zig-zag insert / regular shelving			120	750	8	42" (b)	10.50
7.0 (C)	Zig-zag insert / regular shelving			105	0	0	42" (b)	10.50
9.0 (C)	Zig-zag insert / regular shelving			360	1,560	6	42" (b)	10.50
4.0 (C)	Zig-zag insert / regular shelving			60	15	2	42" (b)	10.50
2.0 (H)	75.00%	4.50	8.00	36	0	0	42" (b)	10.50
6.0	80.00%	14.40	12.00	173	0	0	42" (b)	10.50
Gaylord showcase display or equal				100	varies	2	60" (e)	15.00
8.0 (C)	Zig-zag insert / regular shelving			120	165	2	42" (b)	10.50
7.0 (C)	Zig-zag insert / regular shelving			105	0	0	42" (b)	10.50
6.0	80.00%	14.40	12.00	173	0	0	42" (b)	10.50
Gaylord showcase display or equal				100	varies	2	60" (e)	15.00
7.0 (C)	Zig-zag insert / regular shelving			210	360	2	42" (b)	10.50
8.0 (C)	Zig-zag insert / regular shelving			120	60	2	42" (b)	10.50
7.0 (C)	Zig-zag insert / regular shelving			105	0	0	42" (b)	10.50
9.0 (C)	Zig-zag insert / regular shelving			360	120	2	42" (b)	10.50
4.0 (C)	Zig-zag insert / regular shelving			60	0	0	42" (b)	10.50
4.0 (C)	Zig-zag insert / regular shelving			60	15	2	42" (b)	10.50
6.0	80.00%	14.40	12.00	173	0	0	42" (b)	10.50
Gaylord showcase display or equal				100	varies	2	60" (e)	15.00

PLAINFIELD PUBLIC LIBRARY DISTRICT
COLLECTION DISTRIBUTION SUMMARY -- BRANCH LIBRARY

	CURRENT HOLDINGS			PROJECTED HOLDINGS			
	Holdings		Pct of total	Pct of total	Holdings	Pct in circ	Items to house
YS NONPRINT							
YS DVDs				14.00%	1,050	20.00%	840
YS VHSs				0.00%	0	20.00%	0
YS audiobooks -- CD				3.50%	263	20.00%	210
YS audiobooks -- cassette				0.00%	0	20.00%	0
YS music CDs				3.75%	281	20.00%	56
YS software				1.50%	113	20.00%	23
YS hanging kits / readalongs				6.00%	450	20.00%	90
Other YS nonprint category???					0	20.00%	0
New materials -- YS nonprint				varies	varies	varies	varies
TOTAL YS NONPRINT				28.75%	2,156		1,219
TOTAL NONPRINT				100.00%	7,500		5,494

SHELVING ENVIRONMENT								
# of shelves	Capacity factor	Lin.ft. usable	Items per lin.ft.	Items per unit	Items to house	Units reqd	Aisle width	Sq.ft. per unit
7.0 (C)	Zig-zag insert / regular shelving			210	840	6	42" (b)	10.50
4.0 (C)	Zig-zag insert / regular shelving			60	0	0	42" (b)	10.50
8.0 (C)	Zig-zag insert / regular shelving			120	210	2	42" (b)	10.50
7.0 (C)	Zig-zag insert / regular shelving			105	0	0	42" (b)	10.50
9.0 (C)	Zig-zag insert / regular shelving			360	56	2	42" (b)	10.50
4.0 (C)	Zig-zag insert / regular shelving			60	23	2	42" (b)	10.50
2.0 (H)	75.00%	4.50	10.00	45	90	4	42" (b)	10.50
6.0	80.00%	14.40	12.00	173	0	0	42" (b)	10.50
Gaylord showcase display or equal				100	varies	2	60" (e)	15.00

COLLECTION NOTES:

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

Angle lower shelves up

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

v1.3 increases print collection by 10,000 vol to be off-loaded from main

v1.3 increases nonprint as pct of print to 15%

v1.3 does NOT incorporate the space-saving edits to the collection storage strategy that have been employed @ main (higher capacity factor, 10.25 sq.ft. per shelving unit instead of 10.50, etc.)

