

but would clearly maintain the library's primary collection of business and related materials. Decentralized models become more feasible with the introduction of automated catalogs and circulation systems, which afford patrons greater knowledge of the actual holdings available at other library branches.

## C.2 RESOURCE DISTRIBUTION MODELS IN BRANCHES

The distinction between proportionate distribution and targeted distribution of library resources also affects the degree of duplication systemwide and affects the management of branch library resources relative to a central library.

*A proportionate distribution model* assumes that each branch facility will represent a certain proportion of the holdings of the entire system and that as materials or other resources are added to the collection they will be added proportionately. If the holdings of outlet X are targeted at 25% of the total, the inventory service target for that facility will shift as the overall systemwide target changes. Accordingly, a proportionate distribution model is an open-ended planning model – *all* of the library’s facilities continue to grow proportionately as the overall system holdings grow.

*A targeted distribution model* assumes that the holdings of each branch facility will grow to equal (and not exceed) a specified limit. This model assumes that as systemwide holdings grow, branch holdings will grow, but only to a certain level, after which future collection *growth* will occur at the central library. This is not to say that new material won’t be added at the branches after they reach this “optimum” size, but that a more aggressive weeding policy will be implemented to limit growth at the branches.

A targeted distribution model provides more strict management of the

library's physical facilities and space in that the specification of service goals at the branches results in a surer definition of the space needs of those branches. Most future growth is confined to one facility, the central library, whereas in a proportionate distribution model future growth can and does occur in all of the library's facilities.

### C.3 *RESOURCE DUPLICATION AMONG BRANCH FACILITIES*

A variation on the theme of resource distribution among branches looks at the degree to which a branches holdings will be duplicated at other branches or at a main library and the impact of that duplication on total systemwide holdings.

*An additive model* for branch collection development assumes that the holdings at the branches come in addition to whatever is on the shelf at the main library. If the collection inventory service goal for the library is 300,000 volumes, an additive model for resource distribution assumes that all 300,000 volumes will be available in the collection at the main library and that the collection of 45,000 volumes at branch X is an addition to the holdings at main. Essentially, this model considers that *all* of the holdings at a branch are duplicated from the main library's inventory.

*A zero-duplication model* for branch collection development assumes that the holdings at the branches have no overlap with the holdings at a main library. This model applies the library's collection inventory service goal to the entire system. If the library's goal is to provide a 300,000 volume collection and the library maintains two branches with a capacity of 30,000 volumes each, the main library will then house 240,000 volumes. If there is full duplication between the inventory at the main library and the branches, this planning model results in a more limited collection inventory than does the additive model. In this example, it amounts to the difference between the depth offered by a collection of 240,000 volumes and that offered by a collection of 300,000 volumes. If a library sought

to offer the same range and variety of holdings systemwide through the application of this planning model that would be available through the application of the additive model described above, there would have to be absolutely no duplication of holdings among the main library or any of the branches, which in turn leads to the name for this particular resource distribution model.

*A traditional model* for branch collection development assumes that there is some degree of duplication between the main library and its branches. A traditional model for branch resource allocation will assume that there is a core collection that should be provided in each branch and that the core collection will be duplicated from the holdings of the main library. There will also be a portion of a branch's inventory that is selected to respond to the immediate demands and interests of the neighborhood or area. To draw an illustration using the three alternate branch types defined in the following section, a full-service branch might duplicate a core collection of 25,000 or so volumes from the main library and will also hold another 20,000 unique titles. A hybrid branch might duplicate a core collection of 25,000 or so volumes and will also hold another 5,000 unique titles (or the hybrid branch might duplicate a slightly smaller core of 22,000 volumes and also hold 8,000 unique titles). A digital branch might duplicate a core collection of around 12,500 volumes and hold no additional titles at all.

#### C.4 ALTERNATE BRANCH TYPES

Different models can be devised regarding types of branches. Four different “types” of branch library can be devised based on the degree to which each branch will sustain a core collection of materials and the degree to which each branch will rely on the support of a main library (versus the degree to which each branch will be able to operate independently of the main library).

