

PSA  Dewberry

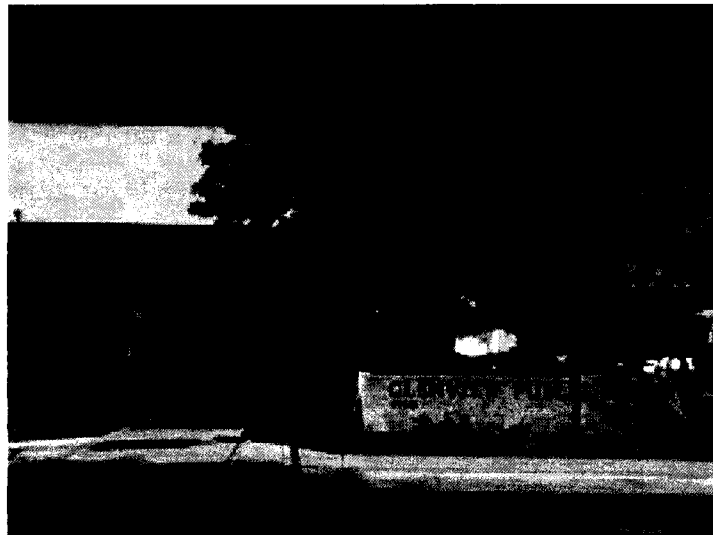
A LIBRARY

BUILDING PROGRAM

FOR THE

GLENVIEW PUBLIC LIBRARY

The Village of Glenview, Illinois



September 6, 2006
Final Report

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STATEMENT REGARDING STUDY METHODOLOGY

This Building Program Document was developed under the direction of the Glenview Library Joint Administrative Committee (GLJAC) between February and July of 2006. This document is part of a larger Feasibility Study, which has as its basis the GLJAC approved "Library Vision Statement" which is included herein.

After this Vision Statement was developed, a list of peer libraries was selected (refer to page 18, Tab 2). These peers, largely members of the North Suburban Library System (NSLS), were used both as benchmarks and as reasonability checks.

PSA-Dewberry next held a series of planning meetings with the Library's management team to develop the actual needs. These needs (collection sizes, number of computers, types and capacities of seating, etc.) were identified by considering the Library's current size and amenities in light of an evaluation of current acceptability, and in light of an anticipation of future trends. The provisions of previous Library studies were not and are not included in these considerations.

Once the needs were identified, PSA-Dewberry converted the needs to spatial requirements. The management team then reviewed these spatial requirements, and recommended modifications. Additionally, spatial adjacencies were developed for each area.

PSA-Dewberry then worked with the GLJAC over a series of six (6) meetings in which the entire Program was reviewed, evaluated, and modified in accordance with the discussions which ensued.

This document is based upon a variety of different criteria. This Program for the Glenview Public Library is governed by:

1. Library Vision Statement
2. Anticipated growth in Library service population
3. Anticipated demographic trends
4. Illinois Library Association (ILA) "Serving Our Public" guidelines
5. Comparison with identified peer libraries
6. Rules of thumb
7. Professional judgment/experience
8. Specific requirements set by the Glenview Public Library

Relative to item #8, specific requirements were established in the following areas:

1. Size and number of public meeting rooms
2. Size of Youth Services space
3. Size of General Storage space
4. Friends of the Library Facilities
5. Café

This report is based on a series of assumptions that may or may not be accepted by the Library Board during its design process. The assumptions were made in order to develop a framework for comparative analysis of the two primary development options: new construction or renovation-addition. The information contained herein does not reflect agreement between the Library and Village regarding facility or funding needs.

SPACE NEEDS SUMMARY

A. Entry/Circulation Services	7,190 SF
B. Technical Services	2,125 SF
C. Youth Services	14,290 SF
D. Adult Services: Reference	17,965 SF
E. Adult Services: Reader's Services	16,040 SF
F. Technology	2,590 SF
G. Meeting Rooms	5,490 SF
H. Administration	2,530 SF
I. Café	1,060 SF
J. Staff Support	4,700 SF
TOTAL ASSIGNED AREA	73,980 SF
MEP Space (5%)	3,699 SF
<hr/>	
TOTAL NET AREA	77,679 SF
Efficiency Factor (20%)	15,536 SF
<hr/>	
GROSS BUILDING AREA	93,215 SF