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

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

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

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

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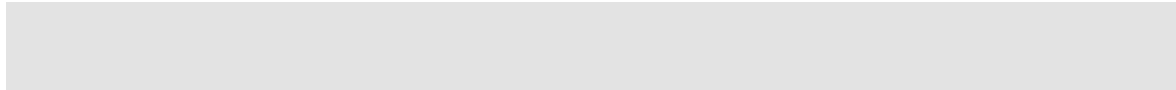
Appendix B: SEATING DISTRIBUTION SUMMARY – BRANCH LIBRARY

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

**PLAINFIELD PUBLIC LIBRARY DISTRICT
SEATING DISTRIBUTION SUMMARY -- BRANCH LIBRARY**

	Seats						Public terminals			
	Lnge	4-pl	2-pl	1-pl	Carrel	TOT	Stand	Sit	Study	TOT
POPULAR LIBRARY SERVICES										
Browsing -- new materials	4	0	0	0	0	4	0	0	0	0
Browsing -- magazines	4	0	0	0	0	4	0	0	0	0
Fiction collection	0	0	0	0	0	0	1	0	0	1
Large print collection	2	0	0	0	0	2	0	1	0	1
Audiovisual collection	0	0	0	0	0	0	1	0	0	1
TOTAL BROWSING/ FICT / AV	10	0	0	0	0	10	2	1	0	3
YOUNG ADULTS										
Young adult collection	2	4	0	0	0	6	1	0	0	1
Teen collection	2	4	0	0	0	6	1	0	0	1
TOTAL YOUNG ADULTS	4	8	0	0	0	12	2	0	0	2
REFERENCE & NONFICTION SERVICES										
Public service desk & reference	0	0	0	0	2	2	1	0	0	1
Information commons	0	0	0	0	0	0	0	24	0	24
Computer training lab (room)	0	0	0	0	0	0	0	0	12	12
Nonfiction collection	2	8	4	12	4	30	2	0	0	2
Quiet study room	2	0	0	10	0	12	0	0	0	0
TOTAL REF / NF	4	8	4	22	6	44	3	24	12	39
YOUTH SERVICES										
YS public service desk & reference	0	0	0	0	0	0	2	0	0	2
YS preschool collection	2	12	0	0	0	14	1	0	3	4
YS grade school collection	2	12	0	0	0	14	1	0	0	1
YS audiovisual collection	0	0	0	0	0	0	0	0	0	0
YS technology center	0	0	0	0	0	0	0	0	8	8
YS parenting collection	0	0	0	0	0	0	0	0	0	0
TOTAL YOUTH	4	24	0	0	0	28	4	0	11	15
GRAND TOTAL	22	40	4	22	6	94	11	25	23	59

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



Seats						Terminals			
Lnge	4-pl	2-pl	1-pl	Car	TOT	Stand	Sit	Study	TOT
4.26%					4.26%				
4.26%					4.26%				
2.13%					2.13%	1.69%			1.69%
							1.69%		1.69%
10.64%	0.00%	0.00%	0.00%	0.00%	10.64%	3.39%	1.69%	0.00%	5.08%
2.13%	4.26%				6.38%	1.69%			1.69%
2.13%	4.26%				6.38%	1.69%			1.69%
4.26%	8.51%	0.00%	0.00%	0.00%	12.77%	3.39%	0.00%	0.00%	3.39%
				2.13%	2.13%	1.69%			1.69%
							40.68%		40.68%
2.13%	8.51%	4.26%	12.77%	4.26%	31.91%	3.39%		20.34%	20.34%
2.13%			10.64%		12.77%				3.39%
4.26%	8.51%	4.26%	23.40%	6.38%	46.81%	5.08%	40.68%	20.34%	66.10%
2.13%	12.77%				14.89%	3.39%			3.39%
2.13%	12.77%				14.89%	1.69%		5.08%	6.78%
						1.69%			1.69%
								13.56%	13.56%
4.26%	25.53%	0.00%	0.00%	0.00%	29.79%	6.78%	0.00%	18.64%	25.42%
23%	43%	4%	23%	6%	100%	19%	42%	39%	100%

SEATING NOTES

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

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

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

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

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

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

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

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

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

ACCOMMODATE A RECENT RETURNS AREA IN DESIGN, IF POSSIBLE

ENTRY / CONTROL / CIRCULATION

Traffic dispersal

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

NOTES:

