

DRAFT

**Cedar Rapids Public Library
Downtown Library Building Program**

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Guide to the Building Program

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

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

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

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

Program Divisions

1. Program Overview

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

2. Functional Area Descriptions

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

3. General Design Considerations

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

Program Overview

Key Design Issues

Though the building program includes hundreds of service and operational specifications, the following key concepts and issues highlight the spirit and intent of the design process.

Make Operational Efficiency Integral to Design:

- Four public service desks, the same number that currently exist, will continue to provide for the efficient operation of this 85,000 square foot facility.
- Adjacencies of functional spaces will allow effective work and materials flow as well as enhanced customer service.
- Effective furnishing layouts will enable customers to be more self-directed.
- Enhanced and expanded express-check technology will speed customer access and transactions.
- Automated check-in and pre-sort technology will allow staff to be re-tasked to higher levels of customer service. Relocated material return locations will simplify materials flow.

Use the Building's Strengths and Resolve Challenges:

- Green building and operating practices are required. LEED principles are to be integral to the planning process.
- It is not the program's intent to expand the building's existing footprint and initial space calculations are consistent with the existing envelope.
- Existing space use that meets current and future requirements is to be respected.
- Stronger use of the existing lobby space is desired.
- Create a more immediate path that brings customers directly into the building, dramatically closer to the southwest entry and the parking lot.
- Assess and modify as appropriate building systems including lighting, power, HVAC, and data / communications.
- Take greater advantage of the many windows and natural light on the ground level.
- Use the building's open floor plan to develop a more welcoming environment.
- Furnishings and finishes should reflect the challenges faced by urban libraries.

Enhance Service:

- Increase the number of public computing stations to respond to customer demand and changes in information sources.
- Re-structure the digital training lab to allow higher utilization.
- Fashion engaging children's services environments through creative seating options, a young child learning center, and a space targeted to served upper elementary students.
- Use an increased proportion of two-place study tables for higher seating utilization.
- Create collaborative study spaces that are more than closets.
- Leverage the successful teen area by adding computer stations, magazines, and a defined space.
- Select shelving and display fixtures to reflect use patterns.

Design for Highest, Best Use of Space:

- Functional areas are to be located wherever they best advantage service and efficiency.
- In developing the building program many conjectural schematic concepts have arisen that **may or not be useful**. These include
 - Locate all public service spaces on the first floor
 - Relocate meeting spaces to the second floor
 - Relocate children's services to the first floor
 - Locate the café on or within the first floor lobby
 - Provide ISAIC a first floor location with lobby or independent exterior access

Enhance Security:

- Create collection and service destinations within the building to generate customer traffic.
- Strategically locate main internal circulation paths.
- Expand use of closed circuit cameras.
- Relocate restrooms to higher visibility locations.
- Use sight lines and furnishing layout to create an “open” building.
- Review how skywalk customers enter and access library spaces.
- Redesign and relocate study rooms.

Specific Considerations

In researching the program document a group of issues that affect the project across programmatic lines was identified. For this reason these issues are called to the planning team's specific attention. Many more issues are included in the section titled General Design Considerations.

Circulation Control and Theft Detection – The library utilizes RFID technology. The design and configuration of theft detection equipment, building exits, the Public Service Desk, check-in stations, return chutes, and express check station locations should provide for this technology.

Customer Material Returns - Returns must be located as part of or as near as possible to the Circulation Workroom's reshelving/check-in area. The drive-up return is to be integrated to an automated check-in / 8 bin sort installation in the check-in area. If a more remote location is necessary more extensive conveying may be required.

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

Security – A building security system including a digital video camera system is required. Consult with staff to identify specific locations and requirements. A digital key-pass system to all staff areas is also required. The architect is to provide “safe room” conditions in locations to conform with City requirements.

Ergonomics - The architect is requested to consider people friendly solutions in selecting furnishings, fixtures, and finishes such as 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; and light sources that reduce monitor glare.

Storm Refuge - The architect is to identify an area of the building appropriate for shelter in times of severe weather.

Furnishings - Moveable furniture is preferred in every instance over fixed counters and cabinets. The only exceptions are counters with sinks. In every instance workstations or stands used for public access to library network 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.

Shelving - In every instance shelving is to provide a sloped base shelf to allow customers to more easily view the items on the bottom shelf. Back-stops are desired for every shelf.

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.