Summary of Assignable Spaces

SECTION A	ENTRY/CIRCULATION SERVICES	New	Existing	New SF	Exst. SF
				7,190	3,290
	1. Entry Vestibule	350	250		
	2. Lobby/Traffic Dispersal	1,250	820		
	3. Circulation Desk	825	900		
	4. Copier Center	250			
	5. Drive-up Returns	110			
	6. Drive-up Services Window	125			
	7. Circulation Workroom	1,830	1,050		
	8. Department Head Office	195			
	9. Public Restrooms	800	270		
	10. Gallery	500			
	11. "Friends" Book Sale Room	955			
SECTION B	TECHNICAL SERVICES			2,125	650
	1. Technical Services Workroom	1,855	650		
	2. Supply Closet	75			
	3. Department Head Office	195			
SECTION C	YOUTH SERVICES			14,290	6,750
	1. Public Services Desk	850	350		
	2. Pre-School	2,925	1,250		
	3. Play Area	640	100		
	4. Juvenile	5,675	2,830		
	5. Parenting	155	100		
	6. JI-HI	380	540		
	7. Audio/Visual	860	700		
	8. Program Room	720			
	9. Program Room Table/Chair Storage	200			
	10. Group Study Rooms	300	140		
	11. Stroller Parking	160	50		
	12. Youth Services Workroom	1,110	540		
	13. Department Head Office	195	80		
	14. Family Restrooms	120			
SECTION D	ADULT SERVICES: REFERENCE			17,965	12,640
	1. Public Service Desk	605	300		
	2. General Reference	1,780	1,760		
	3. Business Reference	775	910		
	4. Consumer Health	755	600		
	5. Back Issues Periodicals	775	440		
	6. Genealogy/Local History	1,065			
	7. Non Fiction	9,485	7,830		
	8. Quiet Study	580			
	9. Group Study Rooms	780			
	10. Reference Workroom	1,170	600		
	11. Department Head Office	195			
SECTION E	ADULT SERVICES: READER'S SERVICES			16,040	9,075
	1. Public Services Desk	585	350		
	2. Fiction	5,250	4,815		
	3. New Books/Rental	290	300		
	4. Large Print	780	500		
	5. Paperbacks	335	170		
	6. ESL Collection	900			
	7. Book Discussion Collection	375			
	8. Periodicals	2,880	1,490		
	9. Audio/Visual Collection	2,225	1,430		
	10. High School Reading Area	1,080	400		
	11. Workroom	1,145	720		
	12. Department Head Office	195			

SECTION F	TECHNOLOGY	New	Existing	New SF	Exst. SF
	1. Technology Lab	835	210	2,590	1,680
	2. Casual Computing Area	1,255	1,150		
	3. Workroom	350			
	4. Server Room	150	320		
SECTION G	MEETING ROOMS			5,490	1,880
	1. Public Meeting Room	3,570	1,480		
	2. Kitchenette	170	110		
	3. Table/Chair/ Equipment Storage	410	340		
	4. Multi-Purpose Room	1,340			
SECTION H	ADMINISTRATION			2,530	1,145
	1. Executive Librarian Office	395	250		
	2. Office Manager's Office	190			
	3. Asistant Director's Office	225			
	4. Human Resources Office	165			
	5. Public Relations Office	195	330		
	6. Reception Area	545	500		
	7. Graphic Artist	335			
	8. Board Room	480	290		
SECTION I	CAFÉ			1,060	
	1. Retail Space	760			
	2. Proportion/ Storage	300			
SECTION J	STAFF SUPPORT			4,700	1,450
	1. Staff Lounge	800	370		
	2. Staff Restrooms	200	90		
	3. Janitorial Closets	100	30		
	4. Receiving/Delivery	350	440		
	5. General Storage	2,500			
	6. Yard Room	90			
	7. Maintenance Workroom	660	520		
	ASSIGNABLE SPACE			73,980	36,560
	Unassignable			19,235	14,340
	GROSS BUILDING AREA			93,215	50,900