The “catalogs” of the H.W. Wilson Co. are among the tools that can be used to define levels of branch service. *The Public Library Catalog* identifies 7,735 recommended titles that should form the core of a solid small library collection; *The Fiction Catalog* identifies another 5,159 titles; and *the Children’s Catalog* identifies 6,061 recommended titles. Between the quadrennial new editions of these catalogs, annual supplements add more than 1,000 new recommended titles each year. Together, the base volumes for each of these three catalogs along with their annual supplements recommend roughly 24,000 titles that should be in a typical library. Different types of branch libraries can be defined according to how much of this core collection will be provided at each location.

*A full-service branch* anchors the traditional end of the spectrum. This branch model could be defined as one that seeks to provide direct, on-site access to all 24,000 titles in the Wilson catalogs and complements those resources with additional material (current titles, topical interest, etc.) in roughly equal number. The total print holdings of this branch library would be between 45,000 and

50,000 volumes, about half of which would be drawn from the recommendations found in the Wilson catalogs. In all likelihood, this core collection would be duplicated from the holdings at the main library. Looking beyond collections, a full-service branch would provide a generous complement of reader seating. A full-service branch would provide a full range of staffing – certainly a circulation desk, a reference desk, and a children’s service desk. This branch would have larger meeting facilities.

*A digital branch* anchors the other end of the branch spectrum. This branch model assumes minimal on-site resources, a lean, responsive collection, balanced by heavy electronic connections to the resources at the central library and through a gateway at the central library to digital information resources in remote locations. A digital branch would have a much smaller collection: probably around 12,000 volumes, about three-quarters of which are from the Wilson catalogs, with the rest filling current neighborhood interests. These lean resources would be backed up with direct electronic access to resources at the main library. Instead of duplicating certain resources at the branch, there might be an original at the main which can be copied and faxed to the branch in response to a patron question. A digital branch would have fewer reader seats because the purpose of this type of branch is not to encourage long-term studies (for that there’s the central library) but quick in-and-out infograbs. A digital branch would have minimal or no meeting space. Work stations in a digital branch would focus on a circulation desk and little else; there may well be no public service desk for reference or children's. It would be largely a self-service kind of facility. Additional staff support for reference services might come via two-way interactive video. Reference staff would be stationed at a central library, and patrons at a branch in need of assistance might communicate with reference

staff through a two-way interactive connection. Because of its reliance on electronic access and digital information resources to complement the more narrow print collection, a digital branch devotes a larger proportion of its gross area to space for terminals and the like. Needless to say, this overall vision of branch services produces a much smaller facility.

*A “hybrid” or middle-of-the-road branch* occupies a place between these two ends of the spectrum. Where the full-service branch seeks to provide on-site access to every title in the Wilson catalogs plus a suitable range of neighborhood-specific titles, and the digital branch seeks to provide on-site access to about half of the titles in the Wilson catalogs and little else, the hybrid branch would provide on-site access to all, or nearly all, of the recommended titles in the Wilson catalogs, with the possibility of a small allocation of the collection to respond to neighborhood and area-specific interests. The print collection at a hybrid branch would total about 30,000 volumes. Reader seating provided on-site falls in between the other two models. Where the full-service branch provides a small-to-medium-sized meeting room and a children’s storytime room and maybe even a small conference room and the digital branch provides a children’s storytime room maybe (or else a small meeting room that is used predominantly as a storytime room), this branch would definitely provide a storytime room and possibly a conference room, too.

A fourth kind of branch, a *station* branch, might be appropriate in certain settings. This very small branch – a type of reading room, actually – may be used to establish a library presence where there is a smaller, targeted population concentration. It may be used as a cost-effective strategy to introduce library service in cooperation with another service agency or institution.

A station branch would have a highly targeted collection, featuring only current titles of popular interest, a core of periodical titles, and a small assortment of audiovisual items. A station branch would be run with minimal staffing (which would keep the operating costs down). The targeted collection at a station branch would be complemented by computer network terminals for public access to electronic information resources. The terminals could provide a direct connection to reference staff at the main library, thereby enhancing support for the modest resources available at the branch. A station branch could be co-located within another agency. With the proper internal configuration, it would be possible to located one or more of the branch's terminals "outside" the library space but "inside" the shared building, so that patrons would have access to the library's digital resources even though the library might be closed. By providing this kind of "after-hours" access to electronic information resources, as well as access to the catalog (so that patrons could check the library's holdings and place reserves on materials), the library could extend the availability of its resources without greatly extending its operating budget.