Space, User Seating, and Public Technology Summary

Programmatic Area	Square Feet	Study Seating	Casual Seating	Public Technology Stations	Other Seating
Exterior Book/Media Return	100				
Entrance/Vestibule/Lobby	unassigned				lobby benches
Restrooms	unassigned				
Meeting Rooms	5,510				200 50 12 + 20
Circulation Desk Area	3,380			6 express check stations	
Café	1,300				
New Books / Displays	380			2 public catalog stations	4 benches
Media	1,508			1 public catalog stations	
Young Adult Services	1,481	14	5	3 computer stations	
Adult Fiction and Genre	4,244		12	2 public catalog stations	
Large Print	620	2		1 public catalog stations	1 bench
Periodicals	1,832	16	20		
Reference and Technology Commons	7,769	72		4 microform stations 4 public catalog stations 74 computer stations	
Adult Nonfiction	7,156	48		2 public catalog stations	
Adult Services Workroom	2,347				
Children's	12,003	26	16	1 express check station 2 public catalog stations 8 computer stations	50
ISAIC	1,351				
Information Technology	1,065				
Business and Administrative Offices	2,220				

Space, User Seating, and Public Technology Summary – Continued

Programmatic Area	Square Feet	Study Seating	Casual Seating	Public Technology Stations	Other Seating
Staff Room Area	1,762				
Receiving and Staff Entry	340				
Facilities Management	970				
Storeroom	600				
Garage	1,120				
Yard Room	80				
Custodial Closets	185				
Net Program	59,323				
Unassigned Space 30% of Gross	25,424				
Gross Space Requirement	84,747	178	53	7 express check stations 14 public catalog stns 85 computer stations 4 microform stations	200 50 12 + 20 5 benches 50

The existing Cedar Rapids Downtown Library is reported to be 85,000 gross square feet.

Comparison: Existing Space Allocations and Proposed Building Program

Programmatic Area	Building Program Space Allocations	Existing Space Allocations *
Exterior Book/Media Return	100	70
Meeting Rooms	5,510	3,780
Circulation Desk Area	3,380	3,628
Café	1,300	1,300
New Books / Displays	380	1,200
Media	1,508	2,700
Young Adult Services	1,481	1,512
Adult Fiction, Genre, Large Print	4,864	5,216
Periodicals	1,832	2,900
Reference / Technology Commons	7,769	6,274
Adult Nonfiction	7,156	9,914
Adult Services Workroom	2,347	2,776
Children's	12,003	8,183
ISAIC	1,351	1,112
Information Technology	1,065	1,714
Business / Administrative Offices	2,220	2,650
Staff Room Area	1,762	1,762
Receiving and Staff Entry	340	340
Facilities Management	970	970
Storeroom	600	0
Garage	1,120	1,120
Yard Room	80	80
Custodial Closets	185	185
Net Program	59,323	59,386
Unassigned Space (Lobbies, restrooms, mechanical systems, stairs, hallways, elevators, walls, mechanical chases.)	25,424	25,614
Gross Space Requirement	84,747	85,000

Note: The Existing Space Allocations are rough take-offs prepared by the library planner using the library's plan drawings and field observations.

Relationship of Library Spaces

Building Area	Primary Relationship	Secondary Relationship
Exterior Book/Media Return	Circulation Workroom	
Entrance/Vestibule/Lobby	Café	New Books
Restrooms: Public 1 st Floor 2 nd Floor Staff 1 st Floor 2 nd Floor	Lobby Vertical Circulation Core Staff Room Staff Offices	
Meeting Rooms	Lobby Restrooms	Children's Café
Circulation Desk Area	Lobby Exterior Book/Media Return	Young Adults New Books
Café	Lobby	
New Books / Topical Displays	Lobby Circulation	
Media	New Books	Young Adults Large Print (Audio Books)
Young Adult Services	Media Circulation Desk	
Adult Fiction and Genre	Large Print	Periodicals
Large Print	Adult Fiction / Genre	Media (Audio Books)
Periodicals	Adult Fiction / Genre Adult Nonfiction	Reference (copy center)
Reference and Technology Commons	Adult Nonfiction	Periodicals
Adult Nonfiction	Reference / Tech Center	Periodicals
Adult Services Workroom	Receiving Reference / Tech Center	Circulation
Children's	Large Meeting Room	Avoid: exterior doors and general public restrooms
ISAIC	Lobby	
Information Technology	Existing Server Room	
Business and Administrative Offices	Public Floor	Staff Restroom
Staff Room Area	Existing Location	
Receiving and Staff Entry	Existing Location	
Facilities Management	Existing Location	
Storeroom	as opportunity permits	
Garage	Existing Location	
Yard Room	Existing Location	
Custodial Closets	Existing Location	

