

Carroll Public Library

Building Program

As Revised and Approved
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Guide to the Building Program

The building program document is a description in words and numbers of the service and operational requirements for the proposed library building. The program serves as the library's written instructions to the architect in beginning the design process. The program is concerned with how the building is to function rather than how it will look.

The architect will want to review the program with the library and consultant to insure a complete understanding of project requirements. Revisions may arise from that review. It is also possible that the library will revise its program requirements during the course of schematic design based on additional information, budget considerations, and/or new understandings resulting from the graphical representation of spaces. It is important that any revisions to the program be explicitly approved by the Library Board.

The estimated space requirements of the building program will be tested by the architect. The preparation of schematic plans including furnishing layouts should be the final arbiter of space requirements for the building.

The building program includes numerous sections grouped in four broad divisions:

Program Divisions

1. Program Overview

These sections provide overarching issues for the project and summary data. The Space and Seating Summary offers a quick summary of all space allocations.

2. Functional Area Descriptions

These sections provide the detailed description and requirements for each functional area of the building.

3. General Design Considerations

These are common library design requirements that should be considered in any library building project.

4. Public Forum Comments

Library customer comments from three public meetings held to gather ideas for use in planning library service and space needs.

Program Overview

Specific Design Considerations

In researching the program document a group of issues that affect the project across programmatic lines was identified. For this reason these issues are called to the planning team's specific attention.

Single Level Floor Plan - All public services are to be located on a single floor for ease of customer use and to minimize staffing requirements.

Expandability - The architect should prepare during the schematic design process a scheme that will allow for a future 50% expansion of the facility.

Collection Size – The building program provides for roughly a 50% increase in the total collection size from an existing collection of some 79,148 items to 122,498 items.

Wired Environment - The architects and their consultants are to take all appropriate actions necessary to make the building a welcoming environment for both data and telephone wireless applications. Planning and specific measures should minimize interference from structural steel, electrical systems, and other potential sources of interference.

Sustainability – Interest has expressed in “sustainable design” and energy efficiency. The architect and their consultants are to advise Library and City representatives of opportunities for environmentally friendly and energy efficient materials and systems in the design process.

Storm Shelter - The architect is to identify and structure an area of the building to provide appropriate shelter for building occupants in case of severe weather.

Circulation Control and Security – The library wishes to allow for the future implementation of a theft detection system and RFID technology. The design and configuration of building exits, the circulation desk, check-in stations, return chutes, and future selfcheck station locations should all anticipate future implementation of these systems.

Feature Element - The architect is encouraged to identify a feature design treatment that will give the building an interesting and inviting character. Examples of feature elements include a fireplace, landscaping, or public art pieces. The program includes an allowance of 200 gross square feet for the provision of feature elements.

Space and User Seating/Technology Summary

Programmatic Area	Square Feet	Study Seating	Casual Seating	Public Technology Stations	Other Seating
Exterior Book/Media Returns	80				
Entry/Vestibule/Lobby	Unassigned				
Restrooms	Unassigned				
Program room and Pre-Assembly Space	2,620				150
Circulation Desk Area	1,040			2 selfchecks	
Popular Materials	3,262	16	7	2 opacs 12 computer stations 2 view/listen stations	2 benches
Reference Services	2,212	40		2 opacs 12 computer stations 2 microform computer stns	
Adult Periodicals	1,150	8	12	beverage station	
General Adult Print Collections	5,290	8	6	2 opacs	
Children's Services	5,716	20	14	1 opac 4 computer stations 1 view/listen station	50 story/craft rm
General Staff Workroom	1,266				
Staff Room Area	380				
Custodial Closet	140				
General Storeroom	800				
Net Program	23,956				
Unassigned Space: 25% of gross	7,986				
Feature Allowance	200				
Gross Space Requirement	32,142	92	39	7 opacs 2 self-checks 2 microform computer stns 28 computer stations 3 view/listen stations 1 beverage station	2 benches 150 pgm rm 50 story/craft rm

Relationship of Library Spaces

As a guide, the following core relationships are provided. Relationships within the individual spaces are described in the body of the narrative descriptions.

Building Area	Primary Relationship	Secondary Relationship
Exterior Book/Media Returns	General Staff Workroom	
Entrance/Vestibule/Lobby	Program room Circulation	Children's Popular Materials
Restrooms: Public Children's / Family Staff	Lobby, Program Room Children's Services Staff Room, General Staff Workroom	
Program Room	Lobby, Restrooms	Children's
Circulation Desk Area	Lobby Popular Materials Children's Services	Restrooms
Popular Materials	Lobby Circulation	Children's
Reference	General Adult Collections	Popular Materials
Adult Periodicals	Popular Materials	Reference
General Adult Print Collections	Reference	Popular Materials
Children's Services	Popular Materials/YA Circulation	Program Room
General Staff Workroom	Circulation	Staff Room
Staff Room Area	General Staff Workroom	
Custodial Services	none	
Storeroom	General Staff Workroom	

Collection Size and Shelving Capacities

Collection	Existing Number of Volumes	Projected Number of Volumes	% to Shelve	Projected Volumes to Shelve	Projected Shelving Capacity
Popular Materials					
New, Display, and Paperbacks					
New Books	1,090	1,650	70.0	1,155	1,200
McNaughton	606	1,200	55.1	660	660
Topical Display	***	***	100	***	400
Fiction Paperbacks	1,654	2,000	82.8	1,656	1,700
Mystery Paperbacks	514	780	91.6	715	800
Romance Paperbacks	2,435	3,200	90.5	2,896	2,900
Sci-Fi Paperbacks	476	550	94.5	520	800
Western Paperbacks	485	700	95.3	667	800
Total	6,170	10,080		8,269	9,260
Young Adult					
Fiction	788	1,300	84.3	1,096	1,200
Nonfiction	206	400	92.7	370	370
Periodicals	6 titles	12 titles	100	12 titles	12 titles
Total	994	1,700		1,466	1,570
Media					
Videos	1,192	1,650	96.1	1,586	1,700
Videos, fireman's	20	20	100	20	20
DVDs	457	2,700	87.5	2,362	2,500
Recorded Books (Fic, NF, CD, Cassette, MP3)	1,658	3,750	86.2	3,232	3,300
Music – Cassette	65	0	100	0	0
Music – CD	77	0	64.9	0	0
Total	3,469	8,120		7,200	7,520

*** included in other collection counts

Collection Size and Shelving Capacities (continued)