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*APPENDIX D:*  
*BRANCH LIBRARY SPACE NEEDS*  
*CALCULATIONS*

This appendix reproduces the figures summarizing the calculations underlying the two branch library service scenarios described in this report.

**Figure D(1)** calculates the space need for main library public service functions in a three-facility service scenario with a main library and two “full-service” branches.

**Figure D(2)** calculates the space need for each of the two “full-service” branches in a three-facility service scenario.

**Figure D(3)** calculates the space need for the administrative office component of the library’s central services. While these central service functions typically prefer to be co-located with the library’s main facility, they may be located in other facilities successfully.

**Figure D(4)** calculates the space need for the technical services department within the library’s central services functions.

**Figure D(5)** calculates the space need for the information technology department within the library’s central services functions.

**Figure D(6)** calculates the space need for the outreach services department within the library’s central services functions.

**Figure D(7)** calculates the space need for the larger of two “co-equal” library facilities in a two-facility service scenario.

**Figure D(8)** calculates the space need for the smaller of two “co-equal” library facility in a two-facility service scenario.

The space needs for the library’s central services functions in the two-facility service scenario are unchanged from the estimates calculated in Figures D(3), D(4), D(5), and D(6).

**FIGURE D(1)**  
**PLAINFIELD PUBLIC LIBRARY / SPACE NEED ESTIMATE**  
**THREE-FACILITY SERVICE SCENARIO: MAIN LIBRARY PUBLIC SERVICE FUNCTIONS**

<i>Collection space</i>	<i>SPACE ALLOCATION</i>				<i>Rec</i>
	<i>Opt</i>	<i>Mod</i>	<i>Low</i>	<i>Min</i>	
<i>Books</i>					
Opt: @ 10.0 vol per sq.ft.	360,000	32,400			
Mod @ 11.5 vol per sq.ft.	360,000		28,174		28,174
Low: @ 13.0 vol per sq.ft.	360,000			24,923	
Min: @ 17.5 vol per sq.ft.	360,000				18,514
<i>Periodical display</i>					
@ 1 title per sq.ft.	325	325	325	325	325
<i>Periodical backfiles</i>					
@ 0.5 sq.ft. per title per 2.0 yrs retained	309	309	309	309	309
<i>Nonprint</i>					
Opt: @ 10.0 items per sq.ft.	36,000	3,600			
Mod @ 12.5 items per sq.ft.	36,000		2,880		2,880
Low: @ 15.0 items per sq.ft.	36,000			2,400	
Min: @ 20.0 items per sq.ft.	36,000				1,800
<i>Public network stations</i>					
Opt: @ 50.0 sq.ft. per terminal	120	6,000			
Mod @ 40.0 sq.ft. per terminal	120		4,800		4,800
Low: @ 35.0 sq.ft. per terminal	120			4,200	
Min: @ 30.0 sq.ft. per terminal	120				3,600
<i>Reader seating space</i>					
Opt: @ 35.0 sq.ft. per seat	150	5,250			
Mod @ 32.5 sq.ft. per seat	150		4,875		
Low: @ 30.0 sq.ft. per seat	150			4,500	4,500
Min: @ 25.0 sq.ft. per seat	150				3,750

Figure D(1) continues on the following page

**FIGURE D(1) (con't.)**  
**PLAINFIELD PUBLIC LIBRARY / SPACE NEED ESTIMATE**  
**THREE-FACILITY SERVICE SCENARIO: MAIN LIBRARY PUBLIC SERVICE FUNCTIONS**