Collection Size and Capacities

Collection	Existing Number of Volumes	Projected Number of Volumes	% to Shelve	Projected Volumes to Shelve	Projected Shelving Capacity
New, Display, Paperback and Large Print					
New Books (10 Day Books)	535	1,069	33.1	354	360
Quick Picks (books 116 and DVDs 10)	126	634	34.1	216	240
Topical / Seasonal Display	Included in other counts	Included in other counts		Included in other counts	120
Total	661	1,703		570	720
Young Adult					
Fiction (Includes YA-LPB 1, YA-NEW 4)	4,751	6,055	79.0	4,783	4,800
Manga	464	743	51.7	424	480
Graphic Novels	384	658	47.6	354	360
Paperbacks	42	45	73.8	33	120
Reference	22	23	100	23	120
Periodicals	22 titles	24 titles	100	24 titles	24 titles
Total	5,663	7,524		5,617	5,880
Media					
Videos – Fic	4,861	0	84.5	0	0
Videos – NF	2,666	0	90.6	0	0
DVDs - Fic	6,503	10,919	39.9	4,356	4,560
DVDs - NF	923	2,732	65.5	1,789	1,920
Recorded Books – Cas Fic	1,685	0	72.5	0	0
Recorded Books – Cas NF	1,267	0	87.8	0	0
Recorded Books – CD Fic	1,491	3,240	40.5	1,312	1,350
Recorded Books – CD NF	526	1,060	61.8	655	750
Cassettes – music	104	0	0	0	0
CDs –music/sound recordings (includes CD-MSD 53/4)	7,090	8,544	70.8	6,049	6,250
Total	27,116	25,495		14,161	14,830
Periodicals					
Magazines	301 titles	312 titles	100	312 titles	312 titles
Newspapers	31 titles	31 titles	100	31 titles	36 titles

Collection Size and Capacities (continued)

Note: lf = linear feet

Collection	Existing Number of Volumes	Projected Number of Volumes	% to Shelve	Projected Volumes to Shelve	Projected Shelving Capacity
Large Print					
Large Print	3,775	5,517	86.4	4,767	4,800
Total	3,775	5,517		4,767	4,00
Adult Fiction and Genre					
Fiction	20,934	22,274	86.3	19,222	19,222
Detective	5,749	6,617	82.9	5,485	5,520
Religion	1,188	1,764	85.4	1,506	1,560
Science Fiction	3,975	4,729	77.0	3,641	3,720
Western	718	718	94.7	680	720
Paperbacks	8,506	10,050	82.6	8,301	8,400
Total	41,070	46,152		38,835	39,142
Reference					
General Reference (includes CD-GOV 40; Drug-Ref 116; Gov-Ref 674)	11,346	8,389	100	8,389	8,448
Telephone Books	145	145	100	145	192
Total	11,491	8,534		8,534	8,640
Local History / Genealogy					
Local History / Genealogy	36 lf	45 lf	100	45 lf	72 lf
Total	36 lf	45 lf		45 lf	72 lf
Adult Nonfiction					
Nonfiction (includes YA-Nonfic 1,322/97; Drug- Cas 13/1; Drug-Circ 1,257/62; Gov- Circ 156/2.; VP-ISU 68/3)	79,953	85,751	88.6	75,975	76,032
Biography	6,621	7,044	92.1	6,487	6,487
Total	86,574	92,795		82,462	82,519
ISAIC					
Books	500	600	100	600	600
DVD	62	1,159	96.8	1,122	1,160
VHS	1,090	66	98.8	65	65
Curricula	672	715	99.9	715	720
Display Kits	16	17	100	17	17
Periodicals	10 titles	10 titles	100	10 titles	10 titles
Total	2,340	2,557		2,529	2,562

Collection Size and Capacities (continued)

Collection	Existing Number of Volumes	Projected Number of Volumes	% to Shelve	Projected Volumes to Shelve	Projected Shelving Capacity
Youth Services					
Entry Zone					
New Books	Included in other counts	Included in other counts		Included in other counts	240
Display	Included in other counts	Included in other counts		Included in other counts	120
Reference	103	110	100	110	120
Children's Magazines	30 titles	36 titles	100	36 titles	36 titles
Parenting (Special)	1,139	1,712	92.3	1,580	1,620
Recorded Books – Cas Fic	306	0	92.2	0	0
Recorded Books – Cas NF	62	0	96.8	0	0
Recorded Books – CD Fic	356	704	72.2	508	540
Recorded Books – CD NF	38	106	100	106	106
Cassettes – music	16	0	81.3	0	0
CDs –music	412	555	67.5	375	400
Kits – CD	258	913	68.2	622	622
Kits – Cas	600	0	90.2	0	0
Subtotal	3,290	4,100		3,301	3,768
Young Child Zone					
Display	Included in other counts	Included in other counts		Included in other counts	800
Board Books, Beginning Readers and Easy	30,047	31,970	86.8	27,750	27,900
Subtotal	30,047	31,970		27,750	28,700
Elementary Zone					
Fiction and Paperbacks (fic 7,736, pbs 12,798)	20,534	21,848	89.1	19,466	19,560
Nonfiction	21,783	23,177	90.4	20,952	20,958
Biography	1,154	1,228	89.8	1,103	1,152
Subtotal	43,471	46,253		41,521	41,670
Children's Total	76,808	82,323		72,572	74,138
Other					
AV Equipment					
Headphones	89	0	86.5	0	0
Book Club					
Book Club	535	569	81.7	465	465
Deposit Collections					
Children's	1,746	1,849	20.9	386	386
Adult	547	582	52.8	307	307
On the Fly					
On the Fly	467	0		0	0
Other Total	3,384	3,000		1,158	1,158
Grand Total	258,882	275,600		231,205	234,389

