

Glenview Public Library

Building Program Document

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Introduction

A building program document is a very detailed, written description of facility needs necessary for the provision of library services in the context of a specific community. The building program becomes the library's written directions to the architect for the preparation of schematic designs that provide for a fully functional library facility.

The building program document is intended to reflect the library space and functional needs of the Glenview community through the year 2020. Extensive conversations with the community, staff, administration, as well as a full review by the Library Board, provided primary direction for the document. The building program document also reflects detailed statistical information regarding population, community trends, library usage, collections, and services.

The building program document focuses exclusively on the functional needs of the library's service program and makes no attempt to affect the aesthetic design other than to provide the architect general conditions regarding the general quality of the building that is to be created. At the onset of the architect's efforts the Library will stipulate that the program document is to be followed specifically and that the architect will be held responsible for providing for the requirements which the Library has established. It is anticipated and encouraged that the architect will perceive alternate solutions to some programmatic needs. These alternate solutions are to be called to the library's and consultant's specific attention.

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Specific Design Considerations

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

The program speaks to many of these issues in its detail, though some are so pervasive that they are identified in this single, prominent way rather than repeat the same language throughout the document.

Size of Building

The building program document provides a complete estimate of space required to accomplish the goals of the library building project. It is, however, only an estimate. The preparation of schematic plans with full furnishing layouts as reviewed by the library and its consultant should be the final arbiter of space requirements.

The architect should prepare during the schematic design process a scheme that will allow for a future 20% expansion for both the public and staff work spaces of the facility.

Collection Size

Collection holdings for the program represent a year 2020 projection based on projection of historical net acquisition levels and the best professional judgment of the library's management. The projection also reflects specific growth patterns anticipated for specific collections.

A Changing Organization

An outgrowth of working sessions with library staff and of community focus groups has been the identification of several probable changes in the library's operational and physical organization. The building program reflects the following assumptions:

- A reorganization of adult collections into two major zones. One zone is organized around the informational and research needs of the community. This zone would support more quiet, reflective types of activities. The second zone brings together the more popular materials and activities of the adult collections.
- Within the informational zone there is a consolidation of public service functions and collections. Adjacencies of the reference, nonfiction, and periodical collections are created and there is a unification of staffing for research activities.
- Attention is given to providing quiet study spaces. This is accomplished in several ways; six study rooms; single-place and two-place study seating rather than four-place study tables are emphasized; the business reference area is continued in a quiet design. On a larger scale, the creation of the popular and research zones are created.
- Attention is also paid to creating spaces within the library that invite spending time in reflective enjoyment of library materials. Lounge seating groupings are offered in both youth and adult areas.

- A significant commitment is made to the provision of technology applications. A large number of public computer workstations are provided on the public floor. Two instructional computer labs which are also used for individual computer needs are created in the adult area. A computer lab is also provided in youth services. Meeting rooms are provided with a rather full array of media and informational technologies. A systems department is created within the library organization to abet public and staff technology applications.
- The young adult collection is redefined to focus on students in grades six through nine. The existing junior high collection and the existing young adult collections are consolidated and some materials are reassigned to the juvenile fiction and adult collections. At this writing the redefined young adult collection is located in the adult portion of the building but managed by the youth services staff.
- Significant space and a variety of venues are provided for library, community programs, and community meeting needs. Two public conference rooms, an enlarged and more flexible main meeting room, a program space for the prolific youth services activities, and a staff conference room reflect this emphasis.
- The youth services collections and spaces are organized in a way to more clearly reflect the wide range in ages of those served and to allow each group to have a better sense of its own identity. A homework section has been created.
- Reshelving and stack management is reassigned to the Circulation Services Department.

Ergonomics

The public and staff have expressed an interest in ergonomic issues including furnishings and millwork that allow for comfortably situated keyboards, monitors, and accessories that adjust to different users; floor treatments at public service desks that respond to staff spending many hours on their feet; light sources that reduce monitor glare. The architect is requested to consider people friendly solutions in selecting furnishings, fixtures, and finishes.

Well Building

The public and staff have also specifically expressed a desire for materials, application methods, and systems that reflect state-of-the-art methods and systems for a healthy building.

Data Cabling

Electronic information sources, communications, and customers' personal technology applications are a growing and constantly changing facet of contemporary library service. The program provides for known needs and calls for the pathways and flexibility to respond to unknown future applications. In each description of individual programmatic areas communication wiring needs are specifically detailed.

Wiring pathways are to provide for changing distribution modes. The size of building contemplated may well call for a fiber backbone to distribution hubs. All cable pathways are to provide bending radii that allow installation of fiber. In the course of installation, all receptacles, cable and termination must be uniquely and permanently identified.

Lighting

Because of the nature of libraries and the wide presence of monitors, lighting should and daylighting should minimize glare and veiled reflections. The library has expressed a specific concern about indirect lighting systems which may suggest the use of deep cell parabolic fixtures. This issue should be reviewed with staff and consultants.

ADA and Accessibility

Libraries have a number of specific requirements detailed in the Americans with Disabilities Act beyond those requirements common to all public buildings. The building should meet both the letter and the spirit of those requirements.

Public Computer Workstations

In every instance workstations or stands used for public access to library data systems should be adjustable by library staff to provide for various work surface heights. These workstations should be able to be modified with minimum effort from standing to sitting height.

System and public microcomputer furniture should be a minimum of 30" deep and 42" wide to allow for a variety of equipment and the need for work space.

Shelving

Some interest has been expressed in the use of stack lighting in specific applications to call attention to specific portions of collections. Interest has also been expressed in allowing for display shelving of materials at intervals within the body of shelving. Further discussion is needed to clarify these interests. Aisles between ranges of shelving should be 42" wide and main aisles 60" wide.

Public Art and Landscaping

The public has expressed an interest in a building that has warmth and is welcoming. This may suggest the use of public art and establishing interior plantings to enhance the users experience when visiting the library facility. The library owns between 40 and 50 pieces of art given by the Glenview Library Association. The architect is requested to review the pieces and identify locations in the building plan for the appropriate display of these pieces. No space has been specifically assigned to these needs.

Staff Workstations

Most staff workstations throughout the new building have a core set of common requirements. In the program document the term staff workstation should be understood to require a free-standing piece of furniture that provides the following features. Some workstations will have specific requirements that are noted in the text of program document. It is expected that during the furnishing specification process the

architect will review workstation requirements with staff.

Staff workstation features: pencil drawer, box drawers, file drawer, flipper door unit; generous work surface with space for microcomputer with monitor, articulated keyboard tray, printer, telephone; wire management system.

Electrical Outlets

The need for specific electrical outlets is detailed throughout the program. In addition to these enumerated outlets the architect is expected to provide a generous distribution of convenience outlets throughout the building.

On a global basis, one duplex power receptacle is to be provided at every study table and carrel throughout the building.

Security

The library utilizes a 3M type theft detection system.

A building security system is required. Control devices are to be located at points of entry and at a main control panel.

General Requirements for the Architect

1. The architect will preside at a meeting prior to the commencement of schematic design work with the library director, library building consultant, and library trustees and staff who wish to attend to review the building program document and suggest any changes, additions, or modifications. The minutes of this meeting will detail any changes agreed to and become an addendum to the program document.

It is assumed that all plans and specifications prepared by the design team conform to the building program document as adopted or as amended. The architect will call to the library's specific attention any omission of program requirements in architectural plans or specifications.

2. Schematic and design development drawings submitted for approval will include all shelving, furnishings, and equipment noted in the building program document.
3. The library director and library building consultant will be provided copies of all documents and drawings.
4. The architect will provide "cut sheets" for all fixtures, specialty items, and furnishings for the library director and library building consultant prior to the selection of those items for the project.
5. The architect will preside at a meeting or meetings of the electrical and mechanical engineering consultants with the library director and the library building consultant to review the working drawings and the selection of all fixtures.
6. The architect will provide detailed minutes of all design, construction, and construction meetings.
7. The architect will collect, review for accuracy, and turn over to the library "as built" drawings for all project work as well as all warranties, operating manuals or instructions, and specification sheets for all equipment and fixtures installed as part of the project. These items are to be organized in a binder(s), presented to the library, and verified as complete.

Summary Space / Seating / Summary

Programmatic Area	Square Feet	Study Seating	Casual Seating	Technology Seating	Staff Seating	Meeting Room or Other Seating
Exterior Book/Media Return	100					
Entrance/Vestibule/Lobby	unassigned					6
Restrooms	unassigned					
Café, Shop	1,600					
Meeting Rooms						
Main Meeting Room	3,090					200
Conference Room 1	460					12
Conference Room2	460					12
Meeting Rooms subtotal	4,010					224
Circulation Services						
Circulation Desk	1,306				4	2
Reshelving/Check-in Area	710				2	
Workroom/Office	1,130				8	2
Circulation Services subtotal	3,146				14	4
Popular Materials						
User Services Desk	250				3	
New and Rental	720		6			
Paperbacks	396					
Current Periodicals	1,598		16			
Fiction	3,227		32			
Large Print	508		3			
Young Adult	1,625	24		4		
Teen	638	4	3		2	
Media	3,685		4	4		
Popular Materials subtotal	12,647	28	64	8	5	
Reference, Nonfiction, Back-Issue Periodicals						
Reference Desk	855				6	
General Reference	5,210	58	4	34		
Business Reference	1,320	22	4			4
Back-Issues	3,794	16		16		24
Nonfiction	11,290	56	4			

Programmatic Area	Square Feet	Study Seating	Casual Seating	Technology Seating	Staff Seating	Meeting Room or Other Seating
Reference, etc. subtotal	23,041	152	12	60	6	28

**Summary
Space / Seating / Summary**

Programmatic Area	Square Feet	Study Seating	Casual Seating	Technology Seating	Staff Seating	Meeting Room or Other Seating
Computer Labs	1,400			24	2	
Adult Services Workroom	3,118				16	12
Youth Services						
Entry	380+unassigned					
Preschool	2,436	16	16			
Primer	888	8	12	4		
Media	892			2		
Reference and Periodicals	2,140	40		8		
Juvenile	6,063	32	10			
Computer Lab	350			6	1	
Public Service Desk	380				3	
Youth Services subtotal	13,529	96	38	20	4	
Youth Program Room	1,660					120
Youth Service Workroom	1,970				10	2
Technical Services	3,000				16	9
System Services						
Workroom/Office	1,050				7	2
Central Site	400				2	
System Services subtotal	1,450				9	2
Administration						
Work Space	950				7	19
Storeroom	830					
Conference Room	580					18
Administration subtotal	2,300				7	37
Receiving/Mail Room/Entry	620					
Staff Room	1,280					33

**Summary
Space / Seating / Summary**

Programmatic Area	Square Feet	Study Seating	Casual Seating	Technology Seating	Staff Seating	Meeting Room or Other Seating
Custodial Services	620					2
Storerooms	3,000					
Yard Room	150					
Total Library Service Program	78,641	276	114	112	89	479
Architectural Requirements - unassigned space:						
30% of gross	33,704					
Grand Total	112,345					