Collection Summary

SECTION A	ENTRY/CIRCULATION SERVICES	<u>New</u>	<u>Existing</u>
	1. Entry Vestibule		
	2. Lobby/Traffic Dispersal		
	3. Circulation Desk		
	4. Copier Center		
	5. Drive-up Returns		
	6. Drive-up Services Window		
	7. Circulation Workroom		
	8. Department Head Office		
	9. Public Restrooms		
	10. Gallery		
	11. "Friends" Book Sale Room		
SECTION B	TECHNICAL SERVICES		
	1. Technical Services Workroom		
	2. Supply Closet		
	3. Department Head Office		
SECTION C	YOUTH SERVICES		
	1. Public Services Desk	200	
	2. Pre-School	24,560	22,203
	3. Play Area		
	4. Juvenile	65,900	54,646
	5. Parenting	900	836
	6. JI-HI	2,900	2,640
	7. Audio/Visual	9,655	9,194
	8. Program Room		
	9. Program Room Table/Chair Storage		
	10. Group Study Rooms		
	11. Stroller Parking		
	12. Youth Services Workroom		
	13. Department Head Office		
	14. Family Restrooms		
SECTION D	ADULT SERVICES: REFERENCE		
	1. Public Service Desk	100	
	2. General Reference	13,400	16,750
	3. Business Reference	1,540	1,409
	4. Consumer Health	800	
	5. Back Issues Periodicals	55,800	65,000
	6. Genealogy/Local History	908	368
	7. Non Fiction	124,000	111,753
	8. Quiet Study		
	9. Group Study Rooms		
	10. Reference Workroom		
	11. Department Head Office		
SECTION E	ADULT SERVICES: READER'S SERVICES		
	1. Public Service Desk	200	
	2. Fiction	48,000	36,760
	3. New Books/Rental	600	199
	4. Large Print	5,800	5,046
	5. Paperbacks	12,000	8,694
	6. ESL Collection	10,100	8,450
	7. Book Discussion Collection	4,300	3,800
	8. Periodicals	493	493
	9. Audio/Visual Collection	33,500	26,520
	10. High School Reading Area	5,500	3,189
	11. Workroom		
	12. Department Head Office		

SECTION F	TECHNOLOGY	<u>New</u>	<u>Existing</u>
	1. Technology Lab		
	2. Casual Computing Area		
	3. Workroom		
	4. Server Room		
SECTION G	MEETING ROOMS		
	1. Public Meeting Room		
	2. Kitchenette		
	3. Table/Chair/ Equipment Storage		
	4. Multi-Purpose Room		
SECTION H	ADMINISTRATION		
	1. Executive Librarian Office		
	2. Office Manager's Office		
	3. Assistant Director's Office		
	4. Human Resources Office		
	5. Public Relations Office		
	6. Reception Area		
	7. Graphic Artist		
	8. Board Room		
SECTION I	CAFÉ		
	1. Retail Space		
	2. Proportion/ Storage		
SECTION J	STAFF SUPPORT		
	1. Staff Lounge		
	2. Staff Restrooms		
	3. Janitorial Closets		
	4. Receiving/Delivery		
	5. General Storage		
	6. Yard Room		
	7. Maintenance Workroom		
	ASSIGNABLE SPACE		
	Unassignable		
	GROSS BUILDING AREA		
	* Books		
	Youth	94,460	80,325
	Adult Reference	140,748	130,880
	Adult Reader's Services	86,500	66,138
	TOTAL Books	321,708	276,743
			(+ 16.2%)
	* Audio Visual		
	Youth	9,655	9,194
	Adult	33,500	26,520
	TOTAL AV	43,155	35,714
	* Periodicals		
	605 Magazines	605	605
	15 Newspaper	15	15
	TOTAL	620	620