Public Shelving and Display Summary

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Adult Collections							
New, Display, and Paperbacks							
New Books (10 Day Books)	6	66"	4	10"		Sloped shelves	72
Quick Picks	4	66"	4	10"		Sloped shelves	48
Topical / Seasonal Display					2	Review requirements	120
Total	10				2		240
Young Adult							
Fiction	40	66"	5	10"			480
Manga	4	66"	5	10"			48
Graphic Novels	3	66"	5	10"			36
Paperbacks	1	66"	5	10"			12
Reference	1	66"	5	10"			12
Magazines: Current and BI's	4	66"	4	12"		Two periodical shelves, two flat shelves per sectn	48
Total	53						636
Periodicals							
Magazines and Newspapers Current and BI's	61 (52 mags 9 news)	66"	4	12"		Two periodical shelves, two flat shelves per sectn newspapers sections with hinged plexiglass covers	732
Total	61						732
Adult Media							
CDs - Music	25					Existing wire display units @ 25 sf per unit	625
DVDs	27					Existing wire display units @ 25 sf per unit	675
Recorded Books (tape and CD)	14	66"	6	6"		sloped, slotted shelves	168
Total	66						1,468
Large Print							
Large Print	40	66"	5	10"			480
Total	40						480
Adult Fiction and Genre							
Fiction	160	66"	5	10"			1,920
Detective	46	66"	5	10"			552
Religion	13	66"	5	10"			156
Science Fiction	31	66"	5	10"			372
Westerns	6	66"	5	10"			72
Paperbacks	56	66"	6	6"		Sloped shelves	672
Total	312						3,744

Public Shelving and Display Summary (continued)

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Adult Collections							
Reference							
General Reference	88	66"	4	12"			1,056
Telephone Books	2	66"	4	12"			12
Total	90						1,068
Local History							
Local History / Genealogy	6	66"	4	12"			72
Total	6						72
Adult Nonfiction							
Nonfiction	528	90"	6	10"			6,336
Biography	45	90"	6	10"			540
Total	573						5,876
ISAIC							
Books	4	90"	6	10"			48
Periodicals	1	90"	6	10"			12
Videos and DVDs	7	90"	6	10"			84
Curricula	5	90"	6	10"			60
Display Kits	1	90"	6	10"			12
Total	18						216
Children's Collections							
Entry Zone							
New Books	8	48"	3	10"		display shelves - confer with staff / consultant	96
Topical Display					2	Review requirements	80
Reference	2	48"	3	12"			24
Current Magazines	6	48"	3	12"		periodical shelving	36
Back Issue Magazines	3	48"	3	12"			36
Parenting	18	48"	3	10"			216
Recorded Books (all categories and formats)	7	48"	3	10"			84
Book/Tape Kits (all categories and formats)					24	Use existing wire racks	360
Music – CDs					1	Use existing display unit	40
Total	44				27		972
Young Child Zone							
Display					4	child-height df multi-compartment bins	160
Board Books, Beginning Readers, and Easy	155	48"	3	12"		slotted shelves	1,860
Total	155				4		2,020
Elementary Zone							
Fiction	163	60"	5	10"			1,956
Nonfiction	218	60"	4	10"			2,616
Biography	12	60"	4	10"			144
Total	393						4,716

Exterior Site Features

Parking

Review location of handicapped parking stall locations, layout of parking lot, and grades.

Vehicle Circulation Issues

- drop-off/pick-up lane at the front entry – well signed
- path for driver's side book return (if return is relocated)
- provide a path and unloading location for semi-tractor/trailer units

Friends Book Donation Box

Maintain existing box at its current drive-up location at rear of building. Provide improved signage.

Entry Area

- entry overhangs
- lighted flag pole
- racks for 8 bicycles
- trash and cigarette receptacles
- exterior venue for posting of hours of operation and schedule that allows for easy changing

Building Identity

Develop an exterior treatment or signage that provides an identity or identification of the Library from all approaches to the building.

Site Landscaping and Lighting

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

Exterior Power

Provide keyed power receptacles at convenient outdoor locations – none now exist. Confer with staff for locations.

Refuse and Recycling

Refuse and recycling is now held for pick-up within the existing garage and this may continue.

Signage: drop-off/pick-up lane, exterior entry venue for posting of hours of operation and schedule, Friends book donation box, add a prominent display of the building's address

Engineering Issues

Telephone Outlets:	None
Computer Outlets:	None
Electrical Outlets:	convenience outlets on building exterior
Security:	Exterior lighting

Exterior Book/Media Return

100 square foot allowance

Function and Design Issues

The library desires an improved driver's side, drive-up return, sheltered from the weather. The existing drop at the rear of the building requires customers to get out of their car, is of limited capacity, is distant from the check-in work area, and needs to interface with an automated bin sort check-in system in the circulation workroom.