Collection	Existing Number of Volumes	Projected Number of Volumes	% to Shelve	Projected Volumes to Shelve	Projected Shelving Capacity
Reference					
Open and Closed Reference	964	580	100	580	640
Genealogy	367	500	100	500	640
Total	1,331	1,080		1,080	1,280
Periodicals					
Current Magazines	181 titles	181 titles	100	181 titles	192 titles
Current Newspapers	11 titles	11 titles	100	11 titles	16 titles
Back Issue Magazines	2 years	2 years	100	2 years	2 years
Back Issue Newspapers	2 months	2 months	100	2 months	2 months
General Adult Collections					
Large Print	3,017	4,074	91.9	3,744	3,744
Fiction	10,386	13,000	94.6	12,298	12,384
Mystery	2,912	3,500	97.7	3,420	3,456
Science Fiction	957	1,200	97.7	1,172	1,296
Western	583	700	97.6	684	720
Nonfiction, Biography, Oversize	27,292	37,203	96.8	36,012	36,012
Total	45,147	59,677		57,330	57,612

Collection Size and Shelving Capacities (continued)

Collection	Existing Number of Volumes	Projected Number of Volumes	% to Shelve	Projected Volumes to Shelve	Projected Shelving Capacity
Youth Services					
Entry Zone					
New Books	0	400	80.0	320	320
Topical Display	***	***		***	180
Reference	75	135	100	135	160
Current Year Magazines	titles	15 titles	100	15 titles	24 titles
Back Issue Magazines	2 years	2 years	100	2 years	2 years
Recorded Books	285	1,200	87.4	1,048	1,050
Book/Tape Kits	286	575	87.4	502	502
CD Rom	82	150	81.7	122	122
Subtotal	728	2,460		2,127	2,334
Young Child Zone					
Board Books	*** (30)	300	80.0	240	240
Easy Fiction	7,994	16,300	85.4	13,920	13,920
Intermediate Fiction	1,970	4,000	86.3	3,452	3,600
Subtotal	9,964	20,600		17,612	17,760
Elementary Zone					
Junior Fiction	4,871	9,281	88.8	8,242	8,280
Nonfiction and Oversize	6,474	12,500	94.6	11,825	11,825
Subtotal	11,345	21,781		20,067	20,105
Children's Total	22,037	44,841		39,806	40,199
Grand Total					
	79,148	125,498		115,151	117,441

*** included in other collection counts

Shelving and Display Summary

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Popular Materials							
New, Display, and Paperbacks							
New Books	20	66"	4	10"		display shelves - confer with staff / consultant	240
McNaughton	10	66"	4	10"		display shelves - confer with staff / consultant	120
Display					2	confer with staff and consultant	80
Fiction Paperbacks					4	Marline Spinners	100
Mystery Paperbacks					2	Marline Spinners	50
Romance Paperbacks					7	Marline Spinners	350
Sci-Fi Paperbacks					2	Marline Spinners	50
Western Paperbacks					2	Marline Spinners	50
Total	30				19		1,040
Young Adult							
Fiction	10	66"	5	10"			120
Nonfiction	3	66"	5	10"			36
Current Magazines	1	66"	4	12"		periodical shelving	12
Back-issue mags	1	66"	5	10"			12
Total	15						180
Media							
New Media	6	66"	4	6" or 10"		Display shelving Review with client	72
Videos and DVDs	28	66"	6	6"		Slanted shelves	336
Recorded Books – All formats and genres	22	66"	4	10"		Slanted shelves	264
Total	56						672

Shelving and Display Summary

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Reference							
Open /Closed Reference	8	66"	4	12"			96
Genealogy	8	66"	4	12"		Keyed, glass-fronted shelves	96
Total	16						192
Periodicals							
Current Magazines and Newspapers	18 sections 16 mag, 2 newspapers	66"	4	12"		periodical shelving, 2 sections to have hinged plexiglass covers for newspapers	216
Back-issues Magazines and Newspapers	22	84"	6	12"			264
Total	40						480
General Adult Print							
Large Print	26	84"	6	10"			312
Fiction	86	84"	6	10"			1,032
Mysteries	24	84"	6	10"			288
Science Fiction	9	84"	6	10"			108
Westerns	5	84"	6	10"			60
Nonfiction, Bio, Oversize	250	84"	6	10"			3,000
Total	400						4,800

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Number of Other Storage Units	Notes	Square Feet
Children's							
Entry Zone							
New Books	6	66"	4	10"		display shelves - confer with staff / consultant	72
Display					1	confer with staff and consultant	50
Reference	2	66"	4	12"			24
Current Magazines	2	66"	4	12"		periodical shelving	24
Back Issue Magazines	2	66"	5	12"			24
Recorded Books	7	66"	6	6"		slanted shelves	84
Book/Tape Kits	4	66"				3 rods for hanging bags per section	48
CD ROMS	1	66"					12
Total	24				1		338
Young Child Zone							
Board Books					6	child-height df multi-compartment bins	30
Easy Fiction Display					6	child-height df multi-compartment bins	30
Easy Fiction	69	45"	3	12"			924
Intermediate Fiction	98	45"	3	12"			240
Total	167				12		1,224
Elementary Zone							
Junior Fiction	69	66"	5	10"			828
Nonfiction and Oversize	98	60"	4	10"			1,176
Total	167						2,004

Functional Area Descriptions

Parking and Exterior Site Features

Parking

Parking requirements and solutions are to be identified and evaluated in cooperation with the City of Carroll and DMACC in the course of the architectural planning process.

Vehicle Circulation Issues

- drop-off/pick-up lane at the front entry
- path for driver's side book return

Entry Area

- racks for 20 bicycles
- 2 benches for those waiting for rides
- 1 trash and cigarette receptacle
- exterior venue for posting hours of operation
- Community kiosk for posting of events broadsides and fliers – away from entry

Site Landscaping and Lighting

Attractive but easily maintained plantings are desired. Lighting is required for public and staff safety at the public entry, site margins, and at the staff entry.

Refuse

A screened enclosure is needed for trash and recycling receptacles. Identify a location convenient for staff.

Signage: Review primary building sign with owner

Adjacencies Primary:

Exterior Book/Media Return

80 square feet

Function and Design Issues

The library desires a driver's side, drive-up return, sheltered from the weather, if the site plan allows. The interior return room should be located as part of or as near as possible to the reshelving/check-in area. If possible, an exterior pavement level higher than the interior floor level facilitates increased capacity.

Two return slots are required, one for DVDs and another for all other materials. The height of the returns are to anticipate both SUVs and small sedans. Keyed return slots are required. The return room must be fire rated and have a floor drain.

Signage: DVDs, All Other Materials

Adjacencies: Primary: General Staff Workroom

Engineering Issues

Security:	keyed returns, fire rated room
Plumbing:	floor drain

Entry/Vestibule/Lobby

Square Feet: Unassigned

Function and Design Issues

This area provides a welcoming entry for the public to the library facility. The lobby serves both the library and program room independently. Provide for:

- interior benches for patrons waiting for rides
- on-demand door openers
- walk-off system for shoe soil
- bi-level drinking fountain
- keyed bulletin board for library postings
- dedication plaque and donor recognition system for wall
- courtesy telephone
- custodial closet with mop sink
- rough-ins for potential future theft detection system installation
- 2 interior return slots, one for DVDs another for all other materials, that empty into the Circulation Check-in area may be located in the lobby or as patrons approach the Circulation area depending on schematic design.