Reader Seating Summary

SECTION A	ENTRY/CIRCULATION SERVICES	Study	Casual	Misc.	Total
	1. Entry/Vestibule				
	2. Lobby/Traffic Dispersal			2	2
	3. Circulation Desk				
	4. Copier Center				
	5. Drive-up Returns				
	6. Drive-up Services Window				
	7. Circulation Workroom				
	8. Department Head Office				
	9. Public Restrooms				
	10. Gallery				2
	11. "Friends" Book Sale Room				2
SECTION B	TECHNICAL SERVICES				2
	1. Technical Services Workroom				
	2. Supply Closet				
	3. Department Head Office				
SECTION C	YOUTH SERVICES				
	1. Public Services Desk				
	2. Pre-School	14	8		22
	3. Play Area		6	4	10
	4. Juvenile	34	7	6	47
	5. Parenting	4			4
	6. JI-HI		6		6
	7. Audio/Visual				
	8. Program Room				
	9. Program Room Table/Chair Storage				
	10. Group Study Rooms	8			8
	11. Stroller Parking				
	12. Youth Services Workroom				
	13. Department Head Office				
	14. Family Restrooms				
SECTION D	ADULT SERVICES: REFERENCE				97
	1. Public Service Desk				
	2. General Reference	14	2		16
	3. Business Reference	9	2		11
	4. Consumer Health	12	2		14
	5. Back Issues Periodicals	2			2
	6. Genealogy/Local History	10			10
	7. Non Fiction	4	6	6	16
	8. Quiet Study	8	8		16
	9. Group Study Rooms	28			28
	10. Reference Workroom				
	11. Department Head Office				
SECTION E	ADULT SERVICES: READER'S SERVICES				113
	1. Public Service Desk				
	2. Fiction	8	10	4	22
	3. New Books/Rental		2	2	4
	4. Large Print			2	2
	5. Paperbacks			4	4
	6. ESL Collection				
	7. Book Discussion Collection				
	8. Periodicals	40	16		56
	9. Audio/Visual Collection			7	7
	10. High School Reading Area	4	6		10
	11. Workroom				
	12. Department Head Office				
					105

		Study	Casual	Misc.	Total
SECTION F	TECHNOLOGY				
	1. Technology Lab				
	2. Casual Computing Area				
	3. Workroom				
	4. Server Room				
SECTION G	MEETING ROOMS				
	1. Public Meeting Room				
	2. Kitchenette				
	3. Table/Chair/ Equipment Storage				
	4. Multi-Purpose Room				
SECTION H	ADMINISTRATION				
	1. Executive Librarian Office				
	2. Office Manager's Office				
	3. Assistant Director's Office				
	4. Human Resources Office				
	5. Public Relations Office				
	6. Reception Area				
	7. Graphic Artist				
	8. Board Room				
SECTION I	CAFÉ				
	1. Retail Space				
	2. Proportion/ Storage				
SECTION J	STAFF SUPPORT				
	1. Staff Lounge				
	2. Staff Restrooms				
	3. Janitorial Closets				
	4. Receiving/Delivery				
	5. General Storage				
	6. Yard Room				
	7. Maintenance Workroom				
TOTAL READER SEATS		199	81	37	317

Computer Workstation Summary

SECTION A	ENTRY/CIRCULATION SERVICES	Public		Staff	Total
		OPAC	Workstation		
	1. Entry/Vestibule				
	2. Lobby/Traffic Dispersal			4	4
	3. Circulation Desk				
	4. Copier Center				
	5. Drive-up Returns				
	6. Drive-up Services Window			1	1
	7. Circulation Workroom			7	7
	8. Department Head Office			1	1
	9. Public Restrooms				
	10. Gallery				
	11. "Friends" Book Sale Room				
					13
SECTION B	TECHNICAL SERVICES				
	1. Technical Services Workroom			12	12
	2. Supply Closet				
	3. Department Head Office			1	1
					13
SECTION C	YOUTH SERVICES				
	1. Public Services Desk			4	4
	2. Pre-School	1	5		6
	3. Play Area				
	4. Juvenile	5	16	6	21
	5. Parenting				
	6. JI-HI				
	7. Audio/Visual	1			1
	8. Program Room				
	9. Program Room Table/Chair Storage				
	10. Group Study Rooms				
	11. Stroller Parking				
	12. Youth Services Workroom			6	6
	13. Department Head Office			1	1
	14. Family Restrooms				
					39
SECTION D	ADULT SERVICES: REFERENCE				
	1. Public Service Desk			3	3
	2. General Reference	2	6		8
	3. Business Reference	1	2		3
	4. Consumer Health	1	2		3
	5. Back Issues Periodicals	1			1
	6. Genealogy/Local History	1	2		3
	7. Non Fiction	5			5
	8. Quiet Study				
	9. Group Study Rooms				
	10. Reference Workroom			5	5
	11. Department Head Office			1	1
					32
SECTION E	ADULT SERVICES: READER'S SERVICES				
	1. Public Service Desk			3	3
	2. Fiction	4			4
	3. New Books/Rental				
	4. Large Print				
	5. Paperbacks	1			1
	6. ESL Collection				
	7. Book Discussion Collection				
	8. Periodicals	1			1
	9. Audio/Visual Collection	2	1		3
	10. High School Reading Area	1	4		5
	11. Workroom			6	6
	12. Department Head Office			1	1
					24