The return is to allow driver's to deposit materials without leaving their vehicle. The return must be located as part of or as near as possible to the Circulation Workroom's reshelving/check-in area. The drive-up return is to be integrated to an automated check-in / 8 bin sort installation in the check-in area. If a more remote location is necessary more extensive conveying may be required.

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

The height of the return slot is to anticipate both SUVs and small sedans

Signage: Book and Media Return

Adjacencies: Primary: Circulation workroom

Engineering Issues

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

Entry/Vestibule/Lobby

Square feet: unassigned

Function and Design Issues

This area provides a welcoming entry for the public to the library facility. However, the distance from the parking lot, through the lobby, and into the library is now considered a barrier by many. **There is a need to create a more immediate path that brings customers into the library more quickly. This path should bring customers more directly into the building, dramatically closer to the southwest entry and the parking lot.**

Within a revised entry experience provide:

- interior benches for patrons waiting for rides
- on-demand door openers
- walk-off system for shoe soil
- bi-level drinking fountain
- lighted, flush wall display case
- digital display for events calendar and promotions
- Friends book sale cart
- dedication plaque and donor recognition system for wall
- pay telephone
- closet for wheelchair and stroller
- janitorial closet with mop sink
- theft detection panels on library side of lobby
- an interior return slot that is integrated with the automated bin sort check-in system in the circulation workroom
- the lobby should continue to allow independent access to both the library and meeting rooms

Signage: Illuminated exterior name of library
 Sign visible from the curb indicating open/closed
 Dedication plaque and donor recognition system for wall
 Monitor to display events calendar and promotions

Adjacencies Primary: Lobby, Café, Meeting Rooms
 Secondary: New Books

Engineering Issues

Telephone Outlets:	pay phone
Computer Outlets:	two
Electrical Outlets:	convenience outlets in lobby and vestibule on-demand door openers theft detection panels display case
Security:	theft detection

Restrooms

Square feet: unassigned

Function and Design Issues

- 3 public restrooms (men, women, assisted/family) are to be located off the lobby, outside the secure zone, for users of both the library proper and the meeting rooms.
- 2 public restrooms (men, women) are located on the second floor.
- 2 family restrooms to be located in the Children’s department.
- 2 gender specific staff restrooms are provided in proximity to the staff room area.
- 2 gender specific staff restrooms are provided in proximity on the alternate floor from the staff room.

Restrooms should provide:

- Views to the interiors of the restrooms are to be screened when the doors are opened
- The number of women's fixtures should reflect the high percentage of library users and staff that are female
- Package cubbies by sinks
- Automatic fixtures for toilets, urinals, lights, hand blowers, and paper towels
- Deadbolts for all public restroom doors
- Floor-mount stall partitions
- Stalls should be spacious, well lit, and include coat hook and package shelf
- Changing tables in all public restrooms
- Sanitary product dispensers and disposal fixtures
- Soap dispenser (plastic) is to be located above the sink
- Tile floors and walls
- Floor drain
- Access panels to all valves located in wall cavities
- The Children’s restroom is to provide an adult sized toilet and two sinks, one at adult height, one at child height. This restroom should be visible from the Children’s public service desk.
- A nursing area is to include a comfortable chair for mother and infant and a second chair for a toddler sibling.

Signage: per ADA requirements

Adjacencies:

Public	1st Floor		Lobby
	2nd Floor	Vertical Circulation Core	
Staff	1st Floor		Staff Room
	2nd Floor		Staff Offices

Engineering Issues

Electrical:	convenience outlets only
Security:	keyed deadbolt locks without thumb locks
plumbing:	drinking fountains floor drains access panels to any valves located in the wall automatic fixtures - public restrooms
HVAC:	superior ventilation

Meeting Rooms

5,510 square feet

Function and Design Issues

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

Pre-Assembly Space (800 square feet)

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

Main Meeting Room (2,600 square feet)

The room should seat 200 people in rows of chairs or 100 at tables on 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 is to divide into 2 portions for concurrent activities (discuss proportions with library). Plenum partitioning is required above a dropped ceiling for sound suppression when the room is divided. HVAC controls should allow for different treatments for the divided room. All programmatic capabilities are to be available to both portions of the room. This may require duplication of features in some circumstances.

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

- telephone, data, power, cable television outlets at frequent wall and flush floor locations
- public address system
- ceiling mounted projection screens
- ceiling mounted computer and video out-put projection
- sound and video presentation capabilities
- wireless LAN access / coverage (currently an issue)
- media control closet
- lighting controlled to allow for different levels and zones of illumination – locate switches both by entry door and at front of room
- theatrical lighting
- coat alcove with coat rods and package shelves

Meeting Room Two (750 square feet)

The room should seat 50 people in rows of chairs or 24 at tables and be rectangular in shape with a level floor. The walls should be of a material and color to permit projection. If a mullion is used it should be removable. The room should provide a wide range of media and technology support. The architects and their electrical or media consultant are requested to carefully explore these requirements with the library staff and library consultant. Provide:

- telephone, data, power, cable television outlets at frequent wall and flush floor locations
- ceiling mounted projection screens
- ceiling mounted computer and video out-put projection
- sound and video presentation capabilities
- wireless LAN coverage / access
- media control closet
- lighting controlled to allow for different levels and zones of illumination - locate switches both by entry door and at front of room
- coat alcove with coat rods and package shelves

Conference Room (540 square feet)

A room to seat 12 at a conference table is needed with space for 20 visitor seats as well. A presentation board, a service counter screened from immediate view, clock, and coat rack are required. Convenience outlets to enable small media presentations, a telephone outlet, and data outlets should be provided. Mobile equipment to allow the room to serve as an ICN classroom is stored in the room.