Signage - illuminated exterior name of library
interior book and media returns
dedication and donor plaques

Adjacencies: Primary: Program Room, Circulation
Secondary: Children's, Popular Materials

Engineering Issues

Telephone Outlets:	lobby courtesy phone
Computer Outlets:	1 in lobby
Electrical Outlets:	1 located with lobby computer outlet convenience outlets in lobby, vestibule drinking fountain doors theft-detection panels
Security:	theft-detection panels
Plumbing	mop sink in custodial closet

Restrooms

Square Feet: Unassigned

Function and Design Issues

- Public restrooms (men, women, assisted/family) are to be located off the lobby for users of both the library proper and the program room.
- Family restroom is to be located in the Children’s department.
- Two single occupant staff restrooms in proximity to the staff room area.

Restrooms should provide:

- Views to the interiors of the restrooms are to be screened when the doors are opened
- The number of women's fixtures should reflect the high percentage of library users that are female
- Package shelves by sinks
- Automatic fixtures for toilets, urinals, lights, hand blowers, and paper towels
- Deadbolts for all public restroom doors
- Hanging stall partitions
- Stalls should be spacious, well lit, and include coat hook and package shelf
- Changing tables in all public restrooms
- Sanitary product dispensers and disposal fixtures
- Soap dispenser located above the sink
- Tile floors and walls
- Floor drain
- Access panels to all valves located in wall cavities
- The Children’s restroom is to provide an adult sized toilet and a sink that can be reached by children. This restroom should be visible from the Children’s public service desk.

Signage: per ADA requirements

Adjacencies:

Public: Program Room, Lobby
Family: Children’s Services
Staff: Staff Room, General Staff Workroom

Engineering Issues

Electrical:	convenience outlets only
Security:	deadbolt locks (to allow short-term locking of restrooms to deter vandalism, no thumb latch)
Plumbing:	floor drains access panels to any valves located in the wall automatic fixtures - public restrooms
HVAC:	superior ventilation

Program Room

2,620 square feet

Function and Design Issues

The program room provides space for library and community sponsored programming. The room should be able to operate independently from the library proper, allowing community sponsored events to start before and run past normal library operating hours. When the library is closed the program room should have access to restrooms, drinking fountain, pay telephone, public elevator, and other common amenities.

Pre-Assembly Space (400 square feet)

Space is needed for persons attending programs at the library to gather prior to the beginning of activities and during breaks in the programming. Space is also needed for the temporary display of artistic and informational displays. Confer with staff and consultant to further define this space.

Program Room (2,220 square feet)

The room should seat 150 people in rows of chairs or 75 at tables and be rectangular in shape with a level floor. The walls should be of a material and color to permit projection.

The room is to divide into 2 portions for concurrent activities (discuss proportions with library). Plenum partitioning is required above a dropped ceiling for sound suppression when the room is divided. Portable staging is provided for more formal programming.

All programmatic capabilities are to be available to both portions of the room. This may require duplication of features in some circumstances.

The room should provide a wide range of media and technology support in each component of the room. The architects and their electrical or media consultant are requested to carefully explore these requirements with the library staff and library consultant.

- telephone, data, power, cable television outlets at frequent wall and flush floor locations
- public address system
- ceiling mounted projection screens
- ceiling mounted computer and video out-put projection
- sound and video presentation capabilities
- media control closet
- lighting controlled to allow for different levels and zones of illumination
- catering kitchen with counter, full size refrigerator, microwave, 2 deep sinks, disposal, cupboards
- coat alcove or room with coat rods and package shelves
- storage for folding tables, stacking chairs, media carts, 2 lecterns, dollies, portable staging, and programming accessories

Signage: review with staff
signage to allow posting of room schedule at entries

Adjacencies Primary: Lobby, Restrooms
 Secondary: Children's

Engineering Issues

Telephone Outlets:	Review with staff and consultants
Data Outlets:	
Cable Television:	
Media Capabilities:	
Electrical Outlets:	
Lighting:	
Acoustics	
HVAC:	

Circulation Desk Area

1,040 square feet

Function and Design Issues

The circulation desk is the first point of contact for most library users. Library users come to the circulation desk to check-out materials, return books and pay fines, register as a borrower, and ask for directions. Staff at this desk provide the central point of control for the entire library. A diverse collection of customer service features are provided on the public floor near the circulation desk.

Building Directory (60 square feet)

- obvious to all entering the building and in a location to allow customers to have a general view of the building interior

Customer Service Center (180 square feet)

- a distinct area or alcove that pulls together these disparate elements in an organized fashion
- photocopier with sorting table
- space for the seasonal display of tax forms
- keyed cupboards or closet with shelving for the storage of copying supplies and handouts
- recessed, wall-mounted literature rack
- keyed bulletin board for library postings
- 3 sections of shelving for on-going book sale materials

Self-Check (80 square feet)

- space for the future implementation of 2 self-check stations as customers approach the circulation desk on their way out of the library

Public Reshelving Area (80 square feet)

Provide space and an attractive location for public access to 4 book carts and sorting table with materials awaiting reshelving.

Circulation Desk (640 square feet)

Provide a queuing mechanism so that customers intuitively and cooperatively form a single line to approach the circulation desk stations.

The circulation desk is composed of 4 seated public service stations. The desk design is to create an identity for each station. When considering the design of the circulation desk area it is important to note the need to control clutter. Circulation stations should provide shielding of all cabling and equipment. A fully integrated design that pulls together all of the pieces that make up the desk area is desired. Pass-throughs should allow the easy and immediate movement of staff and book carts from behind the desk to the public floor. Floor treatment should reflect long hours spent by staff standing behind the desk. Each station is to include:

- microcomputer
- monitor, adjustable
- keyboard, adjustable
- bar code scanner
- receipt printer
- security system desensitization equipment
- task chair or wheeled stool
- telephone
- cash drawer
- wheeled pedestals for shelves/storage
- shield backs of equipment/cabling
- under-counter cable management system

Popular Materials

3,262 square feet

Function and Design Issues

The Popular Materials area includes high demand adult collections primarily intended for browsing.