Collection Size and Shelving Capacities

Collection	Existing Collection in Volumes	2020 Growth Rate	Future Collection in Volumes	% of Collection to Shelve	Volumes to Shelve	Shelving Capacity
Popular Materials						
New and Rental						
New Fiction	no count					500
New Nonfiction	no count					700
Rental Books	237			46		500
Subtotal	237					1,700
Paperbacks						
Paperbacks (Expendable and other)	6,372	22	7,774	82	6,375	6,480
Subtotal	6,372		7,774		6,375	6,480
Current Periodicals						
New Periodicals	433 titles	152	661 titles	100	661 titles	661 titles
Current Newspapers	18 titles	50	24 titles	100	24 titles	24 titles
Subtotal	451 titles		685 titles		685 titles	685 titles
Large Print						
Large Print	3,230	22	3,940	92	3,625	3,648
Newspapers	2 titles	0	2 titles	100	2 titles	2 titles
Subtotal	3,230		3,940		3,625	3,648
Fiction						
Fiction	17,473	22	21,317	90	19,186	19,320
"Brown Dot" PB's	no count			100		no count
Romance	1,400	22	1,708	90	1,537	1,680
Mystery	6,580	22	8,208	90	7,388	7,392
Science Fiction	2,055	22	2,508	94	2,358	2,352
Westerns	717	22	874	99	866	1,088
Subtotal	28,225		34,616		31,335	31,832
Media						
CD's	6,665	120	14,663	79	11,584	12,000
Audio Books - all formats	1,856	120	4,084	63	2,574	2,640
Videos/Fiction	2,305	120	5,071	91	4,614	4,800
Videos/Nonfiction	3,200	120	7,040	91	6,406	6,406
DVD's	-	-	-	-	-	7,200
CD ROM's	158	-	527	90	474	480
Slide Sets	307	5	322	100	322	322
Subtotal	14,491		31,707		25,974	33,848
Young Adult						
Fiction & Nonfiction	2,729	22	3,329	92	3,062	3,120
Paperbacks	no count				4,000	4,000
New Periodicals	no count				27 titles	27 titles

Collection Size and Shelving Capacities

Collection	Existing Collection in Volumes	2020 Growth Rate	Future Collection in Volumes	% of Collection to Shelve	Volumes to Shelve	Shelving Capacity
Back-Issue Periodicals	3 years				3 years	3 years
Subtotal	2,729		3,329		7,062	7,120

Collection	Existing Collection in Volumes	2020 Growth Rate	Future Collection in Volumes	% of Collection to Shelve	Volumes to Shelve	Shelving Capacity
Popular Materials – Continued						
Teen						
Books						1,000
Paperbacks						1,000
Magazines						No count
Cliff Notes	844	10	928	89	826	826
Graphic Novels, Classics Illustrated, College Catalogs/FAFSA						No count
Subtotal	844					2,826

Collection	Existing Collection in Volumes	2020 Growth Rate	Future Collection in Volumes	% of Collection to Shelve	Volumes to Shelve	Shelving Capacity
Reference, Nonfiction, and Back-Issue Periodicals						
General Reference						
Ready Reference	no count			100		480
General Reference	9,796	22	11,914	100	11,914	12,000
Telephone Books	no count			100		
College Catalogs	no count			100		
General Reference Periodicals	6 titles		9 titles	100	9 titles	9 titles
Subtotal	9,796		11,914		11,914	12,480
Lundburg Collection						
Genealogy	no count			100		no count
Genealogy Periodicals	2 titles	50	3 titles	100	3 titles	3 titles
Subtotal	no count					no count
Consumer Health						
Consumer Health	464	22	566	100	566	640
Consumer Health Periodicals	2 titles	200	6 titles	100	6 titles	6 titles
Subtotal	464		566		566	640
Business Reference						
Reference Books	1,546	22	1,886	100	1,886	1,920
Periodicals	32 titles	12	36 titles	100	36 titles	36 titles
Subtotal	1,546		1,886		1,886	1,920
Back-Issue Periodicals						
Back Issue Periodicals	433 titles			100	685 titles	685 titles
Subtotal	433 titles				685 titles	685 titles
Nonfiction						
Nonfiction (includes oversized)	80,531	22	98,248	93	91,370	91,370
Biography	5,429	22	6,624	95	6,292	6,336
Korean Language	2,307	44	3,322	70	2,325	2,325
All other Languages	1,901	22	2,319	93	2,156	2,325
Foreign Language Periodicals	25 titles	8	27 titles	100	27 titles	27 titles
Subtotal	90,168		110,513		102,143	102,356
Literacy						
Print (includes ESL materials)	500	22	610	90	549	600
Media	90	22	110	85	94	100
Newspapers	1 title	0	1 title	100	1 title	1 title
Subtotal	590		720		643	700

Collection	Existing Collection in Volumes	2020 Growth Rate	Future Collection in Volumes	% of Collection to Shelve	Volumes to Shelve	Shelving Capacity
Youth Services						
New Books						
New Books	no count					420
Subtotal						420
Preschool						
Games/Toys	518	44	746	55	410	410
Toddler	1,775	66	2,913	43	1,252	1,440
Easy's	9,762	44	14,058	68	9,560	9,720
Picture Tales	1,127	44	1,622	70	1,136	1,440
E/T/PT paperbacks	no count					included above
Big Books	no count					included above
Preschool Kits	47	40	66	90	60	100
Parenting	546	22	668	75	501	720
Parenting Periodicals	14 titles	29	18 titles	100	18 titles	18 titles
Subtotal	13,775		20,073		12,919	13,830
Primer						
Primary Books	4,455	88	8,375	59	4,942	5,040
Primer Paperbacks	no count					included above
Subtotal	4,455		8,375		4,942	5,040
Media						
Videos - Fiction	1,249	44	1,798	43	774	840
Videos - Nonfiction	848	22	1,034	71	734	840
DVD's	-	-	-	-	-	1,440
CD ROM's						470
CD's	1,224	160	3,182	64	2,036	2,400
Cassette's	1,346	10	1,480	84	1,244	1,244
Tape/Book Kits	953	16	1,105	64	708	750
Electronic Games	35	22	44	60	28	28
Spoken Word Audio	320	12,000	1200	75	900	900
Subtotal	5,975		9,843		6,424	8,912
Reference and Periodicals						
Reference	1,703	22	2,077	100	2,077	2,080
College Catalogs	no count			100		included above
Homework Collection	0		640	100	640	649
New Periodicals	95 titles	14	108 titles	100	108 titles	108 titles
Back Issues	3 years			100		3 years
Subtotal	1,703		2,717		2,717	2,720
Nonfiction						
Nonfiction	27,781	44	40,005	85	34,004	34,080
Biographies	2,592	44	3,732	78	2,910	3,120
Foreign Language	1,656	44	2,384	89	2,122	2,160
Subtotal	32,029		46,121		39,036	39,360
Fiction						
Fiction	7,919	22	9,662	82	7,922	7,922
Paperbacks	no count					
Subtotal	7,919		9,662		7,922	7,922

Collection Shelving Schedule

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section with Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Popular Materials							
New and Rental							
New Fiction	12	66"	4	10		sloped display shelving	176
New nonfiction	16	66"	4	10		sloped display shelving	132
Rental Books	12	66"	4	10		sloped display shelving	132
Subtotal	40						440
Paperbacks							
Paperbacks	36	66"	6	6		sloped, slotted shelving	396
Subtotal	36						396
Current Periodicals							
New Periodicals	74	66"	3	12		hinged periodical display shelving,	814
Current Newspapers	4	66"	3	12		hinged periodical display shelving, piano hinge and plexiglass on shelves intended to hold newspapers	44
Subtotal	78						858
Large Print							
Large Print	38	66"	4	12			418
Large Print Newspapers						include one periodical shelf in book shelving	na
Subtotal	38						418
Fiction							
Fiction	115	84"	7	10			1,265
Romance	10	84"	7	10			110
Mystery	44	84"	7	10			484
Science Fiction	14	84"	7	10			154
Western	6	84"	7	10			66
"Brown Dot" Paperbacks	8	84"	7	10			88
Allowance for one bench or low shelving section per every other 7 section double-faced range							80
Subtotal	197						2,247

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section with Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Media							
CD's					30	4 tier bins (400 items per bin)	900
Audio Books - all formats	22	66"	6	6"		slanted, slotted display shelving - partial face-out	242
Oversized Media	8	66"	4	12			88
Videos/Fiction	40	66"	6	6"		slanted, slotted display shelving - partial face-out	440
Videos/Nonfiction	64	66"	6	6"		slanted, slotted display shelving - partial face-out	704
DVD's	20	66"	6	6"		slanted, slotted display shelving - partial face-out	220
CD ROM's	8	66"	6	6"		slanted, slotted display shelving - partial face-out	88
Slide Sets						stored in office	na
Subtotal	162				30		2,682
Young Adult							
Fiction & Nonfiction	26	66"	5	10			286
Paperbacks					8	spinners	320
New Periodicals	3	66"	3	12		periodical display shelving	33
Back-Issues	6	66"	5	10			66
Subtotal	35				8		705
Teen							
Books	8	66"	5	10		One section face-out display shelving	88
Paperbacks					4	spinners	100
Cliff Notes, Classic Illustrated, Graphic Novels, College Catalogs/ FAFSA,					4	Display units to be identified	100
Subtotal	8				8		288
Total Popular Materials	5,94				46		8,034

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section with Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Reference, Nonfiction, and Back-Issue Periodicals							
General Reference							
Ready Reference	8	45"	3	12			88
General Reference	150	66"	4	12		provide pull-out reference shelves - confer with staff	1,650
Telephone Books						included above	Na
College Catalogs						included above	Na
General Reference Periodicals						include 3 periodical shelves in general ref shelving	Na
Subtotal	158						1,738
Lundburg Collection							
Genealogy	14	66"	4	12		glazed, keyed shelving	154
Genealogy Periodicals						included above	
Subtotal	14						154
Consumer Health							
Consumer Health	8	66"	4	12			88
Consumer Health Periodicals						include two periodical shelves in shelving above	Na
Subtotal	8						88
Business Reference							
Reference Books	24	66"	4	12			264
Periodicals	4	66"	3	12		periodical display shelving	44
Back-Issues	2	66"	4	12			22
Subtotal	30						330
Back-Issue Periodicals							
Back-Issue Periodicals and Newspapers	114	84"	6	12			1,254
Subtotal	114						1,254
Nonfiction							
Nonfiction	634	84"	6	10			6,974
Oversized NF	48	84"	5	12			528
Biography	44	84"	6	10			484
Korean Language	18	84"	6	12			198
All Other Languages	18	84"	6	12			198
Foreign Language Periodicals						include 9 periodical shelves in book shelving shown above	Na
Allowance for one bench or low shelving section per every other 7 section double-faced range							308
Subtotal	762						8,690

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section with Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Literacy							
Print (includes ESL materials)	6	84"	6	10			66
Media						include appropriate shelving in general shelving shown above	na
Newspapers						include appropriate shelving in general shelving shown above	na
Subtotal	6						66
Total Ref et al							
	1,098						12,012
Youth Services							
New Books							
New Books	10	66"	4	12		millwork- review with staff	110
Subtotal	10						110
Preschool							
Games/Toys	6					review design with staff	66
Toddler					4	ABC Blocks	88
Easy's	54	45"	3	12		slotted shelves	1,034
Picture Tales	8	45"	3	12		slotted shelves	88
E/T/PT Paperbacks					1	Earthmobile cart	100
Big Books					1	special display	30
Preschool Kits					1	Tub Cubby - review with staff	22
Parenting	6	66"	5	12			66
Parenting Magazines	2	66"	3	12		periodical display shelving	22
Subtotal	82				7		1,516
Primer							
Primary	28	45"	3	12		slotted shelves	308
Primer Paperbacks					3	display bins	90
Subtotal	28				3		398
Media							
Videos- Nonfiction	8	66"	6	6		sloped slotted shelves	88
Videos - Fiction	8	66"	6	6		sloped slotted shelves	88
DVD's	4	66"	6	6		sloped slotted shelves	44
CD ROM's	8	66"	6	6		sloped slotted shelves	88
CD's					6	4 tiered bins	180
Book-Tape Kits	10	66"				3 hanging rods per section	110
Electronic Games					3	custom millwork keyed glazed	60
Cassettes	8	66"	6	6		sloped slotted shelves	88
Spoken Word Audio - Fiction and Nonfiction	6	66"	6	6		sloped slotted shelves	66
Subtotal	52				9		812