Support Services (620 square feet)

- shared by all meeting rooms
- catering kitchen with counter, full size refrigerator, microwave, 2 deep sinks, disposal, keyed cupboards
- storage for folding tables, stacking chairs, 2 media carts, 2 lecterns, 4 wheeled/folding stage sections, dollies and programming accessories

FOT Room (200 square feet)

Fiber Optic Termination equipment room to support ICN classroom use of the Conference Room.

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

Adjacencies Primary: Lobby, Restrooms
Secondary: Children’s, Café

Engineering Issues

Telephone Outlets:	Review with library staff and consultants
Computer Outlets:	
Electrical Outlets:	
Plumbing:	At time of schematic planning review the need for ICN / FOT functions.
ICN:	

Circulation Desk Area and Workroom

3,380 square feet

Function and Design Issues

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

Building Directory (80 square feet)

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

Customer Service Center (255 square feet)

- a recessed alcove or paneled enclosure
- 1 photocopier with sorting table
- 2 bins for the distribution of tabloid newspapers and bulk materials
- keyed cupboards or closet with shelving for the storage of copying supplies and handouts
- recessed, wall-mounted literature racks
- 2 keyed bulletin boards

Self-Check (240 square feet)

As customers approach the circulation desk on their way out of the library they should find a counter or stand for 6 self-check circulation stations.

Public Reshelving Area (390 square feet)

Provide space and an attractive location for public access to materials awaiting reshelving on the equivalent of 26 single-faced sections of 72" tall shelving (6 shelves/section).

Self-Serve Reserves (150 square feet)

Provide the equivalent of 10 single-faced sections of 72" tall shelving (6 shelves/section).

Circulation Desk (595 square feet)

Provide a queuing mechanism so that customers intuitively and cooperatively form a single line to approach the circulation desk stations. The circulation desk is composed of 3 public service stations, 2 at standing height, 1 at ADA height. The desk design is to create an identity for each station.

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

- microcomputer
- monitor, adjustable
- keyboard, adjustable
- RFID pads
- bar code scanner
- receipt printer
- task chair or wheeled stool
- telephone
- courtesy telephone for children
- wheeled pedestals for shelves/storage
- shield backs of equipment/cabling
- under-counter cable management system
- (desk detail continued on next page)

Circulation Desk Continued

An area with convenient access to all of the front desk stations should provide:

- **shared cash register and credit card swipe to serve all stations**
- a seated staff workstation for on-going tasks
- LAN printer
- room for 2 book carts

Circulation Workroom (980 square feet)

- **Department head office** with view to workroom to include a workstation, task chair, microcomputer, telephone, side chair, bulletin board, 2 sections of shelving, and 1 four-drawer file.
- **Shelving supervisor office** with view to workroom to include a workstation, task chair, microcomputer, telephone, side chair, bulletin board, 2 sections of shelving, and 1 four-drawer file.
- **4 staff workstations** each with task chair, microcomputer, telephone, drawers and shelves.
- **1 standing shelver workstation** with microcomputer, telephone, bulletin board, drawers and shelves.
- **1 standing security workstation** with charger, notebooks, drawers and shelves.
- **shared features**
 - public address controls
 - 6 sections of shelving
 - 1 work table with task chair
 - LAN printer
 - 2 free-standing supply cabinets
 - 2 bulletin boards
 - 1 wheeled typing stand
 - 1 four-drawer file
 - safe
 - clock

Check-in Area (450 square feet)

- automated check-in / 8 bin sort installation
- all return slots, both internal and external, feed to the automated check-in / 8 bin sort installation.
- book cart corral for 12 carts

Outreach and Delivery (240 square feet)

- Provide 2 book carts and 8 sections of shelving for the marshalling and temporary storage of materials awaiting distribution.

Signage Building directory, customer service center, book returns, reserves, selfchecks, recently returned, circulation desk, workroom

Adjacencies Primary: Exterior Book/Media Return, Lobby
Secondary: New Books, Young Adults

Engineering Issues

Telephone Outlets:	1 at each public service station 1 at check-in station 1 at each staff work station
Computer Outlets:	1 at each self-check unit 1 at each public service station 1 at each check-in workstation 1 at each staff work station
Electrical Outlets:	1 at building directory 2 duplex at each self-check unit 1 duplex at each public copier 2 duplex at each public service station 2 duplex at each check-in workstation 2 duplex at each staff work station
Public Address:	confer on location for primary control

Café

1,300 square feet

Function and Design Issues

The café provides space for customer relaxation and enjoyment of light refreshments, broadening and enhancing the library experience.