New Books, Display Books, and Paperbacks (1,110 square feet)

- collection shelving
- 1 catalog station
- 2 benches with arms

Media Collection (672 square feet)

- collection shelving, group by format

Young Adult (1,480 square feet)

- A separate room, well glazed (to the floor) so that the space may advertise itself as well as allow the customers to both see and be seen.
- The layout of furnishings and building elements should create an identifiable space with a bright, open, relaxed atmosphere. Elements that might be used in crafting this effect include signage, graphic art, banners, display pieces, overhead pieces, and furniture style. The architect and interior design team will want to explore these issues with teen customers, the staff and consultant.
- collection shelving
- 1 public catalog station
- 7 lounge chairs with occasional tables
- waste baskets
- 4 two-place study tables
- 2 four-place study tables
- 12 computer workstations
- 2 viewing/listening stations
- 1 flat screen wall-mounted television
- tackable wall surfaces and/or kiosks for display and marketing
- locate the YA area to be visible from the circulation desk and/or other staffed positions

Signage: Each collection area, range guides
Changeable information placard at each computer workstation and view/listen station

Adjacencies: Primary: Lobby, Circulation
Secondary: Children's

Collection Shelving

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Popular Materials							
New, Display, and Paperbacks							
New Books	20	66"	4	10"		display shelves - confer with staff / consultant	240
McNaughton	10	66"	4	10"		display shelves - confer with staff / consultant	120
Display					2	confer with staff and consultant	80
Fiction Paperbacks					4	Marline Spinners	100
Mystery Paperbacks					2	Marline Spinners	50
Romance Paperbacks					7	Marline Spinners	350
Sci-Fi Paperbacks					2	Marline Spinners	50
Western Paperbacks					2	Marline Spinners	50
Total	30				19		1,040
Young Adult							
Fiction	10	66"	5	10"			120
Nonfiction	3	66"	5	10"			36
Current Magazines	1	66"	4	12"		periodical shelving	12
Back-issue mags	1	66"	5	10"			12
Total	15						180
Media							
New Media	6	66"	4	6" or 10"		Display shelving Review with client	72
Videos and DVDs	28	66"	6	6"		Slanted shelves	336
Recorded Books – All formats and genres	22	66"	4	10"		Slanted shelves	264
Total	56						672

Engineering Issues

Telephone Outlets:	None
Computer Outlets:	1 at public catalog station 1 at each viewing/listening station
Electrical Outlets:	1 duplex at public catalog station 1 duplex at each study table 1 duplex at each viewing/listening station service for flat panel television

Reference Collections and Services

2,212 square feet

Function and Design Issues

The reference collections offer customers specific pieces of information and overviews of broad areas of knowledge.

- Public Service Desk
 - 1 seated staff station with computer, telephone, pencil/box/file drawers
 - room for 2 book carts and a secure enclosure for carts when not in use
- collection shelving
- 2 public catalog stations
- 2 four-place tables
- 2 two-place tables
- 4 study carrels
- 12 computer workstations in small groupings to engender a sense of relaxed personal space
- 2 six-place glazed study rooms
- 1 twelve-place study room
- 2 microform reader/printer stations
- 1 microform file
- 1 double-faced index table (small unit)
- 1 atlas stand
- clock

Collection Shelving

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Notes	Square Feet
Open /Closed Reference	8	66"	4	12"		96
Genealogy	8	66"	4	12"	Keyed, glass-fronted shelves	96
Total	16					192

Signage: Reference desk, each collection, range guides, identify each study room
Changeable information placard at each computer workstation

Adjacencies: Primary: General Adult Collection
Secondary: Popular Materials

Engineering Issues

Telephone Outlets:	1 at reference desk
Computer Outlets:	1 at reference desk 1 at each public catalog station 1 at each public computer workstation 1 at each microform reader/printer station 1 at each study room
Electrical Outlets:	2 duplex at reference desk 1 duplex at each public catalog station 2 duplex at public computer workstation 2 duplex at each microform reader/printer station 1 duplex at each study room

Adult Periodicals

1,150 square feet

Functional Description

This area provides for the public's browsing, reading, and study while using the current and back-issue periodical collections.

Design and Layout Issues

- collection shelving
- 4 two-place tables
- 12 lounge chairs with occasional tables
- beverage station

Collection Shelving

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Notes	Square Feet
Current Magazines and Newspapers	18 sections 16 mag, 2 newspapers	66"	4	12"	periodical shelving, 2 sections to have hinged plexiglass covers for newspapers	216
Back-issues Magazines and Newspapers	22	84"	6	12"		264
Total	40					480

Signage: collection name, range guides

Adjacencies: Primary: Popular Materials
Secondary: Reference

Engineering Issues

Computer Outlets:	none
Electrical Outlets:	1 duplex at each study table beverage station

General Adult Print Collections

5,290 square feet

Functional Description

This area provides for the public's reflective reading and quiet study while using the nonfiction, fiction, genre, and large print collections.

Design and Layout Issues

Nonfiction (3,240 square feet)

- collection shelving
- 4 two-place tables
- 1 public catalog station

Fiction, Genre, and Large Print (2,050 square feet)

- collection shelving
- 6 lounge chairs
- 1 public catalog station

Signage: Sign each collection, range guides

Adjacencies: Primary: Reference
Secondary: Popular Materials

Collection Shelving

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Large Print	26	84"	6	10"			312
Fiction	86	84"	6	10"			1,032
Mysteries	24	84"	6	10"			288
Science Fiction	9	84"	6	10"			108
Westerns	5	84"	6	10"			60
Nonfiction, Bio, Oversize	250	84"	6	10"			3,000
Total	400						4,800

Engineering Issues

Computer Outlets:	1 at each public catalog station
Electrical Outlets:	1 duplex at each public catalog station 1 duplex at each study table

Children's Collections and Services

5,716 square feet

Function and Design Issues

The children's department provides the collections and services designed for library users from birth through early middle school as well as parents, teachers, and other care givers. The children's staff provide reader's guidance, reference, and programming services sought by these users. The workroom provides space for program preparation, collection development, and completion of other off-desk duties.

The children's department should have a sense of identity and a sense of separation from the adult portions of the library. The seating, collections, and services are grouped in three major zones; Entry, Young Child, and Elementary.

Entry Zone (698 square feet)

- Public Service Desk:
 - 1 seated staff station with computer, telephone, pencil/box/file drawers
- collection shelving
- 4 computer workstations, seating at each workstation should allow two users.
- 1 public catalog station
- 1 listening/preview station
- family restroom
- clock

Young Child Zone (1,834 square feet)

- collection shelving
- 2 four-place child-height tables
- 4 two-place lounge chairs for parent and child seating
- 6 moveable imaginative seating pieces
- window seats and child seating nooks

The Elementary Zone (2,444 square feet)

- collection shelving
- 4 lounge chairs
- 3 four-place study tables

Children's Program Room (740 square feet)

The children's program room provides a special space for storytelling, crafts, and other group programs. The room should seat 50 children and care givers. Provide the following features:

- coat pegs outside the room
- viewing window at the rear of the room
- telephone, data, power, cable television outlets at the head and rear of the room
- ceiling mounted projection screen
- lighting controlled to allow for different levels and zones of illumination
- a child-height counter with cupboards and two sinks for clean-up after crafts
- 6 folding tables and 40 stack chairs for craft programs
- closet for table/chair storage
- closet for story time prop and craft supply storage

Signage: Public service desk, each collection, range guides, restroom, program room
Changeable information placard at each computer workstation