Special use:	Theft detection system sensors	2	125.00	250
	Literature display racks	1	20.00	20
	Wheelchair corral	1	50.00	50
	Community bulletin board	1	0.00	0
	Easel for library announcements	1	15.00	15
	Video message flatscreen / media wall	1	0.00	0
	<i>FUNCTIONAL AREA TOTAL S.F.</i>			335

Welcome / information desk

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

NOTES: Present information desk offers just one single path from behind the desk... there should be more than one exit path from behind this desk -- and every desk
All public service desks should avoid monumental design... favor approachable desks, no barriers, not a lot of clutter...
Desk, seating @ counter / stool height

Staffing:	Information desk to seat one	(network access)	1	150.00	150
Special use:	Patron seating for registration		2	25.00	50
	Cash register		1	10.00	10
	Lost & found storage		1	25.00	25
	Materials return slot / conveyor		1	75.00	75
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				310

Circulation desk

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

library's circulation transactions will be completed at the self-service center.
Staff will also support trouble-shooting at the self-charging terminals

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

Staffing:	Charging / discharging station	1	135.00	135
	Charging / registrationn station	1	135.00	135
Special use:	Cash register	1	15.00	15
	Patron seating for registration	2	25.00	50
	Storage cabinet for circulating laptops	1	25.00	25
<i>FUNCTIONAL AREA TOTAL S.F.</i>				<i>360</i>

Materials returns

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

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

Special use: Materials return slot / conveyor

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

Self-service center

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

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

Special use: Self-charging stations (network access)

		2	100.00	200
	Queue of 4 per self-charge station	8	5.00	40
	60" shelving for self-pick-up of reserves / holds	6	12.50	75
	Public photocopier	2	50.00	100
	Self-service fax machine	1	25.00	25
	Coin changer	0	15.00	0
	Bulletin board / notice board	1	0.00	0
	Other????	0	0.00	0
<i>FUNCTIONAL AREA TOTAL S.F.</i>				<i>440</i>

Express pick-up lockers

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

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

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

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

FUNCTIONAL AREA TOTAL S.F. 196

Refreshment service / used book sale area

FUNCTION: This is a placeholder for a modest area where the library will provide comfortable seating and possibly a refreshment area

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

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

Special use: Allowance for refreshment area + used book sale	1	300.00	300
--------------------------------------------------------------	---	--------	-----

FUNCTIONAL AREA TOTAL S.F. 300

Staff workroom

FUNCTION: The staff workroom provides a combined behind-the-scenes workspace to support the activities of the branch circulation department, the reference department and the youth services department

Within this workroom there is an enclosed office for the dept head for circulation services, another for the head of reference services and another for the head of youth services

NOTES:

Staffing: Check-in back-up	(network access)	1	90.00	90
Clerical support	(network access)	1	100.00	100
Incoming telephones	(network access)	1	100.00	100
Circulation department head (encl ofc)	(network access)	1	120.00	120
Full-time adult service staff (current)	(network access)	0	100.00	0
Full-time adult service staff (future)	(network access)	3	100.00	300
Part-time adult service staff (current)	(network access)	0	100.00	0
Part-time adult service staff (future)	(network access)	2	100.00	200
Adult services head (encl ofc)	(network access)	1	120.00	120
Full-time YS staff (current)	(network access)	0	100.00	0
Full-time YS staff (future)	(network access)	3	100.00	300
Part-time YS staff (current)	(network access)	0	100.00	0
Part-time YS staff (future)	(network access)	2	100.00	200
Youth services head (encl ofc)	(network access)	1	120.00	120
Special use: Network printer		1	20.00	20
Office copier / low volume		1	15.00	15
"Snags" shelving		2	10.00	20
Shelving for storage, supplies, collections (adult)		2	12.50	25
Supplies cabinets (adult)		2	15.00	30

Shelving for storage, supplies, collections (youth)	2	12.50	25
Assembly table (storage below) -- ILL	1	100.00	100
Assembly table (storage below) -- youth services	1	100.00	100
Cart for internal main-branch deliveries	1	25.00	25
Sink & counter	1	25.00	25
Staff mailboxes	30	0.50	15
White board	1	0.00	0
Other?			0
<i>FUNCTIONAL AREA TOTAL S.F.</i>			2,050

Workroom storage room

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

NOTES:

Special use: Utility shelves	5	12.50	63
Storage cabinets	2	15.00	30
Other????	0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 93

Branch librarian's office

FUNCTION: An office is provided here for the branch manager.