The space will be leased to a private sector vendor and designed in consultation with the vendor selected. Investigation of vendor requirements as part of the schematic design phase is important. The program makes an allowance of 1,300 square feet for the café. Food preparation capability is required and the space must meet all appropriate code requirements.

Signage: Name of Café, hours of operation

Adjacencies Primary: Lobby
Secondary:

Engineering Issues

Electrical:	To support all necessary café equipment Convenience receptacles for housekeeping and customer laptops
Telephone Outlets:	1 at service counter
Computer Outlets:	Wireless LAN
Plumbing:	Meet all code requirements 3" waste pipe requested by Building Mgr.
HVAC:	Meet all code requirements. Pay special attention to venting.

New Books and Topical Displays

380 square feet

Function and Design Issues

These high demand adult collections are intended for browsing and the space should showcase the new books and featured displays. A special ambience is called for similar to retail space.

- collection shelving
- 2 catalog stations
- 4 browsing benches

Signage: Each collection, range guides, signage venue at each catalog station.

Adjacencies: Primary: Lobby, Circulation
Secondary:

Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
New and Displays							
New Books (10 Day Books)	6	66"	4	10"		Sloped shelves	72
Quick Picks	4	66"	4	10"		Sloped shelves	48
Topical / Seasonal Display					2	Review requirements	120
Total	10				2		240

Engineering Issues

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

Media

1,508 square feet

Function and Design Issues

The Media collections include high demand adult nonprint formats. These collection are intended for browsing. Style the area in a retail fashion – wide aisles, color, face-out display. Use media imagery in the signage of the space.

This is an area that will require significant flexibility in the future. To that end electrical, data, and communications infrastructure should be configured to support a wide range of future service configurations.

- collection shelving and displays, grouped by format
- 1 catalog station

Signage: Media, each collection, range guides, signage venue at the catalog station
Use imagery to evoke media content

Adjacencies: Primary: New Books
Secondary: Young Adult, Large Print (Audio Books)

Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Adult Media							
CDs - Music	25					Existing wire display units @ 25 sf per unit	625
DVDs	27					Existing wire display units @ 25 sf per unit	675
Recorded Books (tape and CD)	14	66"	6	6"		sloped, slotted shelves	168
Total	66						1,468

Engineering Issues

Computer Outlets:	1 at public catalog station
Electrical Outlets:	1 duplex at public catalog station
Other:	Create technological “hot zone” infrastructure to support future service models

Young Adult Services

1,481 square feet

Function and Design Issues

Young Adult Services provides a highly visible, identifiable area for teen library customers, their collections, and their services.

The layout of furnishings and building elements rather than walls should create an identifiable space with a bright, open, relaxed atmosphere. Elements that might be used in crafting this effect include signage, graphic art, banners, display pieces, overhead pieces, and furniture style. The architect and interior design team will want to explore these issues with teen customers, the staff and consultant.

- Staff Service Desk, a furniture piece rather than millwork with 1 seated staff station, computer, telephone, pencil/box/file drawers
- collection shelving
- 3 computer workstations
- 3 two-place study tables
- 2 four-place study tables
- 5 comfortable seating pieces with occasional tables
- tackable wall surface for display materials

Signage: Each collection, range guides, signage venue at each computer and catalog station
Sign the area for the use of ages X to X – confer with staff for the right language to use

Adjacencies: Primary: Circulation
Secondary: Media

Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Fiction	40	66"	5	10"			480
Manga	4	66"	5	10"			48
Graphic Novels	3	66"	5	10"			36
Paperbacks	1	66"	5	10"			12
Reference	1	66"	5	10"			12
Magazines: Current and BI's	4	66"	4	12"		Two periodical shelves, two flat shelves per sectn	48
Total	53						636

Engineering Issues

Computer Outlets:	1 at each computer station 1 at each study table
Electrical Outlets:	1 duplex at each computer station 1 duplex at each study table 1 duplex at each lounge chair

Adult Fiction and Genre Collections

4,244 square feet

Function and Design Issues

This area provides for the public's browsing of the fiction, and genre collections and reading for pleasure.

- collection shelving
- 12 lounge chairs in small groupings of two's and three's
- 2 public catalog stations

Signage: Each collection, range guides

Adjacencies: Primary: Large Print
Secondary: Periodicals

Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Adult Fiction and Genre							
Fiction	160	66"	5	10"			1,920
Detective	46	66"	5	10"			552
Religion	13	66"	5	10"			156
Science Fiction	31	66"	5	10"			372
Westerns	6	66"	5	10"			72
Paperbacks	56	66"	6	6"		Sloped shelves	672
Total	312						3,744

Engineering Issues

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

Large Print Collection

620 square feet

Design and Layout Issues

This area provides for the public's browsing and selection of large print materials.