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Reference and Periodicals							
Reference	26	66"	4	12			286
Homework	8	66"	4	12			88
New Periodicals	12	66"	3	12		periodical display shelving	132
Back-Issues	22	66"	5	10			242
Subtotal	68						748
Nonfiction							
Nonfiction	284	66"	5	10			3,124
Biographies	26	66"	5	10			286
Foreign Language	18	66"	5	10			198
Subtotal	328						3,608
Fiction							
Fiction	66	66"	5	10			726
Paperbacks					10	spinners	400
Subtotal	66				10		1,126
Total Youth Services	634				29		8,318

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Offices and Workrooms							
Lobby							
Newly returned	2	84"	6	10		millwork	22
Book sale	2	84"	6	10		millwork	22
Meeting Room							
Media Control Rm	2	84"	6	18		industrial shelving	22
Circulation Services							
Reserve	4	84"	6	12		wood	44
Circulation desk	4	45"	3	12			44
Reshelving	10	84"	6	12			110
Workroom	4	84"	6	10			44
Office	2	84"	6	10			22
Adult Services Workroom							
Shared Workroom	8	84"	6	10			88
Offices 2 sections each	6	84"	6	10			66
Youth Services Workroom							
Reshelving	3	84"	6	12			33
Workroom	6	84"	6	10			66
Office	2	84"	6	10			22
Office	2	84"	6	10			22
Youth Program Room							
Storeroom	5	84"	6	10		industrial shelving	55
Technical Services							
workstation shelving	4	84"	6	12			48
Workstation shelving - 2 sections each	30	84"	6	10			330
Office	4	84"	6	10			44
Systems							
Workroom	4	84"	6	12		industrial	44
Office	2	84"	6	10			22
Central Site	2	84"	6	12		industrial	22
Mail /Receiving							
Receiving	4	84"	6	12		industrial	44

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Administration							
Admin. Asst.	1	84"	6	10			22
Asst. Office Mgr	1	84"	6	10			22
Director Office	8	84"	6	10		mill work	88
Asst. Dir. Office	6	84"	6	10		mill work	66
Office Manager	2	84"	6	10			22
Public Information Office	2	84"	6	10			22
Storeroom	8	84"	6	12		industrial	88
Conference Room	4	84"	6	10		mill work	44
Custodian							
Custodian	16	84"	6	12		industrial storage shelving	176
Storage							
Storeroom	as desired	84"	6				
Yard Room							
Yard Room	as desired	84"	6	12		industrial	

Relationship of Library Spaces

Building Area	Primary Relationship	Secondary Relationship
Exterior, Drive-up Book Drop	Circulation- Reshelving/Check-in	
Entry/Vestibule Lobby	Meeting Rooms, Café, Shop, Circulation	Popular Materials Youth Services
Restrooms Staff Staff/other floor Public: First floor Public: Second Floor Children's	Staff Room Workrooms Meeting Rooms, Lobby Vertical circulation core Youth public service desk and Youth program room	
Café, Shop	Lobby, Popular Materials, Meeting Rooms	
Meeting Rooms	Lobby, Café, Shop	Circulation, Youth Services
Circulation	Lobby, Media, Youth Services, Popular Materials	Technical Services
Popular Materials: Generally Popular Materials: Media Popular Materials: YA	Lobby, Circulation Circulation Youth Services	
Reference, Back-Issues, Nonfiction	Computer Labs	Adult Services Workroom
Computer Lab	Reference	System Services
Adult Services Workroom	Reference	Popular Materials
Youth Services	Entry/Vestibule Lobby Youth Program Room Young Adult	Circulation Meeting Rooms
Youth Services Workroom	Youth Services Youth Program Room	Youth Restrooms
Youth Program Room	Youth Services Entry and Restrooms	
Technical Services	Systems Receiving/Mail Room	Circulation
System Services	Technical Services	Administration

	Computer Labs	
--	---------------	--

Building Area	Primary Relationship	Secondary Relationship
Receiving/Mailroom	Technical Services Storeroom, Custodial	
Staff Room	Staff Restrooms	
Administration	Public Access	Systems
Custodial Services	Receiving	Mechanical Rooms
Storeroom	Receiving, Custodial	
Yard Room	Receiving	

Parking

Functional Description

Lighted off-street parking is provided for the public's convenience.

Design and Layout Issues

Important Note: The current lack of adequate parking is the most contentious public issue regarding the library.

The architect will want to review the parking requirement with the client. It is now estimated that a minimum of 175 parking stalls are required or as required by code.

bicycle racks for 25

staff parking is to be signed

A parking structure may well be required at significant cost. If an alternative is selected that allows surface parking, green space, berms, plantings, or other techniques should be employed to soften the harshness of the parking area

lighting is provided for public and staff safety

handicapped parking provisions are to be made per code requirements.

Signage

handicapped and staff parking stalls

Adjacencies Primary: Entry

Exterior Book/Media Return

100 square feet

Functional Description

A driver's-side drive-up drop for patrons returning materials to the library.

Design and Layout Issues

The drive-up return is to be sheltered from the weather.

The interior receiving room should be located as part of or as near as possible to the reshelving/check-in room.

Both the drive-up and interior return area should provide three slots: books, audio, and video. The slot for each material type should be sized appropriately for the material to be received. Confer with staff. Large receiving bins are desired.

Over-sized wheeled carts for receiving returned materials are desired such as Kingsley units.

Three returns are required, two for print, one for AV or media materials.

If possible, an exterior pavement level higher than the interior floor level facilitates increased capacity.

Keyed returns are required.

The return room must be fire rated and have a floor drain.

Signage: Books, AV Materials

Adjacencies: Primary: Circulation Check-in/Reshelving
Secondary:

Equipment

Item	Quantity
receiving carts	6

Engineering Issues

Security: keyed returns, fire rated room, floor drain

Entry/Vestibule/Lobby

Square feet – Unassigned

Functional Description

This area provides a welcoming entry for the public to the library facility. It provides information about the library and the community. The lobby serves both the library and program room independently.

Design and Layout Issues - There are many of features to provide for in the lobby and it is important that an integrated approach be taken to avoid a cluttered, over busy impression. It is also important to create a very direct connection between the customer and the library collections as the customer enters the building. An immediate visual connection to the main floor of the library has been identified by customers as extremely desirable. The following features are required elements:

- covered drop-off for vehicle passengers
- interior and exterior trash receptacles
- two interior and two exterior benches for patrons waiting for rides
- automatic doors - not on-demand openers
- walk-off system for shoe soil
- display needs:
 - lighted exterior message board
 - building directory
 - feature element for promotion/notice of library events
 - one keyed, glazed bulletin board for library program posters
 - keyed, glazed bulletin boards for community notices – verify number
 - three lighted, keyed display cases
 - donor recognition system for wall
- three pay telephone: two in lobby, one exterior - provide recessed booths for lobby phones.
- theft detection sensor panels - at lobby exit - 3M
- interior book and AV material return slots in lobby that empty into Circulation Reshelving/Check-in area.
- book sale area with two sections of recessed wood display shelving and four bins for the display of sale magazines
- two sections of recessed wood display shelving for returned books
- drinking fountain
- janitorial closet

Signage - illuminated exterior name of library
exterior message board
media wall
building directory in lobby
interior message display feature
interior book and media returns

Adjacencies: Primary: Meeting Rooms, Restrooms, Circ Desk
 Secondary: Children's

Furnishings and Millwork

Item	Quantity
exterior bench	2
interior bench	2
interior and exterior trash receptacles	1 each
community bulletin board(s)	verify
library bulletin board	1
display cases	3
magazine exchange bins	4
directory	1
promotion feature element	1
exterior message board	1

Shelving

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Lobby							
Newly returned	2	84"	6	10		millwork	22
Book sale	2	84"	6	10		millwork	22

Engineering Issues

Telephone Outlets: three - two in lobby, one exterior unit at entry

Electrical Outlets: illumination of exterior library signage
 exterior convenience outlet
 convenience outlets for housekeeping
 theft detection panels
 building directory
 exterior message board
 interior message feature element
 lighted display cases

Security: staff security system key pad
 theft detection panels

Plumbing: drinking fountain
 janitor's closet

Restrooms

Square Feet - Unassigned space

Design and Layout Issues

- Two public restrooms are to be located off the lobby for users of both the library proper and the meeting rooms.
- Two public restrooms (men, women) are located on the second floor.
- Three restrooms are required in the Youth Services area: Boys, Girls, Family.
- Two staff restrooms are provided in proximity to the staff room area. Two unisex staff restrooms to be provided on the alternate floor from the staff room.

Design and Layout Issues

- The number of women's fixtures should reflect the high percentage of library users that are female.
- Toilet stalls should be spacious.
- Diaper changing stations in every public restroom
- Package shelves
- Automatic fixtures and hand blowers in public restrooms
- Paper towels and standard fixtures in staff restrooms
- Deadbolts for all public restroom doors
- All youth restrooms are to provide adult sized toilets though lowered sinks are desired. Please provide a privacy panel. These restrooms should be visible from the children's public service desk.
- The sizing of staff restrooms should reflect the predominantly female staff complement.

Signage ADA requirements

Adjacencies Staff: Staff Room
 Staff/other floor: Workrooms
 Public: First floor: Meeting Rooms, Lobby
 Public: Second Floor: Vertical circulation core
 Children's: Youth public service desk and Youth program room

Engineering Issues

Lighting: may be occupancy activated

Security: deadbolt locks

plumbing: floor drains
 access panels to any valves located in the wall
 automatic fixtures - public restrooms

HVAC: good ventilation

Library Café and Library Shop

1,000 Square Feet - Café
600 Square Feet - Shop

Functional Description

These areas provide for customer enjoyment and interests.

Design and Layout Issues

The library café would provide space for customer relaxation and enjoyment, broadening and enhancing the library experience. The space would be leased to a private sector vendor who would provide the café service. The space assigned to this activity would be designed in consultation with the vendor selected. To be economically viable the café would need its own exterior entrance as well as a library based entrance. Investigation of vendor interest is advisable prior to incorporation of this space in the building plan

The shop would provide a venue for sales by library volunteers and/or staff. The inventory might include used books, new books, supplies, library logo items. This space would replace the two sections of shelving in the lobby currently used for sale of donated and withdrawn materials.

It is possible that these two activities and space would be a single entity.

Adjacencies Primary: Lobby, Popular Materials, Meeting Rooms

Meeting/Conference Rooms

4,010 square feet

Component Space Summary

Functional Description

Main Meeting Room	3,090	The meeting rooms provide space for library and community sponsored programming
Conference Room 1	460	
Conference Room 2	460	

Design and Layout Issues

The meeting rooms should be able to operate independently from the library proper, allowing community sponsored events to run past the normal library operating hours. When the library is closed the meeting rooms should have access to restrooms, drinking fountain, pay telephone, and other common lobby amenities.

Main Meeting Room

The meeting room should seat 200 theater style. the room should be rectangular in shape with a level floor. The walls should be of a material and color to permit projection. Vestibuled entries should be provided to avoid disruption by latecomers. If a mullion is used it should be removable. The room should provide a combination picture rail and tack strip for the frequent display of graphic materials.