Adjacencies: Primary: Circulation Desk, Popular Materials / Young Adult
Secondary: Program Room

Collection Shelving

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Number of Other Storage Units	Notes	Square Feet
Children's							
Entry Zone							
New Books	6	66"	4	10"		display shelves - confer with staff / consultant	72
Display					1	confer with staff and consultant	50
Reference	2	66"	4	12"			24
Current Magazines	2	66"	4	12"		periodical shelving	24
Back Issue Mags	2	66"	5	12"			24
Recorded Books	7	66"	6	6"		slanted shelves	84
Book/Tape Kits	4	66"				3 rods for hanging bags per section	48
CD ROMS	1	66"					12
Total	24				1		338
Young Child Zone							
Board Books					6	child-height df multi-compartment bins	30
Easy Fiction Display					6	child-height df multi-compartment bins	30
Easy Fiction	69	45"	3	12"			924
Intermediate Fiction	98	45"	3	12"			240
Total	167				12		1,224
Elementary Zone							
Junior Fiction	69	66"	5	10			828
Nonfiction / Oversize	98	60"	4	10			1,176
Total	167						2,004

Engineering Issues

Telephone Outlets:	1 at public service desk station 2 at program room
Computer Outlets:	1 at public service desk staff station 1 at each public catalog station 1 at each computer workstation 1 at viewing/listening station 2 in program room
Electrical Outlets:	2 duplex at public service desk station 2 duplex at each public catalog station 2 duplex at each computer workstation 1 duplex at each study table outlets in program room
Plumbing:	Sink in program room Restroom

General Staff Workroom

1,266 square feet

Function and Design Issues

The general workroom and offices provide for the general operation of the Library.

Staff Workstations and Office (560 square feet)

- The staff workroom should be glazed to allow a **view to the circulation desk and the public floor**. Provide window treatments to allow the view to be controlled.
- **2 general staff workstations** each with task chair, microcomputer, bar code scanner, telephone, pedestal drawers and files, and room to accommodate 2 book trucks.
- **1 processing/mending work table** with task chair and room for a paper cutter and a working quantity of supplies (such as book jackets on pull-out shelves, glue, tape, media containers) stored convenient to the work surface
- **1 large worktable for volunteers** and project preparation
- **1 mail station** with storage for mailing supplies and staff mail boxes
- **Director's office** with a workstation to accommodate a microcomputer, printer, telephone, and an additional work surface. The office also includes a credenza, 2 four-drawer lateral files, side chair, project table with 4 chairs, 3 sections of shelving, bulletin board, and a coat closet.
- **Shared workroom equipment (386 square feet)**
 - 8 sections of shelving
 - 4 free-standing supply cabinets
 - 1 typing stand
 - 1 bulletin board
 - 15 book carts
 - 1 four-drawer file
 - 1 media equipment cart
 - counter with sink with storage cupboards

Check-in Area (200 square feet)

- 1 seated **check-in station** with task chair with space for a microcomputer, barcode scanner, and re-sensitization equipment.
- Adjacent to the check-in station provide space for 8 book carts for rough sorting of returned materials.
- 2 walk-up material return slots (DVDs and all other materials) should deposit into the reshelving area into large castered book bins. Similarly, the after-hours drive-up return, fire rated receiving closet would be best located in this area if schematically feasible. (See also the lobby and exterior return sections of this document).

Staff Entry (40 square feet)

An exterior door well lit and sheltered from the elements provides for the staff entry.

Server Room (80 square feet)

Glazing should provide a view from the workroom and office into the systems room. Provide 2 fixed racks for mounting digital equipment. Allow the racks and system equipment workstation to stand free from the wall to allow cable servicing. Provide a voice telephone set in the room. Controlled electrical and HVAC service is required. Confer with staff during design development for specific environmental and electrical requirements.

Signage: Staff Workroom

Adjacencies Primary: Circulation
Secondary: Staff Room

Engineering Issues

Telephone Outlets:	1 at each workstation/office 1 at counter 1 at mail counter 1 voice line in server room primary telecom service to server room
Computer Outlets:	2 at each workstation/office 1 at each processing/mending and volunteer work table 1 at counter 1 at mail counter server room - confer
Electrical Outlets:	2 duplex at each workstation/office 2 duplex at processing/mending and volunteer work table 2 duplex at LAN printer/fax station 2 duplex at counter 2 duplex at mail counter 2 duplex at each work table server room - confer
Plumbing	Sink at counter

Staff Room Area

380 square feet

Function and Design Issues

These spaces provide for the personal needs of staff.

Break Room

- counter with above and below cupboards
- sink with disposal and spray nozzle
- full size refrigerator
- microwave
- 2 four-place tables
- 2 lounge chairs
- 1 sofa
- 1 bulletin board
- occasional tables/lamps
- telephone

Coat/Locker Area - coat rack, 8 package lockers, bench, place for wet boots/umbrellas, and full length mirror

Staff Restrooms - described earlier in the program document - the restrooms should not open to the staff room proper

Signage: Staff

Adjacencies Primary: General Staff Workroom
Secondary:

Engineering Issues

Telephone Outlets:	One
Electrical Outlets:	microwave, refrigerator, disposal convenience outlets at counter lamps
Lighting:	lamps as well as ceiling fixtures
HVAC:	exhaust of cooking odors
Plumbing:	Sinks
Other:	cable television outlet

Custodial Services

140 square feet

Functional Description

This custodial closet provides storage for the contract custodial service. Please also note the convenience custodial closet described in the Entry/Vestibule/Lobby section of the program.

Design and Layout Issues

The custodial closet requires a mop sink, 3 sections of industrial shelving, and open floor space for storage of equipment and bulk items. A concrete floor is to be sealed.

Signage: none

Adjacencies Primary: None

Engineering Issues

Electrical Outlets:	convenience outlet
Plumbing:	mop sink

General Storeroom

800 square feet

Function and Design Issues

This space provides space for clean storage, office supplies, building supplies, equipment, parts, shelving parts, seasonal displays, and other items not needed for current use. The storeroom is to provide two work tables with chairs and shelving as specified by staff.

Signage: Staff or none

Adjacencies Primary: General Staff Workroom
Secondary:

Engineering Issues

Telephone:	1 wall hung unit
Electrical:	1 duplex at each worktable other convenience outlets
HVAC:	this room is to be climate controlled

General Building Design Considerations

This section provides recommendations regarding specific design considerations, building components, and equipment requirements.

The public library provides an array of services to a varied constituency. The library service paradigm and service methods can be expected to change with some frequency, now and in the future. An open, flexible structure that can respond to changing needs is very important.

Public libraries also present a number of very specific programmatic requirements. Building design must respond to these needs to allow effective, efficient operation of the library.

The public library is a significant and permanent representation of a community's values. The building's design should engender a sense of permanence and pride. A warm atmosphere should invite the public to enter and feel at ease using the services and resources provided.