<i>Staff work space</i>		<i>SPACE ALLOCATION</i>				<i>Rec</i>
		<u>Opt</u>	<u>Mod</u>	<u>Low</u>	<u>Min</u>	
Opt: @ 150.0 sq.ft. per station	64	9,600				
Mod @ 137.5 sq.ft. per station	64		8,800			
Low: @ 125.0 sq.ft. per station	64			8,000		8,000
Min: @ 100.0 sq.ft. per station	64				6,400	
<i>Meeting room space</i>						
Auditorium (type 1)						
@ 12.5 sq.ft. per seat (+ stage)	300	4,950	4,950	4,950	4,950	4,950
Program room 1 (type 2)						
@ 10.0 sq.ft. per seat (+ stage)	100	1,200	1,200	1,200	1,200	1,200
Program room 2 (type 2)						
@ 10.0 sq.ft. per seat (+ stage)	100	1,200	1,200	1,200	1,200	1,200
Conference / board room						
@ 30 sq.ft. per seat + 10 gallery	12	480	480	480	480	480
Storytime room 1						
@ 15.0 sq.ft. per seat + 75 sq.ft.	50	825	825	825	825	825
Storytime room 2 (craft room???)						
@ 15.0 sq.ft. per seat + 75 sq.ft.	50	825	825	825	825	825
Teen activity room						
@ 15.0 sq.ft. per seat + 75 sq.ft.	50	825	825	825	825	825
Computer training lab (room)						
@ 50.0 sq.ft. per seat + 75 sq.ft.	15	825	825	825	825	825

Figure D(1) continues on the following page

**FIGURE D(1) (con't.)  
PLAINFIELD PUBLIC LIBRARY / SPACE NEED ESTIMATE  
THREE-FACILITY SERVICE SCENARIO: MAIN LIBRARY PUBLIC SERVICE FUNCTIONS**

	<i>SPACE ALLOCATION</i>				<i>Rec</i>
	<i>Opt</i>	<i>Mod</i>	<i>Low</i>	<i>Min</i>	
<i>Special use space</i>					
Opt: @ 17.5% of gross building area	24,015				
Mod @ 15.0% of gross building area		16,716			15,683
Low: @ 12.5% of gross building area			11,622		
Min: @ 10.0% of gross building area				7,050	
<i>Nonassignable space</i>					
Opt: @ 32.5% of gross building area	44,599				
Mod @ 30.0% of gross building area		33,432			
Low: @ 27.5% of gross building area			25,569		28,752
Min: @ 25.0% of gross building area				17,626	
<i>Special allowances</i>					
Garage to house two vans	1,500	1,500	1,500	1,500	1,500
<b><i>GROSS BUILDING AREA</i></b>	<b><i>138,728</i></b>	<b><i>112,941</i></b>	<b><i>94,478</i></b>	<b><i>72,005</i></b>	<b><i>106,052</i></b>

**FIGURE D(2)**  
**PLAINFIELD PUBLIC LIBRARY / SPACE NEED ESTIMATE**  
**THREE-FACILITY SERVICE SCENARIO: "FULL-SERVICE" BRANCH**

<i>Collection space</i>	<i>SPACE ALLOCATION</i>				<i>Rec</i>
	<i>Opt</i>	<i>Mod</i>	<i>Low</i>	<i>Min</i>	
<b>Books</b>					
Opt: @ 10.0 vol per sq.ft.	45,000	4,050			
Mod @ 11.5 vol per sq.ft.	45,000	3,522			3,522
Low: @ 13.0 vol per sq.ft.	45,000		3,115		
Min: @ 17.5 vol per sq.ft.	45,000			2,314	
<b>Periodical display</b>					
@ 1 title per sq.ft.	50	50	50	50	50
<b>Periodical backfiles</b>					
@ 0.5 sq.ft. per title per 2.0 yrs retained	50	50	50	50	50
<b>Nonprint</b>					
Opt: @ 10.0 items per sq.ft.	4,500	450			
Mod @ 12.5 items per sq.ft.	4,500	360			360
Low: @ 15.0 items per sq.ft.	4,500		300		
Min: @ 20.0 items per sq.ft.	4,500			225	
<b>Public network stations</b>					
Opt: @ 50.0 sq.ft. per terminal	15	750			
Mod @ 40.0 sq.ft. per terminal	15	600			600
Low: @ 35.0 sq.ft. per terminal	15		525		
Min: @ 30.0 sq.ft. per terminal	15			450	
<b>Reader seating space</b>					
Opt: @ 35.0 sq.ft. per seat	50	1,750			
Mod @ 32.5 sq.ft. per seat	50	1,625			
Low: @ 30.0 sq.ft. per seat	50		1,500		1,500
Min: @ 25.0 sq.ft. per seat	50			1,250	