SECTION	TECHNOLOGY	Public		Staff	Total
		OPAC	Workstation		
SECTION F	1. Technology Lab		16	1	17
	2. Casual Computing Area		54*	1	55
	3. Workroom			3	3
	4. Server Room				
					75
SECTION G	MEETING ROOMS				
	1. Public Meeting Room				
	2. Kitchenette				
	3. Table/Chair/ Equipment Storage				
SECTION H	ADMINISTRATION				
	1. Executive Librarian Office			1	1
	2. Office Manager's Office			1	1
	3. Assistant Director's Office			1	1
	4. Human Resources Office			1	1
	5. Public Relations Office			1	1
	6. Reception Area			2	2
	7. Graphic Artist			1	1
8. Board Room					
					8
SECTION I	CAFÉ				
	1. Retail Space				
	2. Proportion/ Storage				
SECTION J	STAFF SUPPORT				
	1. Staff Lounge				
	2. Staff Restrooms				
	3. Janitorial Closets				
	4. Receiving/Delivery				
	5. General Storage				
	6. Yard Room				
7. Maintenance Workroom					
COMPUTER TOTALS		27	108	69	204

* includes 30 laptops for patron use

Space Location Information

SECTION A	ENTRY/CIRCULATION SERVICES	New	Renovation/A
		Construction	ddition
	1. Entry Vestibule	E	E
	2. Lobby/Traffic Dispersal	E	E
	3. Circulation Desk	E	E
	4. Copier Center	E	E
	5. Drive-up Returns	E	E
	6. Drive-up Services Window	E	E
	7. Circulation Workroom	E	E
	8. Department Head Office	E	E
	9. Public Restrooms	E	E
	10. Gallery	E	E
	11. "Friends" Book Sale Room	E	E
SECTION B TECHNICAL SERVICES			
	1. Technical Services Workroom	E or UL	E or UL
	2. Supply Closet	E or UL	E or UL
	3. Department Head Office	E or UL	E or UL
SECTION C YOUTH SERVICES			
	1. Public Services Desk	E	E
	2. Pre-School	E	E
	3. Play Area	E	E
	4. Juvenile	E	E
	5. Parenting	E	E
	6. JI-HI	E	E
	7. Audio/Visual	E	E
	8. Program Room	E	E
	9. Program Room Table/Chair Storage	E	E
	10. Group Study Rooms	E	E
	11. Stroller Parking	E	E
	12. Youth Services Workroom	E	E
	13. Department Head Office	E	E
	14. Family Restrooms	E	E
SECTION D ADULT SERVICES: REFERENCE			
	1. Public Service Desk	UL	UL
	2. General Reference	UL	UL
	3. Business Reference	UL	UL
	4. Consumer Health	UL	UL
	5. Back Issues Periodicals	UL	UL
	6. Genealogy/Local History	UL	UL
	7. Non Fiction	UL	UL
	8. Quiet Study	UL	UL
	9. Group Study Rooms	UL	UL
	10. Reference Workroom	UL	UL
	11. Department Head Office	UL	UL
SECTION E ADULT SERVICES: READER'S SERVICES			
	1. Public Service Desk	E	E
	2. Fiction	E	E
	3. New Books/Rental	E	E
	4. Large Print	E	E
	5. Paperbacks	E	E
	6. ESL Collection	E	E
	7. Book Discussion Collection	E	E
	8. Periodicals	E	E
	9. Audio/Visual Collection	E	E
	10. High School Reading Area	E	E
	11. Workroom	E	E
	12. Department Head Office	E	E