Even though aesthetics are very important, the actual function of the facility must be the overriding consideration. Programmatic needs and operational costs must be a constant concern. Durability and ease of maintenance justify a higher initial investment to reduce ongoing operational costs.

The building and its furnishings shall comply with all applicable codes, laws, ordinances and other legal requirements. Particular attention should be called to the Americans with Disabilities Act, which has very specific requirements and general requirements applicable to public libraries. See Federal Register/Vol. 56, No.144/July 26, 1991/page 35520.

Regulations of the Americans with Disabilities Act affect the design, construction, and modification of all public buildings. The architect is responsible for ensuring strict compliance with both the letter and the spirit of the ADA as enacted and as subsequently interpreted.

Exterior Issues

Aesthetics

The building should reflect the community's sensibilities and be compatible with the context of its location.

Public Access

The entrance should be highly visible from all approaches. Approaches should be provided for users arriving by automobile or motorcycle, bicycle, by foot, and for drop-off traffic. Curb cuts must be provided from parking areas and public streets. A ground-level entrance assures ease of access for all users and facilitates staff functions.

Parking

There will be on-site automobile and motorcycle parking for public and staff. There should be signed designation of staff parking and of handicapped parking as required by code. The parking lot should be included in the landscape plan. Green space with trees and other plantings should be used to relieve an otherwise unbroken sea of concrete and vehicles. Racks for bicycles will be provided near the entrance. Racks should be located so as not to impede pedestrian traffic. A drop-off area, set back from traffic flow, should provide for the short term parking of two vehicles.

Landscaping

The landscape plan should provide a pleasant setting for the building. The plan should be simple in layout and in the number of varieties specified. All plant varieties are to be hardy and requiring a minimum of care. Approaches to the building and the parking lot should be an integral part of the landscape plan.

Stones, gravel, or other hard, loose materials are not acceptable. Low maintenance-ground cover is preferred to grass. Beds of flowers are not appropriate because of the care required. The landscape plan should provide for the screening of exterior mechanical and refuse areas.

Exterior Signage

An attractive illuminated sign will be provided to announce the library's presence. A lighted hours of operation and message board will be provided at the building entrance. Signs should be provided to identify the book and media returns. All signage will be designed by the architect, or under the firm's direction for inclusion in the general contract.

Exterior Materials

All exterior building materials should have a permanent or durable finish as to not require frequent painting, staining, or other maintenance. The use of wood should be kept to a minimum.

Exterior Lighting

The parking lot, flag pole(s), public entrance, staff entrance, service and emergency exits should be well lit at dusk and at night. All exterior lighting should be controlled by photocells. Fixtures specified should use long-life lamps. Any bollard lamps employed should be vandal-resistant and parts should be available locally or through a regional distributor.

Utility Outlets

Keyed outlets for water and electricity should be located on all sides of the building. Hose bibs should be self-draining.

Security

The landscape, building, and lighting plans should seek to reduce vandalism and to enhance the personal safety of public and staff.

Interior Issues

Design Structure

The building should be designed on the module principle consistent with 42" shelving aisles. The bay must be as large as the budget allows and must reflect the three foot standard library shelving module. Some program areas such as the entrance area or meeting room may call for bays different from the standard module.

No interior load-bearing walls will be accepted. Interior walls must allow for flexibility in the future configuration of services. When necessary, interior columns should be placed for minimum interference with circulation, visibility, and furnishing layouts. All floors must be capable of supporting fully-loaded 92" high book stacks. Minimum floor loading must provide for 150 pounds per square foot.

Lighting

Lighting levels in public libraries are a significant issue that must be systematically addressed by the architect. A considered combination of controlled natural lighting and artificial lighting should provide appropriate, glare free illumination for the standing browser and seated reader. Special care is to be taken to prevent veiled reflection or glare in areas where monitors or microform equipment is in use.

Lighting levels should be as follows:

Public study areas - 30 to 40 foot candles measured horizontally at desk top level. May be augmented by task lighting where appropriate.

Public service counters/desks - 50 foot candles measured horizontally at work surface.

Shelving ranges - 6 foot candles minimum measured vertically at 12" off the floor and 30 foot candles maximum measured vertically at any height to achieve approximately a 5 - 1 maximum to minimum ratio across the entire stack face.

Microfilm, video viewing areas – review with library staff.

Staff workrooms/offices - 50 foot candles average measured horizontally at desk height.

Conference or study rooms - 30 to 40 foot candles measured horizontally at desk top level.

Large meeting rooms - 40 foot candles average with all lights on, separate controls for lighting of podium area at front of room. Lighting should be controlled or switchable to produce 2 foot candles for note taking during media presentations. Note-taking light should not spill onto projection screen or monitors.

Fluorescent fixtures with electronic ballasts should be used for ambient lighting. Metal halide or high pressure sodium lamps should be used with caution because of their poor color rendering and consistency, warm-up time, and potential for glare. Occupancy sensors should be considered for infrequently used spaces. Special effect lighting is only appropriate for display areas. The variety of fixtures and lamps must be kept to a minimum to simplify the supply, inventory, and maintenance processes. Incandescent fixtures are only appropriate for closets and similar applications.

Fixture layout in the public areas should whenever possible, provide the required lighting level regardless of shelving or seating arrangements. Independence of lighting levels and furnishing layouts is a desired goal. Ease of lamp replacement is important. All fixtures should be easily accessible using ladders.

Twenty-four hour path lighting should be provided in all major areas of the building. Emergency lighting is to be provided in all areas of the building to meet or exceed code requirements. A master switching panel is to be located in the staff areas of the public service desk or workroom. Use of circuit breakers for this purpose is not appropriate. Each major area of the building is to be separately controlled and the controls permanently labeled. A master switch should provide that the entire building's lights may be switched with ease. Individual rooms must have switched lighting.

Electrical Service

The number and location of all electrical outlets will be reviewed with the library planning team to determine adequacy. Adequate electrical service will be provided for both present and future configurations of equipment. Evenly spaced runs of wall, counter, and floor outlets should be provided in work rooms, public service desk areas, media areas, and catalog areas to create maximum flexibility. Flush, capped floor outlets are to be provided in a grid that enables planned deployment of equipment as well as flexibility for future needs.

Electrical service to the systems room for digital equipment closet should be provided from a grounded, independent breaker panel. Uninterrupted power supply equipment will be provided as necessary by the library.

Architects should review with the library planning team to identify equipment that may require special fixtures or power requirements. Theft detection system electrical service and wiring conduit should be provided at the circulation desks and the entrance/lobby.

All supply and breaker panels shall be permanently labeled. Breaker panels shall be keyed.

Heating/Ventilation/Air-conditioning

Adequate heating and air conditioning with proper control is essential, with particular attention to quiet operation. Controls, vent locations and other mechanical elements must not conflict with the complete flexibility of the furnishing layout. Review all locations with the library planning team.