Figure D(2) continues on the following page

**FIGURE D(2) (con't.)  
PLAINFIELD PUBLIC LIBRARY / SPACE NEED ESTIMATE  
THREE-FACILITY SERVICE SCENARIO: "FULL-SERVICE" BRANCH**

		<i>SPACE ALLOCATION</i>				<i>Rec</i>
		<i>Opt</i>	<i>Mod</i>	<i>Low</i>	<i>Min</i>	
<i>Staff work space</i>						
Opt: @ 150.0 sq.ft. per station	11	1,650				
Mod @ 137.5 sq.ft. per station	11		1,513			
Low: @ 125.0 sq.ft. per station	11			1,375		1,375
Min: @ 100.0 sq.ft. per station	11				1,100	
<i>Meeting room space</i>						
Program room 1 (type 2) @ 10.0 sq.ft. per seat (+ stage)	75	900	900	900	900	900
<i>Special use space</i>						
Opt: @ 17.5% of gross building area		3,378				
Mod @ 15.0% of gross building area			2,351			2,180
Low: @ 12.5% of gross building area				1,628		
Min: @ 10.0% of gross building area					975	
<i>Nonassignable space</i>						
Opt: @ 32.5% of gross building area		6,273				
Mod @ 30.0% of gross building area			4,701			
Low: @ 27.5% of gross building area				3,582		3,997
Min: @ 25.0% of gross building area					2,438	
<b><i>GROSS BUILDING AREA</i></b>		<b><i>19,300</i></b>	<b><i>15,671</i></b>	<b><i>13,026</i></b>	<b><i>9,753</i></b>	<b><i>14,533</i></b>

**FIGURE D(3)**  
**PLAINFIELD PUBLIC LIBRARY / SPACE NEED ESTIMATE**  
**THREE-FACILITY SERVICE SCENARIO: ADMINISTRATION / BUSINESS / MARKETING**

		<i>SPACE ALLOCATION</i>				<i>Rec</i>
		<u>Opt</u>	<u>Mod</u>	<u>Low</u>	<u>Min</u>	
<i>Staff work space</i>						
Opt: @ 150.0 sq.ft. per station	12	1,800				
Mod @ 137.5 sq.ft. per station	12		1,650			1,650
Low: @ 125.0 sq.ft. per station	12			1,500		
Min: @ 100.0 sq.ft. per station	12				1,200	
<i>Special use space</i>						
Opt: @ 17.5% of gross building area		630				525
Mod @ 15.0% of gross building area			450			
Low: @ 12.5% of gross building area				313		
Min: @ 10.0% of gross building area					185	
<i>Nonassignable space</i>						
Opt: @ 32.5% of gross building area		1,170				
Mod @ 30.0% of gross building area			900			
Low: @ 27.5% of gross building area				688		825
Min: @ 25.0% of gross building area					462	
<b><i>GROSS BUILDING AREA</i></b>		<b><i>3,600</i></b>	<b><i>3,000</i></b>	<b><i>2,500</i></b>	<b><i>1,846</i></b>	<b><i>3,000</i></b>

**FIGURE D(4)**  
**PLAINFIELD PUBLIC LIBRARY / SPACE NEED ESTIMATE**  
**THREE-FACILITY SERVICE SCENARIO: TECHNICAL SERVICES**

		<i>SPACE ALLOCATION</i>				<i>Rec</i>
		<u>Opt</u>	<u>Mod</u>	<u>Low</u>	<u>Min</u>	
<i>Staff work space</i>						
Opt: @ 150.0 sq.ft. per station	11	1,650				
Mod @ 137.5 sq.ft. per station	11		1,513			1,513
Low: @ 125.0 sq.ft. per station	11			1,375		
Min: @ 100.0 sq.ft. per station	11				1,100	
<i>Special use space</i>						
Opt: @ 17.5% of gross building area		578				525
Mod @ 15.0% of gross building area			413			
Low: @ 12.5% of gross building area				286		
Min: @ 10.0% of gross building area					169	
<i>Nonassignable space</i>						
Opt: @ 32.5% of gross building area		1,073				
Mod @ 30.0% of gross building area			825			
Low: @ 27.5% of gross building area				630		825
Min: @ 25.0% of gross building area					423	
<b><i>GROSS BUILDING AREA</i></b>		<b><i>3,300</i></b>	<b><i>2,750</i></b>	<b><i>2,292</i></b>	<b><i>1,692</i></b>	<b><i>2,750</i></b>