The main meeting room is to divide into two equal portions for concurrent activities by the inclusion of partitioning. All services or details noted in the program for the main meeting room should reflect both a divided and unified room configuration. Plenum partition should be specified above a dropped ceiling for sound suppression when the room is divided.

The main meeting room should provide voice and data telephone wall outlets, and outlets for the library's computer system. A public address system is required. Cable television reception, ceiling mounted projection screen, satellite down-link reception, teleconferencing, computer out-put projection, sound system, 16 mm film projection, and video presentation capabilities are desired in all components of the meeting room. A media control room is necessary for to house controls for the media systems and for storage of four media carts. One section of industrial shelving is required in the media room for parts storage. The projection screen for the fully configured room should be high enough to allow everyone in the room to see the full screen image. The architects and their electrical or media consultant are requested to carefully explore these requirements with the library staff and library consultant.

Electrical service should be provided at frequent, regular intervals along the walls and flush outlets in specified floor locations. Lighting should be controlled to allow for different levels and zones of illumination, review with staff.

Other needs for the room include:

- A service kitchen is to be provided and is to include a full size refrigerator, a microwave, stove, dishwasher, counter with deep sinks, disposal, broom closet, and many keyed cupboards.
- Eight portable stage sections provide for more formal presentations.
- A storage closet is required for the literacy organization with three sections of shelving.
- Coat closets with package shelves are required for all portions of the meeting room.
- Storage for folding tables, stacking chairs, staging, lecterns, dollies and programming accessories should be provided.

Conference Rooms

Two conference rooms are needed, each to seat twelve at a conference table. A presentation board, recessed service counter, recessed coat rack are required. Convenience outlets to enable small media presentations telephone and data outlets should be provided.

Signage review with staff
signage venue to allow posting of room schedule at entry of each room

Adjacencies Primary: Lobby, Café, Shop
Secondary: Circulation, Youth Services

Furnishings and Millwork

Item	Quantity	Description
stacking chairs	220	main meeting room
8 ft. folding table	30	main meeting room
48" square table (not folding)	2	main meeting room
portable staging	8	main meeting room
conference table	2	one each conference room
conference table chairs	24	12 each conference room
wheeled presentation board	3	main meeting room
free standing lectern	2	main meeting room
wall mounted presentation board	2	one each conference room
dollies	as needed	for tables and chairs

Shelving

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Media Control Rm	2	84"	6	18		industrial shelving	22
Literacy Closet	3	84"	6	18		industrial shelving	36

Engineering Issues

Voice Telephone Outlets:

Data Telephone Outlets:

Computer Outlets:

Cable Television:

Media Capabilities:

Electrical Outlets:

Lighting:

Acoustics

HVAC:

Review with staff and consultants

Circulation Services

3,146 square feet

Component Space Summary

Circulation Desk Area	1,306
Circulation Workroom	1,130
Check-in/Reshelving Area	710

Functional Description

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.

Design and Layout Issues

Circulation Desk Area

Customer Service Center

A recessed alcove in the public area should include:

- two photocopiers with two sorting tables with room for scanner, fax, stapler, three hole punch, and tape dispenser
- two supply vending machines
- debit card machine
- space for the seasonal display of tax forms
- eight bins for the distribution of tabloid newspapers and bulk materials
- keyed cupboards or closet with shelving for the storage of copying supplies and handouts
- hand baskets for use by customers
- recessed, wall-mounted literature racks
- two keyed bulletin boards

Reserve Shelving

Patrons will retrieve their own reserves from four sections of open shelving near the circulation desk and self-check units.

Self-Check Stations

Four self-check stations should be located immediately adjacent to the circulation desk area. These stations should be the first stations patrons see when approaching the desk to leave.

Circulation Desk

Queuing of patrons awaiting service at the circulation desk and self-check stations should be inherent to the desk and public floor area design. This may be realized through a stepped desk configuration which also would provide for an element of patron privacy at each station which is an expressed staff desire. The queuing system employed at Arlington Heights may be a model to emulate.

Four staffed public service stations are required for the circulation desk; three at standing height, one at ADA height. The ADA height station will be used primarily as an information/registration desk but will also provide circulation functions at peak periods. Each station, including the information station, is to provide for a microcomputer with monitor, bar code scanner, receipt printer, 3M desensitization unit, a wheeled stool, and telephone. Keyboard trays and adjustable monitors are desired. Investigate use of 3M model #995 to combine desensitizer and bar code scanner. An under-counter, casted pedestal is required at each station to provide for shelves and supply storage, specific requirements to be detailed during design development phase.

The information/registration station should include two side chairs for new patrons to complete registration documents. This station will have one of the building's two oversized telephone "switchboard" desk sets. It should also provide an organized method for display of brochures for patrons.

A shared cash register, telephone, and a thirty-five drawer registration card/new card file are to be located at a back counter for convenient access to all circulation stations. A public wall clock is needed. Two book carts are to be located in the back counter area on which staff at the circulation desk will place items that have been paid and cleared at any of the stations.

When considering the design of the circulation desk area it is important to note the library has an absolute abhorrence of 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.

Check-in/Reshelving Area

Check-in

Sitting height work tables for two check-in stations with task chairs are required. Each station should provide space for a microcomputer, barcode scanner, 3M sensitizer, pencil drawer, and adjacent space for one book truck and a large depressible bin. Staff will remove materials from the depressible bin to the work surface, check-in the material, and place the material on the book truck. Investigate use of 3M model #995 to combine desensitizer and bar code scanner.

Reshelving

In an area adjacent to the check-in space provide ten sections of shelving for rough sorting of returned materials, twenty-five book carts, two depressible bins, bulletin board, and a wall telephone.

Book Returns

If at all schematically possible the three walk-up, lobby material return slots and should deposit into the reshelving area into three large book bins.

Similarly, the after-hours drive-up return, fire rated receiving closet would be best located in this area if schematically feasible. The difficulties this co-location may pose are recognized.

(See also the lobby and exterior return sections of this document).

Workroom/Office

Seven workstations providing for the supervisor of stacks and shelving, interlibrary loan, and three other full time staff. Each station is to provide for a microcomputer, mouse, barcode reader, printer, telephone, and pedestals/flip drawers to be determined in the design development phase. One of the stations is also to provide space for the building telephone "switchboard", an oversized telephone set.

Common features to be shared by the circulation workroom include a work table with two task chairs, four sections of standard shelving, four free-standing storage cabinets for supplies and circulating equipment, a bulletin board, clock, and a counter with sink and cupboards. Also located at the counter are a telephone and controls for the building public address system.

A staff coat and locker area is needed for 30 parcel lockers, 20 coats, and 30 staff mail boxes.

Private Office - A glazed private office for the Head of Circulation Services is to include a workstation with space for a microcomputer, mouse, barcode reader, printer, and telephone. Other desired features include two side chairs, bulletin board, two sections of shelving, and one two-drawer file.

Signage Circulation Desk
 Signage to identify Information/Registration station

Adjacencies Primary: Lobby, Popular Materials, Youth Services
 Secondary: Technical Services

Furnishings and Millwork

Item	Quantity	Description
self-check stands	4	
tax form stand	1	Customer service center
brochure rack	Confirm	Customer service center
keyed bulletin boards	2	Customer service center
tabloid bins	8	Customer service center
storage cabinet/closet	1	Customer service center
circulation desk	1	millwork
back counter	1	millwork
wheeled stools	3	circulation desk
task chair	12	2 check-in, 8 workroom, 1 office, 1 circ desk
side chair	4	2 information station, 2 office
workstation	8	7 workroom, 1 office
clock	2	circ desk, workroom
counter with sink	1	workroom
storage cabinets	4	workroom
book trucks	27	25 reshelving, 2 circ desk
depressible book bins	2	lobby return slots - (drive-up return bins shown elsewhere)
bulletin board	3	workroom, office, reshelving
work table	1	work room
check-in tables	2	check-in
parcel lockers	30	workroom area
coat rack	1	workroom area
2 drawer lateral file	1	office

Shelving

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Reserve	4	84"	6	12		wood	44
Circulation desk	4	45"	3	12			48
Reshelving	10	84"	6	12			110
Workroom	4	84"	6	10			44
Office	2	84"	6	10			22

Engineering Issues

Telephone Outlets:	fax at customer service center one at each of four circulation desk stations one at each of the eight workroom/office workstations one in reshelving one at workroom counter note "switchboard" units at information circ desk station and in workroom
Computer Outlets:	one at scanner at customer service center one at each of the four circulation desk stations one at each of the two check-in workstations one at each of the eight workroom/office workstations one at each of four self-check units
Electrical Outlets:	one at each of two copiers one at debit card machine one at each of two vending machines one at scanner one at fax two duplex at each of the four circulation desk stations two duplex at circ desk back counter one duplex at each of four self-check units two duplex at each of the two check-in workstations two duplex, each of the eight workroom/office workstations two duplex at workroom counter one duplex at workroom work table power for 3M desensitizer/sensitizer units
Lighting:	avoid veiled reflections at terminals
Security:	3M desensitizer/sensitizer units at each check-out and check-in station
Public Address:	at workroom counter

Popular Materials Collections

12,647 square feet

Component Space Summary

User Services Desk	250
New and Rental	720
Paperbacks	396
Current Periodicals	1,598
Fiction	3,227
Large Print	508
Young Adult	1,625
Teen	638
Media	3,685

Functional Description

The Popular Materials area includes a number of individual collections which are primarily intended for browsing. These collections include New and Rental Adult Books, Current Adult Periodicals, Adult Fiction, Adult Paperbacks, Young Adult, Large Print, and all Media collections. A User Services public service desk provides staffing generally for Popular Materials, a separate media desk supports those collections.

Design and Layout Issues

Each of the component collections and associated seating in the Popular Materials area is to be organized in a coherent grouping. Media Services has specific functional and adjacency requirements that require special attention.

Media Services

The media services area is to be separated physically from the rest of the popular materials collections for security concerns by barriers as transparent as possible. The entry to media services should not allow exiting. All exiting is to be past the circulation desk where materials removed from the collection are to be checked-out.

The media services desk should provide two public service stations. Each station should include a microcomputer with monitor, printer, telephone, pencil drawer, box and file drawers, the exact requirements to be reviewed in design development. A tackable surface below the transaction counter is helpful. Ready reference shelving is immediately available to staff at the public service station. Power for the viewing and listening stations is controlled at this desk.

The media collection is actually a number of collections representing different media formats. Each format shelving/display area is to be grouped to create its own identity. While primarily a browsing collection, four lounge chairs are required. There are two finding aids, Phonolog and Videolog, which are located in media that have their own stands. Four public catalog terminals are also required.

Two listening and two viewing stations should be located in electrified carrels on the public floor. Power serving these stations should be controlled at the Media Services desk so that customers must check-in at the desk, leave an ID, to obtain headphones and use the service. These stations should be located to provide privacy for the customer.

All Other Popular Materials and Services

User Services Desk

The Users Services desk should provide three public service stations. Each station should include a microcomputer with monitor, printer, telephone, pencil drawer, box and file drawers, the exact requirements to be reviewed in design development. A tackable surface below the transaction counter is helpful. Ready reference shelving is immediately available to staff at the public service station. A publicly accessible LAN printing station is located at the desk area.

New and Rental Adult Books

These collections are the most highly sought after adult books. This is primarily a browsing collection. Upholstered bench seating (two) provides customers an opportunity to look over potential selections. Even though this are browsing collections, two public catalog terminals should be provided because of their proximity to the entry. Three book display units are needed for seasonal and topical promotions.

Large Print

Primarily used by older customer, the Large Print Collection should also offer a small grouping of three lounge chairs and an occasional table. These chairs should be selected specifically to enable rising out of the chair. Catalog terminal access is provided at one location.