Thermostats must provide zoned control for all public areas and independent control for individual rooms. Thermostats in public areas must be secure from tampering. Special attention should be paid to small rooms such as study rooms or microcomputer and media labs.

No license shall be required to operate any of the mechanical equipment. All equipment, panels, pumps, and supply piping shall be permanently labeled. All mechanical service, hardware, and mechanical equipment should be locally available.

Entrances

There will be only one public entrance/exit, at ground level with no barriers to those with disabilities. Automatic lateral door openers shall be provided.

Doors

All exterior doorways should have an overhang with proper drainage to keep snow and rain from the immediate area. They should be at ground level, with flush thresholds, and present no obstacle to wheeled carts. All interior doors should be at least 36" wide. Closer, kick-plates, and hold-back hardware for all doors should be reviewed with the library planning team. All passage doors shall have a lite for safety.

Windows

Window location must not affect layout and use of shelving, furniture, and equipment.

Selected windows in all public and staff areas should open to allow ventilation in the event of mechanical failure. Window hardware should allow only staff operation. Windows should be located if possible to admit winter sun and be shaded from the summer sun. Glare from sunlight is to be avoided.

Window lites should be non-glare or tinted and should be insulated or triple glazed. All frames should include a thermal break design.

Materials/Finishes/Colors

Public libraries are high traffic buildings and, like other public buildings, subject to some abuse. Libraries also have little money for maintenance and replacement. Because of this dichotomy the materials and finishes selected during construction should emphasize durability, long life, and low maintenance. Any higher initial costs may be justified by the reduction in operating costs as well as the aesthetics.

A holistic approach should be used in selecting colors used in the building to include building fixtures, furnishings, carpeting, and all other surfaces. This is most easily accomplished by including the project's interior designer in all of these discussions. All materials, finishes, and colors selected must be reviewed by the library planning team.

Doors, counter fronts, outside corners, and so on will take a beating and should be protected by caps, moldings, plates, or other hardware.

Counter tops receive significant wear and should be surfaced with extremely durable materials.

Children will climb on, knock over, run into, or pull down any furnishings and fixtures to which they have access. Stability and rounded corners are required characteristics in furnishings and fixtures.

Carpeting should be used in the entire building except in the entry, lobby, rest rooms, mechanical and store rooms, custodial areas, and any extremely high traffic areas.

Carpet specified should be a high quality, commercial grade of high density. Carpet for computer rooms should be anti-static. Materials and colors should be selected for low maintenance and the ability to mask soiling. Carpet should be glued to slab. A pad should be specified only in single purpose child storytelling areas. If carpet tiles are used the adhesive employed should allow lifting and replacement of tiles.

Recommended floor coverings for non-carpeted areas:

- Entrance, lobby, restrooms - Ceramic tile, quarry tile, brick pavers.
- Custodial, storage, mechanical, receiving, garage- sealed concrete
- Storage closets, service corridors - resilient tile

Telephone

Telephone service to the building and its terminating block should be located in an area suitable for the siting and installation of a local telephone system processor. Two duplex electrical outlets should be provided at this location. The library may select and acquire a telephone system processor and telephone sets separately but all internal wiring for telephone service throughout the building is to be included in the general contract. The architect must review with the library planning team locations specified for telephone service. Telephones for public use should be installed in the lobby and meet all ADA requirements.

Public Address

A public address system will serve all areas of the building, both public and staff. The amplifier and microphone will be located in the circulation desk area. The system shall be zoned so that public announcements may be targeted to one of the following specific building areas or any combination of areas: meeting rooms; general public areas; staff areas.

Local Computer Systems

Network Systems Room

- A closet will be provided to house central computing equipment. It will be sized to provide room for a network equipment rack(s) appropriate in size to house patch panels and hubs or switches defined by the number of planned computer installations in the building
- It will be located with consideration to cabling requirements
- This closet will be placed on a separate, grounded electrical circuit
- It will have cable management equipment to control cable from entry point to patch panel
- The closet will have a locking door, appropriate ventilation and lighting
- It will be composed of non-conductive materials
- It should be environmentally controlled so as not to exceed a temperature of 80 degrees Fahrenheit, and humidity level of 60%. Supply air to the closet should be filtered.

Cabling Backbone

- Multi Mode Fiber Optic Cable (FDDI) will be used as a "Backbone" to connect installations on multiple floors of one building, in connected buildings, or when cable runs exceed 300 feet.
- All fiber runs will be "home runs" from the main communications closet, not to exceed 2 Kilometers without amplification.

Cabling

- Category 5E (minimum), unshielded twisted pair (UTP) cabling shall be used. Plenum cable will be provided as needed based on construction characteristics of the planned building.
- Cabling will be warranted for 10 years from installation
- All cable troughs or other support will provide for cable to be supported by permanently attached supports at intervals close enough to ensure no visible sag. All equipment attached to walls must be secured properly.
- Cabling will be terminated in the Communications closet at a patch panel.
 - Patch panel will be flat faced with RJ-45 Cat5E jacks and will support at least a 25% increase in connections to have room for growth.
 - Patch panels will be provided in multiples of 24, to support the number of cable drops specified in building plan + 20% to allow for expansion
- Cabling will be terminated in wall-mounted plates with space for numbering of outlets.
- Floor mounted outlets will be terminated in such a way as to be flush to the floor with cover or gate to shield plug from kicking or other damage
- Outlets to be terminated in pre-wired furnishings will be done to the specification of the furnishing manufacturer

- Cable terminations and Patch Panel terminations will be numbered in a consistent way. The workstation terminations will be color-coded using orange to indicate a data outlet.
- 2 copies of a cable map showing locations and number of each cable drop will be provided at completion of the project
- Cables will be tested to meet the Gigabit over Ethernet standard. Documentation of all tests will be provided at the completion of the project.

Emergency Systems

A comprehensive security system should provide detectors on all external doors and motion detectors in strategic internal locations. The system should be tied to the Police or security service panel as appropriate. An external arm/disarm control should be located at the staff entrance. The main system panel should be located in the circulation staff area. The panel should be able to indicate which device or zone has been tripped.

A fire alarm system should be provided and tied to the Fire Department's panel if possible. Product of combustion and heat sensing devices should be located as appropriate. The main panel should be located in the circulation staff area and be able to indicate which device or zone has been tripped.

Emergency exit doors should be equipped with either exit alarms or electromagnet devices that hold the doors closed except when released by the fire alarm's activation or when specifically overridden. The electromagnets can be wired not only to the fire alarm system but also to the burglar alarm panel so that the panel's zone bypass switches can be used to switch the electromagnets as well.

Signage/Graphics

Signage should be utilized throughout the building to provide direction and to identify major service areas, individual offices, and specific functions or features. A general building directory is required. Signage for each shelving range is also included in the project's scope. The signage should be attractive, legible, and an integral part of the interior design. Signage selected should be serviced or produced locally. Stack signage should be able to be modified on site.