**FIGURE D(5)**  
**PLAINFIELD PUBLIC LIBRARY / SPACE NEED ESTIMATE**  
**THREE-FACILITY SERVICE SCENARIO: INFORMATION TECHNOLOGY**

		<i>SPACE ALLOCATION</i>				<i>Rec</i>
		<u>Opt</u>	<u>Mod</u>	<u>Low</u>	<u>Min</u>	
<i>Staff work space</i>						
Opt: @ 150.0 sq.ft. per station	7	1,050				
Mod @ 137.5 sq.ft. per station	7		963			963
Low: @ 125.0 sq.ft. per station	7			875		
Min: @ 100.0 sq.ft. per station	7				700	
<i>Special use space</i>						
Opt: @ 17.5% of gross building area		368				525
Mod @ 15.0% of gross building area			263			
Low: @ 12.5% of gross building area				182		
Min: @ 10.0% of gross building area					108	
<i>Nonassignable space</i>						
Opt: @ 32.5% of gross building area		683				
Mod @ 30.0% of gross building area			525			
Low: @ 27.5% of gross building area				401		825
Min: @ 25.0% of gross building area					269	
<b><i>GROSS BUILDING AREA</i></b>		<b><i>2,100</i></b>	<b><i>1,750</i></b>	<b><i>1,458</i></b>	<b><i>1,077</i></b>	<b><i>1,750</i></b>

**FIGURE D(6)**  
**PLAINFIELD PUBLIC LIBRARY / SPACE NEED ESTIMATE**  
**THREE-FACILITY SERVICE SCENARIO: OUTREACH SERVICES**

		<i>SPACE ALLOCATION</i>				<i>Rec</i>
		<i>Opt</i>	<i>Mod</i>	<i>Low</i>	<i>Min</i>	
<i>Staff work space</i>						
Opt: @ 150.0 sq.ft. per station	7	1,050				
Mod @ 137.5 sq.ft. per station	7		963			963
Low: @ 125.0 sq.ft. per station	7			875		
Min: @ 100.0 sq.ft. per station	7				700	
<i>Special use space</i>						
Opt: @ 17.5% of gross building area		368				525
Mod @ 15.0% of gross building area			263			
Low: @ 12.5% of gross building area				182		
Min: @ 10.0% of gross building area					108	
<i>Nonassignable space</i>						
Opt: @ 32.5% of gross building area		683				
Mod @ 30.0% of gross building area			525			
Low: @ 27.5% of gross building area				401		825
Min: @ 25.0% of gross building area					269	
<b><i>GROSS BUILDING AREA</i></b>		<b><i>2,100</i></b>	<b><i>1,750</i></b>	<b><i>1,458</i></b>	<b><i>1,077</i></b>	<b><i>1,750</i></b>

**FIGURE D(7)**  
**PLAINFIELD PUBLIC LIBRARY / SPACE NEED ESTIMATE**  
**TWO-FACILITY SERVICE SCENARIO: PUBLIC SERVICE FACILITY 1**

