

Seating:	Seats @ lounge	YS grade school 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 grade school 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
	Atlas stand		1	35.00	35
	Dictionary stand		1	30.00	30
	Rack for canvas shopping bags		1	10.00	10
	Other????		0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 970

YS audiovisual collection

FUNCTION: Like the adult audiovisual collection, the children's audiovisual 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:	YS DVDs	1,050 to own			
	840 to house @	210 per unit	6	10.50	63
	YS audiobooks -- CD	263 to own			
	210 to house @	120 per unit	2	10.50	21
	YS music CDs	281 to own			
	56 to house @	360 per unit	2	10.50	21
	YS software	113 to own			
	23 to house @	60 per unit	2	10.50	21
	YS hanging kits / readalongs	450 to own			
	90 to house @	45 per unit	4	10.50	42

Seating:	Seats @ lounge	YS 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"	YS audiovisual collection	0	30.00	0
	Public network station - "sit"		0	42.50	0
	Public network station - "study"		0	60.00	0
	Group printer - 1 per every 8 stations		0	10.00	0
	Seasonal / topical display		1	15.00	15
	Rack for canvas shopping bags		1	10.00	10
	Other????		0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 193

YS technology center

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

NOTES: "Study" allocation made for public computers in this area to accommodate "family" use -- child w/ caregiver

Special use:	Public network station - "stand"	YS technology center	0	30.00	0
	Public network station - "sit"		0	42.50	0
	Public network station - "study"		8	60.00	480
	Group printer - 1 per every 8 stations		1	10.00	10
	Other????		0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 490

YS parenting collection

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

NOTES:

Collection:	YS parenting	125 to own			
	113 to house @	135 per unit	2	10.25	21
Seating:	Seats @ lounge	YS parenting 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"	YS parenting collection	0	30.00	0
	Public network station - "sit"		0	42.50	0
	Public network station - "study"		0	60.00	0
	Group printer - 1 per every 8 stations		0	10.00	0
	Literature display rack		1	20.00	20
	Other????		0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 41

YS storytime room

FUNCTION: This room allows the children's staff to conduct regular storytime programs for groups of up to 50. Often, the audience will be a library-sponsored group of 25 (plus another 25 caregivers and sibs); other times it may be a school group.

This room is intended to handle most of the programs planned by children's dept staff; occasional larger programs will be moved to the library's large meeting room

NOTES: One-half carpet, one-half hard surface

AV projection
Storage cabinets along back wall

Meeting:	To seat 50 (typ 25 + 25 caregivers)		50	15.00	750
Special use:	Stroller parking		1	50.00	50

Storage for tables & chairs	1	75.00	75
2 sinks + counter (adult / children)	2	35.00	70
Other????	0	0.00	0
<i>FUNCTIONAL AREA TOTAL S.F.</i>			<i>945</i>

ASSIGNABLE AREA IN DEPARTMENT 4,614

ALLOWANCE FOR DEPARTMENT NONASSIGNABLE 461

Children's restrooms

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

- NOTES: Scaled to children's size
 Doors not so heavy a child cannot open
 Diaper changing station in each
 Each of these restrooms are meant to be scaled for one individual at a time
 Drinking fountain
 Nursing area in assisted restroom

Nonassign: Boy's room	1	75.00	75
Girl's room	1	75.00	75
Family / assisted	1	75.00	75
Janitor's closet	1	50.00	50
Other???			0
<i>FUNCTIONAL AREA TOTAL S.F.</i>			<i>275</i>

TOTAL AREA REQUIRED FOR DEPARTMENT 5,350

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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YOUNG ADULTS

Young adult collection

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

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

Collection:	New books -- young adult	varies to own			
	varies to house @	100 per unit	2	15.00	30
	New materials -- YA nonprint	varies to own			
	varies to house @	100 per unit	2	15.00	30
	YA fiction	4,750 to own			
	4,275 to house @	121 per unit	36	10.50	378
	YA graphic novels	125 to own			
	113 to house @	126 per unit	2	10.50	21
	YA audiobooks -- CD	206 to own			
	165 to house @	120 per unit	2	10.50	21
Seating:	Seats @ lounge	Young adult collection	2	40.00	80
	Seats @ 4-place table (# tables = seats / 4)		4	25.00	100
	Seats @ 2-place table (# tables = seats / 2)		0	25.00	0
	Seats @ individual table		0	30.00	0
	Seats @ individual carrel		0	35.00	0
Special use:	Public network station - "stand"	Young adult 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
	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. 740