Young Adult

The Young Adult collection is almost exclusively a fiction collection selected for adolescent readers. This space should, however also reflect the adolescent's general desire for a space of their own and provide table seating for their study needs. This study seating should be six four-place tables or their equivalent. One suggestion was to use restaurant style booths as part of a thematic treatment of the space. Four computer workstations and two public catalog terminals are also required.

Teen

The teen collection and services serves high school age patrons. The space is to have a unique identity with perhaps neon signage. Design direction may come from an advisory panel. Along with the collection provide one four-place study table, 3 lounge chairs with occasional tables, one two-drawer file, two computer workstations, and three bulletin boards or kiosk equivalent.

Adult Paperbacks

Adult Paperbacks is strictly a browsing collection and no seating is specifically assigned to this area.

Current Adult Periodicals

Current Periodicals is one of the library spaces in which customers most enjoy spending time. Sixteen lounge chairs, occasional tables, table lamps, and interior plantscaping should work together to create a welcoming environment that invites reflective and entertaining reading. Six single-place tables are also provided. Provide

two public catalog terminals.

Adult Fiction

Customers browse the Adult Fiction collection in a more relaxed vein than New Books or Paperbacks. The collection is composed of several genre collections and the shelving for each genre should be grouped separately. Component collections include general fiction, mysteries, science fiction, westerns, and romance.

A grouping of twelve lounge chairs, occasional tables, and table lamps should provide a place for contemplative reading. An upholstered bench and/or one low section of shelving in every other shelving range should be included in the shelving layout to offer an opportunity to review selections. Six public catalog terminals should be provided.

Signage: User Services (desk). Sign each collection area. Range guides for shelving.

Relationships

Primary	Generally:	Lobby, Circulation
	Media:	Circulation
	YA:	Youth Services

Furnishings and Millwork

Item	Quantity	Description
public service desk	2	Millwork: 1 popular materials, 1 media
LAN printer stand	1	Popular materials service desk
book display unit	3	new and rental area - may be used elsewhere
lounge chair	38	16 periodicals, 12 fiction, 3 large print, 4 media, 3 Teen
four-place table or equivalent	7	6 young adult, 1 teen
single-place table	6	Periodicals
Workstations	6	4 YA, 2 Teen
electrified carrel	4	media (viewing/listening stations)
study chair	34	all study tables - note if alternative study seating is use in YA this count will change
task chair	15	3 popular materials desk, 2 media desk, 4 YA workstations, 2 Teen workstations, 4 media viewing/listening stations
upholstered benches	12	2 new/rental, 10 fiction
catalog terminal stand	17	2 new/rental, 2 periodicals, 6 fiction, 1 Large Print, 2 YA, 4 media
occasional tables	8	4 periodicals, 3 adult fiction, 1 large print
table lamp	8	4 periodicals, 3 adult fiction, 1 large print
bulletin boards/kiosk	3	Teen
two-drawer file	1	Teen

Shelving

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
New and Rental							
New Fiction	12	66"	4	10		sloped display shelving	176
New Nonfiction	16	66"	4	10		sloped display shelving	132
Rental Books	12	66"	4	10		sloped display shelving	132
Subtotal	40						440
Paperbacks							
Paperbacks	36	66"	6	6		sloped, slotted shelving	396
Subtotal	36						396
Current Periodicals							
New Periodicals	74	66"	3	12		hinged periodical display shelving.	814
Current Newspapers	4	66"	3	12		hinged periodical display shelving, piano hinge and plexiglass on shelves intended to hold newspapers	44
Subtotal	78						858
Large Print							
Large Print	38	66"	4	12			418
Large Print Newspapers						include one periodical shelf in book shelving	Na
Subtotal	38						418
Fiction							
Fiction	115	84"	7	10			1,265
Romance	10	84"	7	10			110
Mystery	44	84"	7	10			484
Science Fiction	14	84"	7	10			154
Western	6	84"	7	10			66
"Brown Dot" Paperbacks	8	84"	7	10			88
Allowance for one bench or low shelving section per every other 7 section double-faced range							80
Subtotal	197						2,247

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Media							
CD's					30	4 tier bins (400 items per bin)	900
Audio Books - all formats	22	66"	6	6"		slanted, slotted display shelving - partial face-out	242
Oversized Media	8	66"	4	12			88
Videos/Fiction	40	66"	6	6"		slanted, slotted display shelving - partial face-out	440
Videos/Nonfiction	64	66"	6	6"		slanted, slotted display shelving - partial face-out	704
DVD's	20	66"	6	6"		slanted, slotted display shelving - partial face-out	220
CD ROM's	8	66"	6	6"		slanted, slotted display shelving - partial face-out	88
Slide Sets						stored in office	Na
Subtotal	162				30		2,682
Young Adult							
Fiction & Nonfiction	26	66"	5	10			286
Paperbacks					8	spinners	320
New Periodicals	3	66"	3	12		periodical display shelving	33
Back-Issues	6	66"	5	10			66
Subtotal	35				8		705
Total Popular Materials	502				38		6,910
Teen							
Books	8	66"	5	10		One section face-out display shelving	88
Paperbacks					4	spinners	100
Cliff Notes, Classic Illustrated, Graphic Novels, College Catalogs/FAFSA,					4	Display units to be identified	100
Subtotal	8				8		288
Total Popular Materials	594				46		8,034

Engineering Issues

Telephone Outlets:	three at User Services desk two at media desk
Computer Outlets:	three at User Services desk two at media desk one at LAN printer one at each of 17 public catalog station one at each of four YA workstations one at each of four teen workstations
Electrical Outlets:	two duplex at 17 public catalog stations two duplex at each of four YA workstations two duplex at each of four teen workstations two duplex at each of three User Services desk stations one duplex at LAN printer two duplex at media desk two duplex at each of 4 viewing/listening stations
Lighting:	avoid glare and veiled reflections
Other	switched power at 4 viewing and listening stations controlled at User Services desk

Reference and Adult Nonfiction Collections and Services

23,041 square feet

Component Space Summary

Functional Description

Reference desk	855	Staff at the reference desk assist the public in person and by telephone, in locating materials or information in both the non-circulating materials found in this area and in the adult nonfiction and back-issue periodical collections. A separate business reference section is a highlighted feature of the library.
General reference and genealogy collections, seating, and workstations	5,210	
Business reference collection, seating, and workstations	1,320	
Back-issue periodicals, seating, indices, and workstations	3,794	
Adult nonfiction collection, seating, and workstations	11,290	

Design and Layout Issues

Reference Desk

The reference desk should provide five sitting height public service stations, four signed as reference, the fifth as computer support. A sixth, non-public station for telephone reference service is to be located in the reference desk configuration but in a location so as not to invite in-house requests for service. Each staff workstation will include a microcomputer with monitor, printer, telephone, pencil drawer, box and file drawers, the exact requirements to be reviewed in design development. A tackable surface below the transaction counter is helpful. Ready reference shelving is immediately available to all six of the reference desk stations. Access to the six study rooms is controlled by switches at the reference desk which turn on and off electric door strikes.

A cluster of four public catalog terminals should be located near the reference desk.

A copy/printing center to include two photocopiers with sorting table and two LAN printers with debit card machine is also located in this area.

General Reference Collection

The general reference collection area is to include:

Study seating is to include four four-place tables, eight two-place tables, eight single-place study carrels, and four lounge chairs. Six glazed study rooms are needed, three study rooms to seat six and three study rooms

to seat two. A seventh glazed room offers two typing stations. All study tables, carrels and study rooms are to provide a single duplex power receptacle and a data port.

Two public catalog terminals are located among the reference book collection. Thirty-two public microcomputer workstations (including two ADA stations) offer a variety of on-line resources.

The reference print collection has four components, each to be grouped as an identifiable unit;

- the general collection (shelving)
- the genealogy collection (shelving and one 12 drawer card file)
- the consumer health collection (shelving and one four drawer lateral file)
- miscellaneous materials
 - maps and atlases (two atlas stands and one flat map file)
 - dictionaries (two dictionary stands)
 - the pamphlet, Glenview Historical Files, and picture file collections
(twenty-four four-drawer lateral files)

Business Reference Collection

The Business Reference collection is to be a separate room with glazing similar to existing conditions. The public using the collection has strong feelings regarding the retention of a quiet environment apart from the general library.

Study seating is to include two four-place tables, eight single-place tables, six single-place study carrels, and four lounge chairs. All study tables and carrels are to provide a single duplex power receptacle and a data port.

The business reference collection includes standard steel shelving and one double-faced index table for newsletters.

Two public catalog terminals and two public microcomputer workstations are required.

Back Issue Periodicals

The Back-Issue Periodical collection includes magazines and newspapers on steel shelving and microforms in cabinets. Study seating for this area includes two four-place tables and eight two-place tables.

Two catalog terminals are required. Workstations for this collection include six microcomputer workstations and ten workstations for microform reader/printer or reader equipment. Each of these stations requires two duplex outlets and a data port. Six double-faced, three tiered index tables are required for print indexes.

Adult Nonfiction Collection

The Adult Nonfiction collection is a very large collection on standard steel shelving. The collection has several components that require their grouping to call attention to their presence. These include the foreign language collections and the literacy collection. Three book display units are required for topical book promotions. An upholstered bench and/or one low section of shelving in every other shelving range should be included in the

shelving layout to offer an opportunity to review selections.

Study seating for the collection includes sixteen two-place tables and twenty-four one-place tables. The seating is to be placed to break-up the large block of shelving and create broad circulation pathways through the collection. The foreign language collection has four lounge chairs specifically assigned to that location. Eight public catalog terminals are to be located individually or in pairs at strategic, visible locations.

Signage: Reference Desk and Computer Support, General Reference Collection, Business Reference, Periodicals, Nonfiction, shelving range guides

Adjacencies Primary: Computer Labs
Secondary: Adult Services Workroom

Furnishings and Millwork

Item	Quantity	Description
reference desk	1	reference desk
six-place table	3	gen ref (study rooms)
four-place table	8	4 gen ref, 2 bus ref, 2 back-issues
two-place table	31	8 gen ref, 3 study rooms, 8 back-issues, 16 nonfiction
single place table	32	24 nonfiction, 8 bus ref
single-place carrel	14	8 gen ref, 6 bus ref
electrified workstation	40	32 gen ref, 2 bus ref, 6 back-issues
microform workstations	10	back-issues
book display unit	3	nonfiction - may be used by other segments
index table - double faced, two tiered	7	1 bus ref, 6 back-issues
typing table	2	gen ref
sorting table	1	copy center (ref desk area)
public catalog stand	18	4 ref desk, 2 gen ref, 2 bus ref, 8 nonfiction, 2 back-issues
study chairs	158	all tables
task chairs	60	6 ref desk, 34 gen ref (workstations and typing), 4 bus ref, 16 back-issues
lounge chairs	12	4 gen ref, 4 bus ref, 4 foreign language nonfiction
index table stools	28	4 bus ref, 24 back-issues
four drawer lateral file	25	25 gen ref (1 consumer health, 24 misc. collections)
atlas stand	2	gen ref
dictionary stand	2	gen ref
map flat file	1	gen ref
card catalog file-12 drawer	1	gen ref (genealogy)
microform storage cabinet	20	back-issues