NOTES:

Staffing: Branch manager's station (network access)	1	100.00	100
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

FUNCTIONAL AREA TOTAL S.F. 240

Automated materials return / discharge (room)

FUNCTION: This space will support an automated materials handling machine that will check in materials as they are returned and automatically pre-sort the returns into roughly six broad categories (to be determined)

Returned materials will be delivered to this room from their respective points of return to run through the discharge / sorting unit by way of conveyors that will connect the return points (see walk-up and drive up return, following, and at the information desk) with this room.

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

Special use: Allowance for automated materials return / discharge machine	1	300.00	300
Paging stations	2	75.00	150
Book trucks (sorting / shelving)	12	5.00	60
Sorting table (sorting / shelving)	1	75.00	75
Holding shelves for branch deliveries	1	12.50	13
Other????	0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 598

After-hours walk-up exterior return (roomlet)

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

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

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

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

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

FUNCTIONAL AREA TOTAL S.F. 75

After-hours drive-up exterior return (roomlet)

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

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

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

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

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

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

FUNCTIONAL AREA TOTAL S.F. 75

ASSIGNABLE AREA IN DEPARTMENT 5,146

ALLOWANCE FOR DEPARTMENT NONASSIGNABLE 1,029

Entry vestibule

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

NOTES: Consider benches in this area
Accommodates table for "house walk" tickets, registration for other library programs

Nonassign: Lobby / vestibule	1	250.00	250
Built-in display cases	2	0.00	0
Wall-mounted pamphlet distribution rack -- tax forms?	1	0.00	0
Bulletin board	1	0.00	0
Other????	0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 250

Public restrooms

FUNCTION: Isn't this apparent?

NOTES: Diaper changing station in each
Architect to verify size of restroom facilities for local code compliance
Provide a "family" or "assisted" restroom here that may be used by a father with his daughter, or a mother with her son, or an elderly couple, one of whom needs assistance.
Drinking fountain

Nonassign: Men's	1	180.00	180
Women's	1	240.00	240
Family / assisted	1	80.00	80
Janitor's closet	1	50.00	50

FUNCTIONAL AREA TOTAL S.F. 550

TOTAL AREA REQUIRED FOR DEPARTMENT 6,975

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

POPULAR LIBRARY SERVICES

Browsing -- new materials

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

NOTES:

Collection:	New books - fiction	varies to own			
	varies to house @	100 per unit	8	15.00	120
	New books - nonfiction	varies to own			
	varies to house @	100 per unit	6	15.00	90
	New materials -- adult nonprint	varies to own			
	varies to house @	100 per unit	2	15.00	30
Seating:	Seats @ lounge	Browsing -- new materials	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"	Browsing -- new materials	0	30.00	0
	Public network station - "sit"		0	42.50	0
	Public network station - "study"		0	60.00	0
	Group printer - 1 per every 8 stations		0	10.00	0
	Topical / seasonal display		1	25.00	25
	Easel for library announcements		1	15.00	15
	Flat panel display / bulletin board		1	0.00	0
	Other????		0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 440

Browsing -- magazines

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

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

Collection:	Magazines	86 to own			
	86 to house @	12 per unit	8	15.00	120
	Newspapers	7 to own			
	7 to house @	8 per unit	2	15.00	30
	Magazine backfiles	86 to own			
	86 to house @	38 per unit	4	10.50	42

	Newspaper backfiles	7 to own			
	7 to house @	9 per unit	2	10.50	21
Seating:	Seats @ lounge	Browsing -- magazines	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"	Browsing -- magazines	0	30.00	0
	Public network station - "sit"		0	42.50	0
	Public network station - "study"		0	60.00	0
	Group printer - 1 per every 8 stations		0	10.00	0
	Other????		0	0.00	0
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				373