Teen collection

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

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

Collection:	New books -- teen	varies to own			
	varies to house @	100 per unit	2	15.00	30

	New materials -- teen nonprint	varies to own				
	varies to house @	100 per unit	2	15.00	30	
	Teen magazines	8 to own				
	8 to house @	12 per unit	2	15.00	30	
	Teen magazine backfiles	8 to own				
	8 to house @	38 per unit	2	10.50	21	
	Teen fiction	1,250 to own				
	1,125 to house @	121 per unit	10	10.50	105	
	Teen graphic novels	63 to own				
	56 to house @	126 per unit	2	10.50	21	
	Teen nonfiction	250 to own				
	225 to house @	121 per unit	2	10.50	21	
	Teen DVDs	450 to own				
	360 to house @	210 per unit	2	10.50	21	
	Teen audiobooks -- CD	75 to own				
	60 to house @	120 per unit	2	10.50	21	
	Teen music CDs	150 to own				
	120 to house @	360 per unit	2	10.50	21	
	Teen software???	0 to own				
	0 to house @	60 per unit	0	10.50	0	
	Teen video games	19 to own				
	15 to house @	60 per unit	2	10.50	21	
Seating:	Seats @ lounge	Teen collection	2	40.00	80	
	Seats @ 4-place table (# tables = seats / 4)		4	25.00	100	
	Seats @ 2-place table (# tables = seats / 2)		0	25.00	0	
	Seats @ individual table		0	30.00	0	
	Seats @ individual carrel		0	35.00	0	
Special use:	Public network station - "stand"	Teen 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	
	Flat panel display / bulletin board		1	0.00	0	
	Other????		0	0.00	0	
	<i>FUNCTIONAL AREA TOTAL S.F.</i>					<i>587</i>

ASSIGNABLE AREA IN DEPARTMENT 1,327

ALLOWANCE FOR DEPARTMENT NONASSIGNABLE 133

TOTAL AREA REQUIRED FOR DEPARTMENT 1,460

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

MEETING ROOMS

Multi-purpose room 1

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

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

NOTES: Whiz-bang presentation technology

Provide a portable / mobile stage that can be erected, as needed, within the speaker's area at the front of the multi-purpose room

Provide network access to this room

Wireless

Sound reinforcement

After-hours egress from the meeting room is an important feature, will drive the placement of this functional area

Meeting:	To seat 100	100	10.00	1,000
	Speaker's area	1	150.00	150
Special use:	Media control console	1	50.00	50
	Picture rail	1	0.00	0
	Coat storage at back of room	1	100.00	100

FUNCTIONAL AREA TOTAL S.F. 1,300

Kitchen (room)

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

NOTES:

Special use:	Kitchenette	1	75.00	75
	Other????	0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 75

Table and chair storage room

FUNCTION: This room is used to store the library's stacking chairs and folding tables when they are not in use to support a meeting or program.

NOTES:

Special use:	Table / chair storage	1	250.00	250
	Other????	0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 250

Equipment storage room

FUNCTION: The library may also use this room to store audiovisual equipment that is routinely used

in conjunction with the meeting room.

NOTES:

Special use: AV equipment	1	75.00	75
Other????	0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 75

ASSIGNABLE AREA IN DEPARTMENT 1,700

ALLOWANCE FOR DEPARTMENT NONASSIGNABLE 170

Meeting room lobby

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

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

Nonassign: Meeting room lobby	1	0.00	0
Other????	0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 0

Meeting room restrooms

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

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

Nonassign: Men's	1	0.00	0
Women's	1	0.00	0

FUNCTIONAL AREA TOTAL S.F. 0

TOTAL AREA REQUIRED FOR DEPARTMENT 1,870

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

Staff lounge (room) / break room

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

NOTES: Ample ventilation required to manage cooking odors.
Network access here
Consider a Wii station here for staff use

Special use: 4-place square tables	2	75.00	150	
Lounge seating	2	30.00	60	
Kitchenette (stove top, 2 m'waves, dishwasher, fridge)	1	75.00	75	
Vending machines	1	20.00	20	
Recycling bins	1	15.00	15	
Bulletin board	1	0.00	0	