Shelving

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
General Reference							
Ready Reference	8	45"	3	12			88
General Reference	150	66"	4	12		provide pull-out reference shelves - confer with staff	1,650
Telephone Books						included above	na
College Catalogs						included above	na
General Reference Periodicals						include 3 periodical shelves in general ref shelving	na
Subtotal	158						1,738
Lundburg Collection							
Genealogy	14	66"	4	12		glazed, keyed shelving	154
Genealogy Periodicals						included above	
Subtotal	14						154
Consumer Health							
Consumer Health	8	66"	4	12			88
Consumer Health Periodicals						include two periodical shelves in shelving above	na
Subtotal	8						88
Business Reference							
Reference Books	24	66"	4	12			264
Periodicals	4	66"	3	12		periodical display shelving	44
Back-Issues	2	66"	4	12			22
Subtotal	30						330
Back-Issue Periodicals							
Back-Issue Periodicals and Newspapers	114	84"	6	12			1,254
Subtotal	114						1,254
Nonfiction							
Nonfiction	634	84"	6	10			6,974
Oversized NF	48	84"	5	12			528
Biography	44	84"	6	10			484
Korean Language	18	84"	6	12			198
Other Languages	18	84"	6	12			198
Foreign Language Periodicals						include 9 periodical shelves in book shelving shown above	na
Allowance for one bench or low shelving section per every other 7 section double-faced range							308
Subtotal	762						8,690

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Literacy							
Print (includes ESL)	6	84"	6	10			66
Media						include appropriate shelving in general shelving shown above	Na
Newspapers						include appropriate shelving in general shelving shown above	Na
Subtotal	6						66
Total Ref et al	1,092						12,012

Engineering Issues

Telephone Outlets: 6 at reference desk

Computer Outlets: 6 at reference desk
 32 at gen ref microcomputer workstations
 2 at bus ref workstations
 6 at back-issue workstations
 10 at ref desk and gen ref catalog terminals
 2 at bus ref catalog terminals
 8 at nonfiction catalog terminals
 2 at back-issue catalog terminals
 26 at gen ref study tables, carrels, and study rooms
 16 at bus ref study tables and carrels
 16 at back-issue workstations and microform workstations
 2 at LAN printers

Electrical Outlets: two duplex at each of 5 reference desk stations
 two duplex at each of 40 electrified workstations
 two duplex at each of 10 microform workstations
 two duplex at each of 18 public catalog stations
 two duplex at each of 16 back-issue workstations and microform workstations
 one duplex at each of 42 gen ref, bus ref tables, carrels, and study rooms

two photocopiers
 two LAN printers

Lighting: avoid veiled reflections at microcomputers

Security: electric door strikes on study rooms and control switches at reference desk

Computer Labs

1,400 square feet

Component Space Summary

Functional Description

Computer Lab 1	630	The computer labs serves two purposes. They provide a classroom setting for public and staff training in the use of computer systems and software. They also provide for individual patron access to microcomputer workstations for general use applications, Internet research, and other applications the library may choose to provide.
Computer Lab 2	630	
Storage Closet	80	
Coat Closets	60	

Design and Layout Issues

The two computer labs are to be adjacent and when not in use for training, the labs are for public use. The labs should be heavily glazed room for security. A keypad entry system is desired for both rooms.

Each lab should seat 12 participants, each with a microcomputer workstation. The seating should be grouped in two rows, each row with three stations on either side of a center aisle. Each grouping of three stations may be ganged as a continuous piece. The rows should address the presenter at the head of the room and a screen for digital projection display of the presenter's screen. The first row should begin far enough back from the presenter to allow all participants an appropriate viewing angle.

Each individual workstation should be a minimum of 30 inches deep and 42 inches wide. An adjustable keyboard tray, in addition to the minimum depth, is required. The processor cabinet at each station, whether in conventional or tower configuration, should be located below the work surface. Each station should provide an ink jet printer.

The instructor's station is needed at the head of each room. When the labs are open for general public use the instructor stations will be used for staff supporting the public use. The workstation should provide room for a microcomputer workstation similar to the participants' and a lighted table top lectern for presentation notes. A LAN printing station is required near each instructor station.

A ceiling mounted digital projection unit and screen are needed to display the presenters monitor output. A secondary input for the projection unit should be provided for presenters bringing pre-configured presentation on their own laptop unit. The screen should be high enough that the presenter does not block participants' view of the output nor should the view be impeded by other participants. A presentation board is also needed.

An indirect lighting system is mandatory. Lighting in the room should be zoned and independently controlled to enable quality digital projection to the screen. At the same time participants need appropriate lighting levels at their workstations. Lighting controls should be located near the presenter station.

The library desires to also provide video-conferencing capabilities in both rooms.

The electrical engineer, architect, consultant, and library staff should work together carefully to craft an effective solution to power, lighting, cabling, and media requirements. The library's systems room will house the server(s) servicing the training labs.

A single storage closet is to be shared by both rooms. The closet should provide room for two sections of industrial shelving and two media carts. Coat closets are needed for each room.

Adjacencies

Primary: Reference
 Secondary: Systems Office

Signage - Computer Lab One
 Computer Lab Two

Furnishings and Millwork

Item	Quantity
participant computer workstation	24
instructor workstation	2
LAN printer stand	2
task chairs	26
presentation board	2
table top lectern	2
Clock	2

Engineering Issues

Telephone Outlets: one at each presenter workstation

Teleconferencing capability in both rooms

Computer Outlets: one at each presenter workstation
 one at each LAN station
 one each participant workstations
 one at both ceiling digital projection unit
 home run all cabling to building system room

Electrical Outlets: two duplex at each presenter workstation
 one duplex at each LAN station
 two duplex at each participant workstations
 service to ceiling digital projector unit
 two convenience outlets at head of each room

Lighting all indirect, controlled for projection

Security: keypad entry system

Adult Services Workroom

3,118 square feet

Functional Description

The workroom and office provides space for departmental staff to plan and to complete their many off-desk assignments

Design and Layout Issues

The **workroom** is an open landscape office with fifteen workstations, a grouping of shared equipment and furnishings, three private offices, and a small conference room.

Fifteen workstations are each to provide for a microcomputer, printer, telephone; pedestal drawers and files, and flipper door units. Eight of the stations are for regular staff, seven are to be shared by part-time staff. One station is to have a side chair.

The **three private offices** should include: one workstation with pedestals and flipper door units; room for microcomputer, printer, and telephone; one four-drawer lateral file; two sections of shelving; storage cabinet; bulletin board.

A glazed six place **conference room** provides for staff working group meetings.

Shared equipment and furnishings include;

- photocopier with sorting table
- workstation with fax machine, telephone, and typewriter
- two work tables each with four chairs
- ten four-drawer lateral file cabinets
- two large storage cabinets for assistive technology equipment
- six large storage cabinets
- shelving
- room for 10 book carts
- staff mailboxes
- bulletin board and white board
- counter with sink and cabinets
- 25 parcel lockers and coat rods
- wall clock

Signage: Adult Services Workroom

Adjacencies: Primary: Reference
 Secondary: Popular Materials

Furnishings and Millwork

Item	Quantity	Description
workstations	19	15 workroom, 1 shared, 3 offices
worktable	2	Workroom
task chairs	27	each workstation and worktables
side chair	1	Workroom
six-place conference table	1	conference room
chairs	6	conference room
sorting table	1	Workroom
large storage cabinets	8	Workroom
four drawer lateral file	13	10 workroom, 3 offices
staff mail box unit	1	Workroom
counter with sink	1	Workroom
bulletin board	4	1 workroom, 3 offices
white board	1	Workroom
wall clock	1	Workroom
parcel lockers	25	Workroom
coat rods	na	workroom

Shelving

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Offices and Workrooms							
Shared Workroom	8	84"	6	10			88
Offices 2 sections each	6	84"	6	10			66

Engineering Issues

Telephone Outlets: one at each of 19 workstations and conference room

Computer Outlets: one at each of 19 workstations and conference room

Electrical Outlets: two duplex at each workstation and conference room
 two duplex at work tables and at counter

HVAC: independent control for workroom/office

Plumbing

sink at counter

Youth Services Collections and Services

13,529 square feet

Component Space Summary

	380 +unassigned
Entry area	2,436
Preschool	888
Primer	892
Media	2,140
Reference and Periodicals	6,063
Juvenile	350
Computer Lab	380
Public Service Desk	

Functional Description

The youth services department provides the collections and services designed for library users from birth through elementary school as well as parents, teachers, and other care givers. The youth services staff provides reader's guidance, reference, and programming services sought by these users.

Design and Layout Issues

General and Entry

The Youth Services Department is really an aggregation of six unique zones; Preschool, Primer, Media, Reference and Periodicals, and Juvenile. Each is to be treated as a coherent piece. A single public service desk and a computer lab serve all of the zones.

An overall thematic treatment for the department is not desired but public art that engages the imagination in appropriate locations throughout the space is sought. Art that reflects natural history, science, and/or literature in a Smithsonian or National Geographic vein has been specifically mentioned. The treatments should not be directed at the youngest customers but be more age appropriate for the department's entire customer base. The art should vary for each zone.

Two bulletin boards are desired near the entry to the space. One should be large, perhaps 9'x12', and the other smaller for community information. The entry area would also be an excellent place for a millwork piece created to display new books for all of the collections. This new book display should have two components, one for young readers and one for elementary materials. It is also desirable to have three free-standing book display units available for thematic promotion of materials. Two lighted display cases are needed for library and community based exhibits. Two water fountains (one higher, one lower), and the three public restrooms are to be located in this area.

Preschool Collections, Seating, and Discovery Area

The Preschool area includes a number of individual collections and a discovery area. Two public catalog terminals are provided and should be sized for adult use. These catalog terminals should be located to also serve the Primer area. A series of coat hook with a shelf for hats and gloves is needed.

The discovery area includes shelving for the Games collection, two four-place tables for small children at play with puzzles and games, a slope top reading table, and eight pieces of lounge seating to be shared by parent and child. A special carpet treatment should demarcate a floor play for young children and allow for several free

standing discovery toys. The architect is specifically encouraged to work together with the staff and consultants to develop additional creative components for this space.

Primer Collections and Seating

The Primer area serves preschooler children through second grade who are beginning to explore reading. It should reflect the spirit of the Preschool area in design. Along with the Primer collections two intermediate height four-place tables and six pieces of lounge seating to be shared by parent and child are required. Two two-person microcomputer stations are provided specifically for a parent with their preschool child. The stations should be at child height and large enough for parent and child to use the equipment together.

Media Collections

The Media area acts as a buffer between the younger children and the areas for grade school children. Two listening stations are required. There is no general seating assigned to Media.

Reference and Periodicals Collections, Seating and Workstations - to be signed as Information and Homework Center

All children's current and back-issue periodicals are located in this area along with the reference collection. A Homework shelving grouping is located within the reference area. Eight intermediate height four-place tables and eight carrels provide for study seating. Four public catalog terminals are needed. Sixteen microcomputer workstations provide access to information resources.

Juvenile Collections and Seating

The Juvenile area includes the J Nonfiction, J Fiction, and paperback collections. Eight intermediate height four-place tables provide for study seating in the nonfiction collection area. The fiction area will require six lounge chairs and four hassocks. Two public catalog terminals are needed in the nonfiction area and two in the fiction area. A large bulletin board is needed for summer reading club displays.

Computer Lab

A separate, glazed computer lab room with six computer stations provides for general applications and for accessing/printing information resources. The lab is to be located near the public service desk. A support staff service workstation is needed in the room with microcomputer and telephone. One storage cabinet is needed at the staff workstation for computer software manuals.

Public Service Desk

The public service desk should provide for three staff members. It should not have a transaction counter. Each of the three desk stations should provide for a microcomputer, printer, telephone, file, drawer, pencil drawer, box drawers, and the organized display of brochures. Shelving is needed for ready reference materials.