Fiction collection

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

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

Collection:	Fiction	6,500 to own			
	5,850 to house @	101 per unit	58	10.50	609
	Mystery	1,813 to own			
	1,631 to house @	121 per unit	14	10.50	147
	Romance	625 to own			
	563 to house @	121 per unit	6	10.50	63
	Science fiction	250 to own			
	225 to house @	101 per unit	4	10.50	42
	Westerns	250 to own			
	225 to house @	126 per unit	2	10.50	21
	Graphic novels	250 to own			
	225 to house @	126 per unit	2	10.50	21
	Fantasy	250 to own			
	225 to house @	121 per unit	2	10.50	21
Seating:	Seats @ lounge	Fiction collection	0	40.00	0
	Seats @ 4-place table (# tables = seats / 4)		0	25.00	0
	Seats @ 2-place table (# tables = seats / 2)		0	25.00	0
	Seats @ individual table		0	30.00	0
	Seats @ individual carrel		0	35.00	0
Special use:	Public network station - "stand"	Fiction collection	1	30.00	30
	Public network station - "sit"		0	42.50	0
	Public network station - "study"		0	60.00	0
	Group printer - 1 per every 8 stations		1	10.00	10
	Topical / seasonal display		1	25.00	25
	Other????		0	0.00	0
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				989

Large print collection

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

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

Collection:	Large print	1,500 to own			
	1,350 to house @	84 per unit	18	10.50	189
Seating:	Seats @ lounge	Large print collection	2	40.00	80
	Seats @ 4-place table (# tables = seats / 4)		0	25.00	0
	Seats @ 2-place table (# tables = seats / 2)		0	25.00	0
	Seats @ individual table		0	30.00	0
	Seats @ individual carrel		0	35.00	0
Special use:	Public network station - "stand"	Large print collection	0	30.00	0
	Public network station - "sit"		1	42.50	43
	Public network station - "study"		0	60.00	0
	Group printer - 1 per every 8 stations		1	10.00	10
	Magnifier / reader		0	42.50	0
	Seasonal / topical display		0	15.00	0
	Literature display racks		1	20.00	20
	Flat panel display / bulletin board		1	0.00	0

FUNCTIONAL AREA TOTAL S.F. 342

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	1,538 to own			
	1,230 to house @	210 per unit	6	10.50	63
	Audiobooks -- CD	938 to own			
	750 to house @	120 per unit	8	10.50	84
	Music CDs	1,950 to own			
	1,560 to house @	360 per unit	6	10.50	63
	Software	19 to own			
	15 to house @	60 per unit	2	10.50	21
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

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

Topical / seasonal display	1	25.00	25
Other????	0	0.00	0
<i>FUNCTIONAL AREA TOTAL S.F.</i>			<i>296</i>

=====
ASSIGNABLE AREA IN DEPARTMENT *2,440*
 =====

=====
ALLOWANCE FOR DEPARTMENT NONASSIGNABLE *244*
 =====

=====
TOTAL AREA REQUIRED FOR DEPARTMENT *2,683*
 =====

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

Staffing:	Public service desk to seat one (network access)	1	150.00	150
	Ready reference shelving - 42"	2	12.50	25
Collection:	Reference			
	750 to house @ 750 to own			
	48 per unit	16	10.50	168
Seating:	Seats @ lounge Public service desk & reference	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	2	35.00	70
Special use:	Public network station - "standPublic service desk & reference	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
	Dictionary stand	1	30.00	30
	Atlas stand	1	35.00	35
	Map case & counter	0	50.00	0
	Literature display rack	1	20.00	20
	Easel for library announcements	1	15.00	15
	Flat panel display / bulletin board	1	0.00	0
	Other????	0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 553

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:

Staffing:	Help desk to seat one	(network access)	1	135.00	135
Special use:	Public network station - "stand"	Information commons	0	30.00	0
	Public network station - "sit"		24	42.50	1,020
	Public network station - "study"		0	60.00	0
	Group printer - 1 per every 8 stations		3	10.00	30
	Microform reader / scanner		0	35.00	0
	Microform cabinets		0	12.50	0
	Public photocopier		1	50.00	50
	Other????		0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 1,235

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"		0	42.50	0
	Public network station - "study"		12	60.00	720
	Group printer - 1 per every 8 stations		2	10.00	20
	Other????		0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 808

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.