<i>Collection space</i>	<i>SPACE ALLOCATION</i>					<i>Rec</i>
	<i>Opt</i>	<i>Mod</i>	<i>Low</i>	<i>Min</i>		
<i>Books</i>						
Opt: @ 10.0 vol per sq.ft.	270,000	24,300				
Mod @ 11.5 vol per sq.ft.	270,000		21,130			21,130
Low: @ 13.0 vol per sq.ft.	270,000			18,692		
Min: @ 17.5 vol per sq.ft.	270,000				13,886	
<i>Periodical display</i>						
@ 1 title per sq.ft.	255	255	255	255	255	255
<i>Periodical backfiles</i>						
@ 0.5 sq.ft. per title per 2.0 yrs retained	242	242	242	242	242	242
<i>Nonprint</i>						
Opt: @ 10.0 items per sq.ft.	27,000	2,700				
Mod @ 12.5 items per sq.ft.	27,000		2,160			2,160
Low: @ 15.0 items per sq.ft.	27,000			1,800		
Min: @ 20.0 items per sq.ft.	27,000				1,350	
<i>Public network stations</i>						
Opt: @ 50.0 sq.ft. per terminal	90	4,500				
Mod @ 40.0 sq.ft. per terminal	90		3,600			3,600
Low: @ 35.0 sq.ft. per terminal	90			3,150		
Min: @ 30.0 sq.ft. per terminal	90				2,700	
<i>Reader seating space</i>						
Opt: @ 35.0 sq.ft. per seat	150	5,250				
Mod @ 32.5 sq.ft. per seat	150		4,875			
Low: @ 30.0 sq.ft. per seat	150			4,500		4,500
Min: @ 25.0 sq.ft. per seat	150				3,750	

Figure D(7) continues on the following page

**FIGURE D(7) (con't.)  
PLAINFIELD PUBLIC LIBRARY / SPACE NEED ESTIMATE  
TWO-FACILITY SERVICE SCENARIO: PUBLIC SERVICE FACILITY 1**

		<i>SPACE ALLOCATION</i>				<i>Rec</i>
		<i>Opt</i>	<i>Mod</i>	<i>Low</i>	<i>Min</i>	
<i>Staff work space</i>						
Opt: @ 150.0 sq.ft. per station	58	8,700				
Mod @ 137.5 sq.ft. per station	58		7,975			
Low: @ 125.0 sq.ft. per station	58			7,250		7,250
Min: @ 100.0 sq.ft. per station	58				5,800	
<i>Meeting room space</i>						
Auditorium (type 1)						
@ 12.5 sq.ft. per seat (+ stage)	300	4,950	4,950	4,950	4,950	4,950
Program room 1 (type 2)						
@ 10.0 sq.ft. per seat (+ stage)	100	1,200	1,200	1,200	1,200	1,200
Conference / board room						
@ 30 sq.ft. per seat + 10 gallery	12	480	480	480	480	480
Storytime room 1						
@ 15.0 sq.ft. per seat + 75 sq.ft.	50	825	825	825	825	825
Teen activity room						
@ 15.0 sq.ft. per seat + 75 sq.ft.	50	825	825	825	825	825
Computer training lab (room)						
@ 50.0 sq.ft. per seat + 75 sq.ft.	15	825	825	825	825	825
<i>Special use space</i>						
Opt: @ 17.5% of gross building area		19,268				
Mod @ 15.0% of gross building area			13,457			12,585
Low: @ 12.5% of gross building area				9,374		
Min: @ 10.0% of gross building area					5,706	

Figure D(7) continues on the following page

**FIGURE D(7) (con't.)**  
**PLAINFIELD PUBLIC LIBRARY / SPACE NEED ESTIMATE**  
**TWO-FACILITY SERVICE SCENARIO: PUBLIC SERVICE FACILITY 1**

	<i>SPACE ALLOCATION</i>				<i>Rec</i>
	<i>Opt</i>	<i>Mod</i>	<i>Low</i>	<i>Min</i>	
<i>Nonassignable space</i>					
Opt: @ 32.5% of gross building area	35,784				
Mod @ 30.0% of gross building area		26,914			
Low: @ 27.5% of gross building area			20,623		23,073
Min: @ 25.0% of gross building area				14,265	
<i>Special allowances</i>					
Garage to store one van	750	750	750	750	750
<b><i>GROSS BUILDING AREA</i></b>	<b><i>110,855</i></b>	<b><i>90,464</i></b>	<b><i>75,741</i></b>	<b><i>57,808</i></b>	<b><i>84,650</i></b>

**FIGURE D(8)**  
**PLAINFIELD PUBLIC LIBRARY / SPACE NEED ESTIMATE**  
**TWO-FACILITY SERVICE SCENARIO: PUBLIC SERVICE FACILITY 2**