Clocks

Clocks should be provided in all general staff workrooms, staff room, meeting room, and in general public areas as necessary for easy visibility. A central clock system is required.

Furnishings

The architect should work with the library planning team to determine the type and quantities of existing furnishings that may be used in the new facility, especially workrooms and storage areas. Moveable furniture is preferred to fixed millwork with the exception of primary public service desks.

Shelving

Most people come to the library to use the collections. Their library experience can be determined in great part by the shelving that organizes and displays the collection, by the layout and appearance of the shelving itself. Shelving may represent the largest expenditure the library will make for equipment or furnishings.

Sway-braced or welded metal frames with wood end panels are recommended. Back-stop bands are always required when appropriate. Review preferences with library planning team if canopy tops are to be installed. If selected, canopy tops may be metal for 84" and taller shelving; all other heights should use wood tops.

Shelving Layout

Shelving must be arranged to provide the public a logical sequence and flow for each collection. Shelving must be arranged to provide staff at the primary and children's public service desks a clear line of sight and the maximum visual supervision of aisles in the shelving layout. This is to aid both patron assistance and security.

Shelving ranges should be at least 15 feet in length (5 sections) and no more than 21 feet in length (7 sections). Double faced, free-standing ranges are preferred over single-faced, wall-mounted shelving in public areas. Single-faced shelving is most useful in an office or workroom setting. Main aisles should be 60 inches wide and side aisles 42 inches in width.

Millwork

Custom millwork should be kept to a minimum. Standard furniture and furnishings available in modular units should be used whenever possible to enable response to changing service needs and future expansion.

Storage cabinets and counters in staff workrooms should be free-standing and modular. They should be able to be moved without major disruption to the walls whenever possible.

Furniture

Furniture selection should emphasize durability and maintenance as well as appearance. Strength of construction and the ability to replace components should be a prime consideration. Standard, stock items should be specified.

Budget permitting, a small inventory of replacement parts and materials should be included in the specifications. It is helpful to provide this additional stock so that replacements will be from the dye lots or manufacturing runs. The following items and amounts are recommended:

Wall Coverings	3 percent
Ceiling Tile	3 percent
Carpet	3 percent
Vinyl Tile	3 percent
Wall Base Trim	3 percent
Ceramic Tile	3 percent
Paint	5 percent

Table chairs should be of all-wood construction. Upholstery that can be removed on site is advantageous.

Partitions used in office landscaping should be standard, modular units rather than custom units.

Moveable furniture and equipment must be equipped with carpet casters.

The library planning team should be allowed to inspect and evaluate furnishing selections whenever possible prior to approval.

Equipment

The library will independently acquire through its own purchasing procedures media, circulation, computer and office equipment and these costs are part of the total project budget. The architect will be responsible for the provision of the necessary space, power, cabling, and related furniture.

Locks

A zoned master and grand master keying system, as simple as possible, should be developed in consultation with the library planning team. A key case and key management system should be provided.

Book Drop

The drive-up book and media returns should deposit in a fire-rated room. Each return slot must be well signed and at a convenient height for both automobiles and vans. Locked depository units should be specified. The interior lobby returns should deposit into the check-in/reshelving area. Separate returns are provided for books and media items to minimize damage to media items. The returns should be installed at a height above the interior floor that permits use of depressible carts beneath the returns. When use is heavy the carts may be replaced with a fire-resistant pad.

Display Fixtures

Public bulletin boards for display of public notices should be flush-mounted and provide a locking glass cover. Brochure racks should be flush-mounted or recessed, free-standing units.

Public Forum Comments

Two public meetings were held to gather ideas and comments for use in planning library service and space needs. The meetings were intended to elicit resident suggestions for specific improvements in the library building and services. Each session lasted for one hour. After brief introductory remarks, the meetings were open forums for resident comments. The following notes were made by the library building consultant in the course of the meetings. The comments are not literal transcriptions because of the pace of discussions.

September 26, 2005
7:00 – 8:00 PM

1. New library should offer a welcoming feeling with space to sit, relax and read.
2. Natural light is critical in the new library.
3. Space is needed for cultural and educational programs such as speakers, book discussions, author events, films.
4. Need to expand the number of computer stations for public use.
5. Lighting in the current library is very poor – new library should have good lighting.
6. Access to the public computers should be controlled by a self-service booking system.
7. Self-service check-out systems at other libraries are very helpful.
8. Likes the library's coffee service, should expand to include lemonade or another non-caffeine beverage.
9. A larger children's area is needed – the current space is entirely inadequate.
10. Much of the shelving in the children's department is too tall.
11. Additional children's programs during the school year are needed.
12. Back issue periodicals should be located on the public floor for easy access.
13. Parking is a real problem at the library's current location.
14. Study rooms would be helpful for those seeking quiet study space or for small group projects.
15. Décor in the children's department should be interesting and engaging.
16. An area for teens is needed, not in the children's department.
17. Access to the library should be easier, fewer doors to go through.
18. Customer access to restrooms is very limited after City Hall closes for the day.
19. Would like greater access to research databases. The library should promote those databases now available.
20. The layout of the library should create interesting nooks in which to locate portions of the collections and specific services.
21. Window seats would make an interesting environment.
22. Security gates to limit theft may be needed.
23. Keep a focus on the library's collections – they are currently a real strength of the library.
24. Likes the new comfortable lounge chairs at the library.
25. Library should have a sense of coziness.
26. The staff makes the library special, they provide great service.
27. There should be room for researchers' papers at the microform stations.
28. Continue to embrace new technologies and be open to new formats.

September 27 2005
10:00 – 11:00 AM

1. Library needs windows and natural light.
2. The library should a program area separate from the library's reading room and computers. The library should offer space for community and cultural activities.
3. A bigger children's area is needed with a more appropriate design.
4. The library should include space for the visual arts, allow for displays of local artists.
5. Would like the library to include a collection of audio recordings.
6. Expand the sheet music collection.
7. A piano should be included in a program room.
8. Create a separate area for public computing.
9. More parking is sorely needed.
10. Create a special are for teens.
11. The library should include a space for small groups to hold meetings.
12. Likes the idea of a combined library because it limits duplication.
13. Would like Sunday hours.
14. A marquee-like venue is needed to call attention to up-coming library programs.
15. Most of those attending the forum liked the DMACC location for a new public library.
16. Provide vending machines for customers wanting a snack.
17. Not interested in selfcheck machines, too impersonal
18. The children's department should have a style and design that appeals to children.
19. The building's architecture should be classic and lasting in its style.
20. The building should be energy efficient.
21. Would like an outdoor seating area.
22. Please provide a good lighting system in the new building.
23. Lighting in the stack area must be improved.
24. Think about long term maintenance and durable finishes in the new building.
25. The current library location is convenient to senior apartments.
26. Most people drive to the library.
27. Concerned about potential cost of the project.