A copy center should be located near the desk and provide two copiers with sorting table and two LAN printers with debit card machine.

Signage: Youth Services Department
Each Zone

Adjacencies: Primary: Lobby, Youth Program Room, Young Adult
Secondary: Circulation, Meeting Rooms

Furnishings and Millwork

Item	Quantity	Location
new book display	1	entry (millwork)
topical book display units	3	Entry
display case	2	Entry
bulletin board	3	2 entry, 1 juvenile
public service desk	1	Millwork
four-place table - child size	2	Preschool
four-place study table- intermediate size	18	2 primer, 8 reference, 8 juvenile nonfiction
study carrel	8	Reference
computer workstation	24	2 primer, 6 computer lab, 16 reference
computer workstation, child height	3	computer lab
staff workstation	1	computer lab
parent/child lounge chair	14	8 preschool, 6 primer
lounge chair	6	juvenile fiction
Hassocks	4	Juvenile
sorting table	1	copy center at public service desk
child size table chairs	8	Preschool
intermediate study chairs	72	all intermediate tables
task chairs	21	3 public service desk, 6 computer lab, 8 reference workstations, 4 primer workstations
catalog terminal stand	12	2 preschool, 4 reference, 4 juvenile nonfiction, 2 juvenile fiction
slope top table	1	Preschool
Benches	2	preschool, for slope top table
storage cabinet	1	computer lab

Shelving

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
New Books							
New Books	10	66"	4	12		millwork- review with staff	110
Subtotal	10						110
Preschool							
Games/Toys	6					review design with staff	66
Toddler					4	ABC Blocks	88
Easy's	54	45"	3	12		slotted shelves	1,034
Picture Tales	8	45"	3	12		slotted shelves	88
E/T/PT Paperbacks					1	Earthmobile cart	100
Big Books					1	special display	30
Preschool Kits					1	Tub Cubby - review with staff	22
Parenting	6	66"	5	12			66
Parenting Magazines	2	66"	3	12		periodical display shelving	22
Subtotal	82				7		1,516
Primer							
Primary	28	45"	3	12		slotted shelves	308
Primer Paperbacks					3	display bins	90
Subtotal	28						398
Media							
Videos -Nonfiction	8	66"	6	6		sloped slotted shelves	88
Videos – Fiction	8	66"	6	6		sloped slotted shelves	88
DVD's	4	66"	6	6		sloped slotted shelves	44
CD ROM's	8	66"	6	6		sloped slotted shelves	88
CD's					6	4 tiered bins	180
Book-Tape Kits	10	66"				3 hanging rods per section	110
Electronic Games					3	custom millwork keyed glazed	60
Cassettes	8	66"	6	6		sloped slotted shelves	88
Spoken Word Audio - Fiction and Nonfiction	6	66"	6	6		sloped slotted shelves	66
Subtotal	52				9		812
Reference and Periodicals							
Reference	26	66"	4	12			286
Homework	8	66"	4	12			88
New Periodicals	12	66"	3	12		periodical display shelving	132
Back-Issues	22	6"	5	10			242
Subtotal	68						748

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Nonfiction							
Nonfiction	284	66"	5	10			3,124
Biographies	26	66"	5	10			286
Foreign Language	18	66"	5	10			198
Subtotal	328						3,608
Fiction							
Fiction	66	66"	5	10			726
Paperbacks					10	spinners	400
Subtotal	66				10		1,126
Total Youth Services	634				29		8,318

Engineering Issues

Telephone Outlets:	one at each of three public service desk stations one at computer lab staff station
Computer Outlets:	12 public catalog stations 2 LAN printers 32 initial and future computer workstations 6 public computer lab stations 1 at staff computer lab station 3 at public service desk
Electrical Outlets:	2 duplex at each of three public service desk stations 2 duplex at each of 12 public catalog stations 2 duplex at each of 33 computer workstations display case 2 photocopiers 2 LAN printers
Lighting:	avoid veiled reflections at monitors
Security:	keyed deadbolt for restrooms
Plumbing	2 water fountains 3 restrooms

Youth Services Workroom

1,970 square feet

Functional Description

The workroom and office provides space for departmental staff to plan and to complete their many off-desk assignments

Design and Layout Issues

The **workroom** is an open landscape office and should include

Eight workstations with room for microcomputer, printer and telephone; pedestals, flip cabinet, one section of shelving. Six of the stations are for regular staff, two are to be shared by part-time staff.

A glazed six place **conference room** provides for staff working group meetings.

A **reshelving area** to include 3 sections of shelving, 4 book carts, bulletin board, 20 slot page mail box, and coat rack.

Shared equipment and features include;

- photocopier with sorting table
- room for 6 book carts and 1 grocery cart
- staff mailboxes
- 2 bulletin boards and 2 white boards
- counter with sink and cabinets
- 2 work tables
- ten drawer flat file
- 4 four-drawer lateral file cabinets
- 12 large storage cabinets
- shelving
- 12 parcel lockers
- coat closet
- wall clock

Two offices, one for the department head and one for the first assistant, should each include: one workstation with room for microcomputer, printer, and telephone; one four-drawer lateral file; two sections of shelving, storage cabinet; two side chairs; bulletin board.

Signage: Youth Services Workroom

Adjacencies: Primary: Public Service Desk, Youth Program Room
 Secondary: Children's Restrooms

Furnishings and Millwork

Item	Quantity
workstations	10
worktables	2
task chairs	11
side chairs	4
sorting table	1
large storage cabinets	13
10-drawer flat file	1
four drawer lateral file	4
general staff mail box unit	1
counter with sink	1
bulletin board	5
white board	2
wall clock	1
parcel locker	12
page mail box unit	1
coat rack	1

Shelving

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Workroom	6	84"	6	10			66
Reshelving	3	84"	6	12			33
Office	2	84"	6	10			22
Office	2	84"	6	10			22

Engineering Issues

Telephone Outlets: one at each of 11 workstations and conference room

Computer Outlets: one at each of 11 workstations and conference room

Electrical Outlets: two duplex at each workstation and conference room
 two duplex at worktables and at counter

HVAC: independent control for workroom/office

Plumbing

sink at counter

Youth Program Room

1,660 square feet

Design and Layout Issues

The room should seat 120 children. Coat pegs should be provided outside the room. Windows with blinds at the back of the room allow for parental observation of activities. One third of the room should have resilient flooring.

The room should provide for a variety of media capabilities including voice and data telephone wall outlets, and outlets for the library's computer system, a public address system, cable television reception, ceiling mounted projection screen, sound system, and video presentation. A media wall installation is desired to provide for a changeable venue for program settings and other presentation capabilities. Lighting at the head of the room should provide for a seated presenter reading to children and the presentation capabilities. Other room lighting should be zoned and controlled for various presentation needs. The architect, electrical consultant, library staff, and library consultant should carefully review these requirements.

A dual height counter (standard and child height) with sinks for after craft clean-up and cupboards is needed. A microwave and refrigerator should also be provided. The counter should be behind bi-fold type doors.

6 sections of portable staging are requested.

A closet is required for storage of tables, chairs, staging, two media carts, craft supplies, Battle of the Books score boards, a portable puppet theater, and program props. Five sections of industrial shelving are needed within the closet. Controls for media systems may be located in this closet.

Signage: Confer with staff
signage venue to allow posting of room schedule at entry

Adjacencies: Primary: Youth Services Entry
Secondary: Children's Restroom

Furnishings and Millwork

Item	Quantity	Item	Quantity
storyteller's chair or stool	1	table dolly	per spec
six foot folding seminar tables	24	media cart	2
card table	8	wheeled white board	1
portable staging units	6	puppet theater	1
stacking chair	130	counter with sinks	1
chair dolly	per spec		

Shelving

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Storeroom	5	84"	6	10		industrial shelving	55

Engineering Issues

Voice Telephone Outlets:

Data Telephone Outlets:

Computer Outlets:

Cable Television:

Electrical Outlets:

Lighting:

Media:

Acoustics

HVAC:

Review with Staff and Library Consultant

Technical Services

3,000 square feet

Functional Description

The workroom and office provides space for departmental staff to plan and to complete the intellectual and physical preparation of materials for the library's collections.

Design and Layout Issues

The **workroom** is an open landscape office with fifteen workstations, a grouping of shared equipment and furnishings, and one private office. Cubicles are not desired. The workstations are grouped in **three functional groupings: Acquisitions/Receiving, Cataloging, Processing/Mending**. Materials workflow follows a pattern of 1) receiving 2) cataloging 3) processing 4) back to cataloging for revision 5) distribution to appropriate collections.

Acquisitions/Receiving

Five workstations are each to provide for a microcomputer, printer, telephone; pedestal drawers and files, flipper door units, two sections of shelving and room to accommodate 3 book trucks. One station needs twice the work surface of the typical station. One typing stand and a visitor chair are shared within this area.

Cataloging

Five workstations are each to provide for a microcomputer, printer, telephone; pedestal drawers and files, flipper door units, two sections of shelving and room to accommodate 3 book trucks. One station needs to accommodate a nine drawer card file. Two visitor chairs and a media cart are shared within this area.

Processing/Mending

Five workstations are each to provide for a microcomputer, printer, telephone; pedestal drawers and files, flipper door units, two sections of shelving and room to accommodate 3 book trucks. Two typing stands are shared within this area.

Two **work tables** on casters with processing supply storage beneath the tables are required.

Shared Equipment and Furnishings

- photocopier and fax on sorting table
- 10 **keyed** large storage cabinets
- 4 sections of shelving
- room for 20 book carts
- bulletin board and white board
- beverage service counter with sink and cabinets
- 15 full size lockers
- wall clock

Private Office

The private office should include: one workstation with pedestals, flipper door units, room for microcomputer, printer, and telephone; credenza; four drawer lateral file; four sections of shelving; four place conference table with chairs; bulletin board; coat rack.

Signage: Technical Services Workroom

Adjacencies: Primary: Systems, Receiving
Secondary: Circulation

Furnishings and Millwork

Item	Quantity	Description
workstations	16	15 workroom, 1 office
worktable with casters	2	Workroom
task chairs	18	each workstation and worktables
four-place conference table	1	Office
chairs	4	Office
credenza	1	Office
four drawer lateral file	1	Office
sorting table	1	Workroom
large keyed storage cabinets	10	Workroom
typing stand	3	Workroom
staff mail box unit	1	Workroom
counter with sink	1	Workroom
bulletin board	2	1 workroom, 1 office
white board	1	Workroom
wall clock	1	Workroom
full size lockers	16	Workroom
visitor chair	3	Workroom
media cart	1	Workroom
coat rack	1	Office

Shelving

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
workroom shared shelving	4	84"	6	12			48
Workstation shelving - 2 sections each	30	84"	6	10			330
Office	4	84"	6	10			44

Engineering Issues

Voice Telephone Outlets:	one at each of 16 workstations
Computer Outlets:	one at each of 16 workstations
Electrical Outlets:	two duplex at each workstation two duplex at work tables and at counter
HVAC:	independent control for workroom/office
Plumbing	sink at counter

Systems Services Office System and Central Site

1,450 square feet

Component Space Summary

Workroom/Office	1.050
Central Site	400

Functional Description

This space provides an optimum environment for all primary library data and communications systems equipment and work space for the staff that operate, maintain, and provide training for those library systems.

Design and Layout Issues

The central site systems room is a controlled environment with limited access. The systems workroom/office provides space for staff to complete their operational tasks.

Systems Office/Workroom

Four workstations in the common workroom are each to provide for a microcomputer, printer, telephone; pedestal drawers and files, flipper door units, two sections of shelving and a four-drawer lateral file.