<i>Collection space</i>	<i>SPACE ALLOCATION</i>				<i>Rec</i>
	<i>Opt</i>	<i>Mod</i>	<i>Low</i>	<i>Min</i>	
<i>Books</i>					
Opt: @ 10.0 vol per sq.ft.	180,000	16,200			
Mod @ 11.5 vol per sq.ft.	180,000	14,087			14,087
Low: @ 13.0 vol per sq.ft.	180,000		12,462		
Min: @ 17.5 vol per sq.ft.	180,000			9,257	
<i>Periodical display</i>					
@ 1 title per sq.ft.	170	170	170	170	170
<i>Periodical backfiles</i>					
@ 0.5 sq.ft. per title per 2.0 yrs retained	162	162	162	162	162
<i>Nonprint</i>					
Opt: @ 10.0 items per sq.ft.	18,000	1,800			
Mod @ 12.5 items per sq.ft.	18,000	1,440			1,440
Low: @ 15.0 items per sq.ft.	18,000		1,200		
Min: @ 20.0 items per sq.ft.	18,000			900	
<i>Public network stations</i>					
Opt: @ 50.0 sq.ft. per terminal	60	3,000			
Mod @ 40.0 sq.ft. per terminal	60	2,400			2,400
Low: @ 35.0 sq.ft. per terminal	60		2,100		
Min: @ 30.0 sq.ft. per terminal	60			1,800	
<i>Reader seating space</i>					
Opt: @ 35.0 sq.ft. per seat	100	3,500			
Mod @ 32.5 sq.ft. per seat	100	3,250			
Low: @ 30.0 sq.ft. per seat	100		3,000		3,000
Min: @ 25.0 sq.ft. per seat	100			2,500	

Figure D(8) continues on the following page

**FIGURE D(8) (con't.)**  
**PLAINFIELD PUBLIC LIBRARY / SPACE NEED ESTIMATE**  
**TWO-FACILITY SERVICE SCENARIO: PUBLIC SERVICE FACILITY 2**

		<i>SPACE ALLOCATION</i>				<i>Rec</i>
		<u>Opt</u>	<u>Mod</u>	<u>Low</u>	<u>Min</u>	
<i>Staff work space</i>						
Opt: @ 150.0 sq.ft. per station	37	5,550				
Mod @ 137.5 sq.ft. per station	37		5,088			
Low: @ 125.0 sq.ft. per station	37			4,625		4,625
Min: @ 100.0 sq.ft. per station	37				3,700	
<i>Meeting room space</i>						
Program room 1 (type 2)						
@ 10.0 sq.ft. per seat (+ stage)	100	1,200	1,200	1,200	1,200	1,200
Conference / board room						
@ 30 sq.ft. per seat + 10 gallery	12	480	480	480	480	480
Storytime room 1						
@ 15.0 sq.ft. per seat + 75 sq.ft.	50	825	825	825	825	825
Teen activity room						
@ 15.0 sq.ft. per seat + 75 sq.ft.	50	825	825	825	825	825
Computer training lab (room)						
@ 50.0 sq.ft. per seat + 75 sq.ft.	15	825	825	825	825	825
<i>Special use space</i>						
Opt: @ 17.5% of gross building area		12,088				
Mod @ 15.0% of gross building area			8,387			7,836
Low: @ 12.5% of gross building area				5,807		
Min: @ 10.0% of gross building area					3,484	

Figure D(8) continues on the following page

**FIGURE D(8) (con't.)  
PLAINFIELD PUBLIC LIBRARY / SPACE NEED ESTIMATE  
TWO-FACILITY SERVICE SCENARIO: PUBLIC SERVICE FACILITY 2**

	<i>SPACE ALLOCATION</i>				<i>Rec</i>
	<i>Opt</i>	<i>Mod</i>	<i>Low</i>	<i>Min</i>	
<i>Nonassignable space</i>					
Opt: @ 32.5% of gross building area	22,449				
Mod @ 30.0% of gross building area		16,773			
Low: @ 27.5% of gross building area			12,775		14,366
Min: @ 25.0% of gross building area				8,709	
<i>Special allowances</i>					
Garage to store one van	750	750	750	750	750
<b><i>GROSS BUILDING AREA</i></b>	<b><i>69,823</i></b>	<b><i>56,661</i></b>	<b><i>47,205</i></b>	<b><i>35,586</i></b>	<b><i>52,991</i></b>





