FUNCTIONAL AREA TOTAL S.F. 320

Staff cloakroom

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

NOTES:

Special use: Coat rack + lockers	1	100.00	100	
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FUNCTIONAL AREA TOTAL S.F. 100

Staff shower room

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

NOTES:

Special use: Placeholder for staff shower	1	75.00	75	
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FUNCTIONAL AREA TOTAL S.F. 75

Information technology workroom

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

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

Staffing: Workbench / set-up & repair		(network access)	1	120.00	120
Computer technicians		(network access)	1	100.00	100

Special use: Network printer	1	10.00	10
Utility shelves	4	15.00	60
Filing cabinets	2	10.00	20
Storage cabinets	1	15.00	15
White board	1	0.00	0
Other????	0	0.00	0
<i>FUNCTIONAL AREA TOTAL S.F.</i>			<i>325</i>

Maintenance workroom

FUNCTION: This room combines a workspace where maintenance staff can handle day-to-day repairs that don't otherwise have to be transported to the main library to be fixed. There is also a desk in this workroom where maintenance staff can tend to necessary record-keeping

NOTES: Ventilation
Double-wide doors

Staffing: Desk	(network access)	1	90.00	90
Workbench		1	150.00	150
Special use: Computer console / building control	(network access)	1	50.00	50
Utility shelves		2	15.00	30
Storage cabinets (parts)		1	15.00	15
Storage cabinets (flamable liquids)		1	15.00	15
Tool chest		1	15.00	15
Sink		1	25.00	25
Slop sink		1	25.00	25

FUNCTIONAL AREA TOTAL S.F. *415*

Server farm (room)

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

NOTES: Climate control

Special use: Desk / server CPU	1	75.00	75
Equipment rack	2	50.00	100

FUNCTIONAL AREA TOTAL S.F. *175*

ASSIGNABLE AREA IN DEPARTMENT *1,410*

ALLOWANCE FOR DEPARTMENT NONASSIGNABLE *141*

Staff restrooms

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

NOTES: Acoustical separation between the staff restrooms and the staff lounge (room) is essential
Monitor potential need for other staff restrooms distributed in the building in case these principal restrooms for staff prove to be too distant from some work areas.

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

Special use: Men's	1	100.00	100
Women's	1	200.00	200
Janitor's closet	1	50.00	50
<i>FUNCTIONAL AREA TOTAL S.F.</i>			<i>350</i>
<hr/> <i>TOTAL AREA REQUIRED FOR DEPARTMENT</i>			<i>1,551</i>

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

NONLIBRARY ASSIGNABLE

Staff entry (room)

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

NOTES: Staff access only

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

FUNCTIONAL AREA TOTAL S.F. 100

Receiving & delivery (room)

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

NOTES: Staff access only

Nonassign: Utility shelves - outgoing shipments	2	15.00	30
Receiving area / incoming shipments	1	200.00	200

FUNCTIONAL AREA TOTAL S.F. 230

Storage room general & miscellaneous

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

NOTES: Staff access only

Nonassign: Utility shelves	12	15.00	180
Storage cabinets	2	15.00	30

FUNCTIONAL AREA TOTAL S.F. 210

Storage room maintenance & office supplies

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

NOTES: Staff access only

Nonassign: Utility shelves	8	15.00	120
Storage cabinets	2	15.00	30

FUNCTIONAL AREA TOTAL S.F. 150

Recycling center (roomlet)

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

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

NOTES:

Nonassign: Other????	1	50.00	50
	0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 50

Telecommunications equipment (roomlet)

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

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

Nonassign:		1	50.00	50
	Other????	0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 50

Groundskeeping equipment room

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

NOTES: Provide direct access to and from the exterior

Nonassign:	Equipment storage area	1	100.00	100
	Utility shelves	2	15.00	30
	Storage cabinets	0	15.00	0
	Other????	0	0.00	0

FUNCTIONAL AREA TOTAL S.F. 130

ASSIGNABLE AREA IN DEPARTMENT 920

ALLOWANCE FOR DEPARTMENT NONASSIGNABLE 92

TOTAL AREA REQUIRED FOR DEPARTMENT 1,012