The following equipment and furnishings are shared by all workstations:

- two worktables on casters with storage shelves and drawers beneath
- three **keyed** large storage cabinets
- 4 sections of industrial shelving
- room for four computer carts
- staff mailboxes
- bulletin board and white board
- beverage center with sink
- 5 full size lockers
- wall clock

The **private office** should include: one workstation with pedestals and flipper door units; room for microcomputer, printer, and telephone; two sections of shelving; two side chairs; bulletin board; coat rack.

Systems Central Site Room

This is a glazed room with plenum floor and a double door entry with security keypad. The room requires an independent cooling and humidity system. Electrical service for the room should be on a grounded independent distribution panel that provides surge suppression and UPS support. All building data cabling will terminate in this room at a patch panel. The building's telephone system processor will also be located in this room and is the termination point of all internal telephone cabling as well.

System equipment is to mounted on four pieces of wheeled system furniture. Two task chairs, two sections of shelving, and 2 supply cabinets are also required.

Signage: Library Systems Office

Adjacencies: Primary: Technical Services, Computer Labs
 Secondary: Administration

Furnishings and Millwork

Item	Quantity	Description
Workstations	5	4 workroom, 1 office
worktable with casters	2	workroom
task chairs	9	each workstation and worktables, 2 central site
side chairs	2	office
large keyed storage cabinets	5	3 workroom, 2 central site
staff mail box unit	1	workroom
beverage center with sink	1	workroom
bulletin board	2	1 workroom, 1 office
white board	1	workroom
wall clock	1	workroom
full size lockers	5	workroom
computer cart	4	workroom
coat rack	1	office

Shelving

Collection	Single-Faced Sections	Height	Number of Shelves per Section	Depth of Shelf	Number of Other Storage Units	Notes	Square Feet
Workroom	4	84"	6	12		industrial	44
Office	2	84"	6	10			22
Central Site	2	84"	6	12		industrial	22

Engineering Issues

- Telephone Outlets: one at each of 5 workstations
- Computer Outlets: one at each of 5 workstations and two work tables
- Electrical Outlets: two duplex at each of 5 workstations and two work tables
 one duplex at beverage center
- HVAC: independent control for workroom/office
 independent system for central site room
- Central Site Room Telephone system processor
 primary data systems equipment
 plenum floor
 grounded power with UPS support on independent distribution panel
 patch panel termination of all data cabling
 termination of all communications cabling

Receiving/Mailroom/Staff Entry

620 Square Feet

Component Space Summary

	500
Receiving	120
Mail Room	

Functional Description

This area provides for the receipt and preparation of deliveries and mail as well as the entry of staff during non-public hours.

Design and Layout Issues

Receiving Room

An exterior small loading dock with canopy is needed at step van (UPS type) height. A call box is needed for delivery personnel to announce their arrival and gain assistance. A double-wide passage door to the receiving room provides for the receipt and temporary storage of bulk deliveries. The receiving room requires four sections of industrial shelving and is sized to hold large deliveries until they may be dispersed to their ultimate destination. Two flat bed trucks and two two-wheeled trucks are stored in the receiving room.

This area is also to provide for a trash compactor and for trash pick-up.

Mail Room

The mail room provides space for the preparation of out-going mail and the rough sorting of in-coming mail. A counter with room for a postal scale, postage meter, the preparation of packages for mailing, surface storage of common mailing tools/supplies, and a mail sorter unit with 10 large compartments. The counter should provide cupboard storage for mailing supplies. Room is required for two book trucks.

Staff Entry

A passage door with keypad security is needed. A shoe soil walk-off system is required. The entry should be well lighted and shielded from the elements.

Signage Deliveries

Adjacencies Primary: Technical Services, Storeroom, Custodial Services

Secondary:

Shelving

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Receiving	4	84"	6	12		industrial	44

Furnishings and Millwork

Item	Quantity	Description
Counter with cabinets	1	mail room
mail sorter	1	mail room

Engineering Issues

Electrical Outlets: convenience outlets in receiving
two duplex at mail counter

Telephone Outlets: call box at receiving

Lighting: security lighting

Security: keypad entry

Administrative Services

2,300 square feet

Component Space Summary

Work space	950
Storeroom	830
Conference room	580

Functional Description

Private offices are provided for work in preparing budgets, policies, service programs, for meeting with patrons, staff, trustees, and others. The outer office provides for the welcoming of visitors and the completion of administrative tasks. A conference room provides for staff and Board meeting space. Record retention, office supply storage, and staff copying activities are also located in this block.

Design and Layout Issues

The **Outer Office** is to welcome visitors as well as provide for four visitor chairs, a coat closet, two workstations, and a storeroom.

The **Administrative Assistant's area** requires a workstation to accommodate a microcomputer, printer, and telephone; one four-drawer lateral file; and one section of shelving.

The **Assistant Office Manager's area** requires a workstation to accommodate a microcomputer, printer, and telephone; one four-drawer lateral file; and one section of shelving.

The **Storage/Copy Center** is a separate room near the Administrative Assistant. The room is to provide for a copier, sorting table, laminator and paper cutter, ten four-drawer lateral files, a ten drawer flat file, a safe, two storage cabinets, and eight sections of industrial shelving. A keypad entry is desired.

Private offices are to include the following:

The **Director's office** should provide a desk with telephone, a computer workstation to accommodate a microcomputer and printer, eight sections of shelving, a four-place table with chairs, two four-drawer lateral files, storage cabinet, bulletin board, and a closet are required.

The **Assistant Director's office** should provide a desk with telephone, a computer workstation to accommodate a microcomputer and printer, six sections of shelving, a four-place table with chairs, two four-drawer lateral files, storage cabinet, and a bulletin board.

The **Office Manager's office** should provide a workstation to accommodate a microcomputer, printer, telephone; two side chairs; two sections of shelving; and two four-drawer lateral files, and a bulletin board.

The **Public Information Officer's office** should provide a workstation to accommodate a microcomputer, printer, telephone, two sections of shelving, a four-place table with chairs, two four-drawer lateral files, storage cabinet, and a bulletin board.

The **Display Artist's workroom** should provide a workstation to accommodate a microcomputer, printer, and telephone. Also required are a side chair, drawing table, lay-out work table, ten-drawer flat file, two four-drawer lateral files, three storage cabinets, two sections of shelving, and a large (4' x 8') bulletin board. A counter with sink provides space for a laminator and a paper cutter. Note – aggressive ventilation is required for this space.

The **Conference Room** serves the staff and Board meeting needs. It requires doors both to the administrative area as well as the public floor. It should provide a twelve-place conference table, seating for six visitors, presentation board, a data outlet, service counter behind bi-fold doors, four sections of shelving, coat closet. Provide power at the conference table for media presentation requirements.

Signage: Administrative Services

Adjacencies Primary: Ease of public access to administrative offices
 Secondary: Systems Office

Furnishings and Millwork

Item	Quantity
Desk	3
Workstation	4
computer workstation	2
four-place table	3
task chair	7
side chair	7
table chair	12
conference table	1
conference table chair	12
stacking chair	6
drawing table	1
layout table	1
Safe	1
sorting table	1
four-drawer lateral file	22
ten-drawer flat file	2
storage cabinet	8
bulletin board	5
presentation board	1
counter with sink	1
service counter	1

Shelving

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Admin. Asst.	1	84"	6	10			22
Asst. Office Mgr	1	84"	6	10			22
Director Office	8	84"	6	10		mill work	88
Asst. Dir. Office	6	84"	6	10		mill work	66
Office Manager	2	84"	6	10			22
Public Information Office	2	84"	6	10			22
Storeroom	8	84"	6	12		industrial	88
Conference Room	4	84"	6	10		mill work	44

Engineering Issues

Voice Telephone Outlets: each desk and workstation, conference room

Computer Outlets: each desk and workstation, conference room

Electrical Outlets: two duplex each desk and workstation
two duplex at both counters
copier in storage/copy center
at conference table

Security: keypad entry to storeroom

HVAC: special ventilation for display artist workroom

Staff Room

1,280 square feet

Functional Description

This space provides for the personal needs of staff and secure storage of personal belongings.

Design and Layout Issues

The staff room area is to provide three distinct spaces; kitchen facility, staff lounge, quiet room. A fourth area, an outdoor patio or deck, is desired if logistically feasible. Staff restrooms are adjacent to this space but do not open in the staff room.

Kitchen facilities are to include:

- counter with above and below cupboards
- double sink with disposal
- dishwasher
- two full size refrigerators
- oven/range
- two microwave ovens
- "Dust Buster"
- two large vending machines
- bottled water dispenser
- trash and recycling receptacles
- storage closet for bulk items

The **staff lounge** should include:

- six four-place tables
- six lounge chairs
- three sofas
- occasional tables
- lamps
- staff telephone
- two bulletin boards

The **quiet room** should include:

- reclining lounge chair
- call for assistance button (determine where it annunciates)
- occasional table
- lamp
- window

Signage: Staff Room

Custodial Room and Closets

620 square feet

Component Space Summary

Closets	120 sf
Custodial Room	500 sf

Functional Description

This space provides space for custodial work space, equipment, cleaning supplies, building supplies.

Design and Layout Issues

Custodial Closets

Provide a custodial closet at the entry and by each of the three groupings of public restrooms.

Custodial Room

The room is to provide for staff work space and storage of supplies. Storage requires shelving and open floor space for equipment and bulk supplies. The following furnishings are to be provided:

- two desks
- telephone
- two four-drawer lateral files
- two keyed storage cabinets
- workbench with tool peg board
- hanger strip for brooms and mops
- work table
- shelving as specified
- washer, dryer
- mop sink

Signage: Custodian or Maintenance

Adjacencies Primary: Receiving
Secondary: Mechanical Rooms, Storerooms

Furnishings and Millwork

Item	Quantity
desk	2
Task chair	2
work table	1
table chairs	2
keyed storage cabinet	2
work bench with peg board	1
Four-drawer files	2
hanger system for brooms/mops	1

Shelving

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Custodian	16	84"	6	12		industrial storage shelving	176

Engineering Issues

Telephone Outlets:	one at desk
Electrical Outlets:	one duplex at worktable and at workbench washer, dryer other convenience outlets
HVAC:	this room is to receive climate control service
Plumbing:	mop sinks, washer, dryer

Storerooms

3,000 square feet

Functional Description

This space provides space for clean storage of magazines awaiting binding, equipment, parts, shelving parts, book sale books, seasonal displays, and other items not needed for current use.

Design and Layout Issues

Two 1,500 square foot storerooms are to be located on different floor plates, one to be located near the receiving room. Within each room secure storage cages are to be provided as later specified by staff. Each room is to provide one work table and shelving as specified.

Signage: Staff Only

Adjacencies Primary: Receiving, Custodial

Furnishings and Millwork

Item	Quantity
table chairs	4
work table	2

Shelving

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Storeroom	as desired	84"	6				

Engineering Issues

Voice Telephone Outlets: one wall hung unit

Electrical Outlets: one duplex at worktable
other convenience outlets

HVAC: this room is to receive climate control service

Yard Room

150 Square Feet

Functional Description

This area provides for storage of grounds maintenance equipment.

Design and Layout Issues

The yard room is a double doored unfinished space. Electrical service and a hose bib is required.

Signage None

Adjacencies Primary: Receiving

Shelving

Collection	Number of Single-Faced Sections	Height	Number of Shelves per Section Face Including Base	Depth of Shelf	Number of Other Shelving or Storage Units	Notes	Square Feet
Yard Room	as desired	84"	6	12		industrial	

Engineering Issues

Electrical two duplex outlets

Plumbing hose bib