NOTES:

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

Collection:	Nonfiction	16,875 to own			
	15,188 to house @	122 per unit	126	10.50	1,323
	Foreign language	500 to own			
	450 to house @	122 per unit	4	10.50	42
	Other adult category?	0 to own			

	0 to house @	173 per unit	0	10.50	0
Seating:	Seats @ lounge	Nonfiction collection	2	40.00	80
	Seats @ 4-place table (# tables = seats / 4)		8	25.00	200
	Seats @ 2-place table (# tables = seats / 2)		4	25.00	100
	Seats @ individual table		12	30.00	360
	Seats @ individual carrel		4	35.00	140
Special use:	Public network station - "stand"	Nonfiction collection	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
	Other????		0	0.00	0
	<i>FUNCTIONAL AREA TOTAL S.F.</i>				<i>2,315</i>

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.

Seating:	Seats @ lounge	Quiet study room	2	40.00	80
	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		10	30.00	300
	Seats @ individual carrel		0	35.00	0

FUNCTIONAL AREA TOTAL S.F. *380*

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.

Special use:	Room to seat 2 (2 seats @ 30 s.f.)	(network access)	2	60.00	120
	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. *360*

ASSIGNABLE AREA IN DEPARTMENT *5,651*

ALLOWANCE FOR DEPARTMENT NONASSIGNABLE *565*

TOTAL AREA REQUIRED FOR DEPARTMENT *6,216*

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

YS public service desk & reference

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...

Staffing:	Public service desk to seat one (network access)	1	135.00	135
	Ready reference shelving - 42"	2	12.50	25
Collection:	YS reference			
	100 to house @ 100 to own			
	New books -- YS preschool varies to own	2	10.50	21
	varies to house @ 100 per unit	2	15.00	30
	New books -- YS gradeschool varies to own	2	15.00	30
	varies to house @ 100 per unit	2	15.00	30
	New materials -- YS nonprint varies to own	2	15.00	30
	varies to house @ 100 per unit	2	15.00	30
Special use:	Public network station - "study" / public 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
	Easel for library announcements	1	15.00	15
	Video message flatscreen / media wall	1	0.00	0

FUNCTIONAL AREA TOTAL S.F. 356

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.
A play area is included within this space

A public service desk to seat two is provided here.
NOTES: "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	5,500 to own				
	4,950 to house @	135 per unit	38	10.25	390	
	YS easy nonfiction	1,375 to own				
	1,238 to house @	135 per unit	10	10.25	103	
	YS board books	250 to own				
	225 to house @	54 per unit	6	10.25	62	
	YS readers	625 to own				
	563 to house @	180 per unit	4	10.25	41	
	Other YS preschool category???	0 to own				
	0 to house @	173 per unit	0	10.50	0	
Seating:	Seats @ lounge	YS preschool collection	2	40.00	80	
	Seats @ 4-place table (# tables = seats / 4)		12	25.00	300	
	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	1	30.00	30	
	Public network station - "sit"		0	42.50	0	
	Public network station - "study"		3	60.00	180	
	Group printer - 1 per every 8 stations		1	10.00	10	
	Topical / seasonal display		2	25.00	50	
	Shop baskets / rack		1	15.00	15	
	Display case		1	50.00	50	
	Rack for canvas shopping bags		1	10.00	10	
	Play area / space for floor games / puppet theater, etc.		1	300.00	300	
	Flat panel display / bulletin board		1	0.00	0	
	Other????		0	0.00	0	
	<i>FUNCTIONAL AREA TOTAL S.F.</i>					<i>1,620</i>

YS grade school collection

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

A public service desk to seat two is provided here.

NOTES: Desk -- compact, moveable... lockable cubbies... break down staff vs patron... variable heights... integrated wiring

Collection:	YS magazines	18 to own				
	18 to house @	12 per unit	2	15.00	30	
	YS magazine backfiles	18 to own				
	18 to house @	38 per unit	2	10.50	21	
	YS fiction	3,875 to own				
	3,488 to house @	158 per unit	24	10.50	252	
	YS graphic novels	125 to own				
	113 to house @	120 per unit	2	10.25	21	
	YS nonfiction	2,025 to own				
	1,823 to house @	158 per unit	12	10.50	126	
	Other YS gradeschool category???	0 to own				
	0 to house @	173 per unit	0	10.50	0	