		New Construction	Renovation/ Addition
SECTION F	TECHNOLOGY		
	1. Technology Lab	UL	UL
	2. Casual Computing Area	UL	UL
	3. Workroom	UL	UL
	4. Server Room	UL	UL
SECTION G	MEETING ROOMS		
	1. Public Meeting Room	LL,E or UL	LL,E or UL
	2. Kitchenette	LL,E or UL	LL,E or UL
	3. Table/Chair/ Equipment Storage	LL,E or UL	LL,E or UL
	4. Multi-Purpose Room	LL,E or UL	LL,E or UL
SECTION H	ADMINISTRATION		
	1. Executive Librarian Office	UL	UL
	2. Office Manager's Office	UL	UL
	3. Assistant Director's Office	UL	UL
	4. Human Resources Office	UL	UL
	5. Public Relations Office	UL	UL
	6. Reception Area	UL	UL
	7. Graphic Artist	UL	UL
	8. Board Room	UL	UL
SECTION I	CAFÉ		
	1. Retail Space	E	E
	2. Proportion/ Storage	E	E
SECTION J	STAFF SUPPORT		
	1. Staff Lounge	LL	LL
	2. Staff Restrooms	w/Staff Lounge	w/Staff Lounge
	3. Janitorial Closets	Throughout	Throughout
	4. Receiving/Delivery	E	E
	5. General Storage	LL	LL
	6. Yard Room	E	E
	7. Maintenance Workroom	LL	LL

Key: LL = Lower Level
 E = Entry Level
 UP = Upper Level

CONSIDERATIONS

THE LIBRARY WILL SERVE MANY PATRONS INCLUDING:

The Short-term User: They comprise a large portion of the library's daily patronage. They are users – typically the general public – who enter the library briefly to return materials, pick up reserved books, select other materials or obtain brief information.

The Long-term User: They come to the library for extended periods of time to browse the collection, read, use other materials in the library; or to conduct extended research including Internet and other electronic data sources for information. These users generally increase in numbers in the evening hours and on weekends. The library has a contingent of youth and teens that use the library for research and study as well as a social gathering space.

Group Participants: These users come to the library as part of a group. The groups range from preschool children for story time, families, students from high school to college, to civic/business/professional organizations for particular program or meeting.

GENERAL BUILDING DESIGN CONSIDERATIONS

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

The public library provides an array of services to a varied constituency. Library services 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. The 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.

CONSIDERATIONS

A. EXTERIOR CONSIDERATIONS

AESTHETICS

The Library should reflect the community's sensibilities. It should not be a monument to an individual; it should have a sense of timelessness and permanence without becoming a fortress. The library should be very open and inviting to all patrons.

ACCESS TO THE LIBRARY

In designing the access to the library the two major concerns should be safety and security. Provide safe access from the main street to the library parking. Provide parking close to the front door and visible from the street. Provide clear unobstructed access from the car to the front entrance.

BARRIER-FREE DESIGN

The access from the parking to the entrance as well as access to the library from the public streets needs to meet all local, State, National and ADA requirements. The material used at the entrance must be a durable, non-slip material. Design using automatic sliding entrance doors.

BIKE RACK

A bicycle rack that easily accommodates a minimum of **twenty** bicycles should be provided. The bicycle rack needs to be located in close proximity of the front doors to provide a sense of security for the bicycle owners.

DELIVERY and RECEIVING

A screened area must be provided to allow access to the delivery and receiving area of the building. The area should be designed to accommodate the numerous deliveries this facility will receive everyday. It should provide adequate parking area for the delivery truck and easy access for materials. This area should have an overhang to protect when materials are being handled. The overhang needs to be a minimum of 14' above grade. This area will also need to accommodate the trash dumpster, transformer and possibly the emergency generator and mechanical equipment.

DRIVE UP BOOK DROP

A covered drive up book drop with three slots should be considered. These should be located with easy vehicular access. Materials should be deposited directly into a 1-hour fire rated room with fire suppression system that is part of the circulation workroom. The path from the book drop to the check-in area must be open and easy to maneuver a heavy book truck. The drive should be 6" above finish grade. Provide a minimum of 30" clear below the chute, to enable a depressible book bin to fit.

EXTERIOR SIGNAGE

The hours of operation should be visible from the street if possible and at a minimum from the parking lot on a free standing post and panel sign. Signs should be provided to identify the book and media returns and the pick up window. The signs will meet all local ordinances. A lighted sign which is visible from all major approaches to the building should be provided. The exterior signage must be as vandal resistant as possible.