- collection shelving
- 1 browser bench
- 2 lounge chairs with arms
- 1 public catalog station

Signage: name of collection, range guides, signage venue at catalog station

Adjacencies: Primary: Adult Fiction/Genre
 Secondary: Media (audio books)

Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Large Print							
Large Print	40	66"	5	10"			480
Total	40						480

Engineering Issues

Computer Outlets:	1 at public catalog station
Electrical Outlets:	1 duplex at public catalog station

Periodical Collections

1,832 square feet

Design and Layout Issues

This area provides for the public's browsing, reading and research activities while using the periodical collections. The periodical collections and seating are a destination, bringing customer traffic further into the building, enlivening the space.

- collection shelving – the library's shelving preference combines both current and back-issue magazines in the same location
- 20 lounge chairs with occasional tables
- 8 two-place tables

Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Periodicals							
Magazines and Newspapers Current and BI's	61 (52 mags 9 news)	66"	4	12"		Two periodical shelves, two flat shelves per sectn newspapers sections with hinged plexiglass covers	732
Total	61						732

Signage: Each collection, range guides, signage venue at each computer and catalog station

Adjacencies: Primary: Adult Fiction, Adult Nonfiction
 Secondary: Reference (copy center)

Engineering Issues

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

Reference and Technology Commons

7,769 square feet

Function and Design Issues

The reference collections and services offer customers specific pieces of information and overviews of areas of knowledge through the library's print, nonprint, and digital information sources. Staff at the reference desk assist the public in person, by telephone, and via computer, in locating materials or information in all adult collections.

Copy/Printing Center (360 square feet)

- a defined area or recessed alcove
- 2 photocopiers with sorting table
- 2 LAN printer stations and 1 print release computer station
- self-serve fax / scanner station
- debit card and/or change machine
- wall-mounted literature racks and bulletin board

Reference Desk (475 square feet)

- 3 seated staff stations each with computer, telephone, pencil/box/file drawers
- back counter with LAN printer, fax, and 6 sections of 45" shelving
- controls for study room door strikes
- easy egress for staff to get to public floor

General Reference Seating, Collections, and Services (1,978 square feet)

- general collection shelving
- 4 public catalog stations
- 12 two-place tables
- 1 atlas stand
- 1 dictionary stand
- clock

Local History/Genealogy Services (866 square feet)

Local history and genealogical materials are provided to patrons in a identifiable area on the public floor defined by signage, architectural detail, and/or the layout of furnishings. Items that are either irreplaceable or in fragile physical condition are to be kept in nonpublic spaces. It is imagined that the area's architectural details, furnishings and finishes would reflect the area's topical focus. The area is to include:

- collection shelving
- 2 four-place tables
- 4 microform reader/printer stations with computers in a controlled lighting environment
- 10 microform files

Study Rooms (940 square feet)

- 2 two-place study rooms
- 6 six-place study rooms
- all rooms glass-walled
- accessed by electric door strikes controlled at the Reference Desk
- lighting not controlled within the rooms

Technology Commons

The Technology Commons serves two purposes. It provides for individual patron access to microcomputer workstations for general use applications, Internet research, and other applications the library may choose to provide. It also provides a classroom for public and staff training in the use of computer systems and software. The Technology Commons is in close proximity to Reference Services because that department provides the support for all adult public computing.

Express Internet Stations (160 square feet)

- 4 Internet stations

Public Floor Computing (2,320 square feet)

- 58 computer workstations in ranks for staff observation
- each station to be 30 inches deep and 42 inches wide

Technology Learning Center (670 square feet)

- When not in use for training, the Learning Center should open-up widely though the use of pocket doors or similar treatments so that the entire Center is available for public use. Fixed walls of the Center should be heavily glazed (glass).
- instructor's station at the head of the space
- 12 public workstations, each 30" x 42" minimum with adjustable keyboard, cable management
- layout to allow easy movement for instructor through the room
- ceiling mounted digital output projector
- white board
- LAN printer station
- indirect, controlled lighting system
- clock
- free-standing keyed storage cabinet

Signage: Reference desk, each collection, range guides, signage venue at each catalog station and public computer, study rooms

Adjacencies Primary: Adult Nonfiction Collection
Secondary: Periodicals

Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Reference							
General Reference	88	66"	4	12"			1,056
Telephone Books	2	66"	4	12"			12
Total	90						1,068
Local History							
Local History / Genealogy	6	66"	4	12"			72
Total	6						72
Total	18						216

Engineering Issues

Telephone Outlets:	1 at each reference desk station 1 at fax/scanner station
Computer Outlets:	1 at each reference desk station 2 at ref desk back counter 1 at each public LAN printer station 1 at print release station 1 at each public catalog station 1 at each public computer station 1 at each microform station 1 at each study room 1 at fax/scanner station
Electrical Outlets:	2 duplex at each reference desk station 2 duplex at ref desk back counter 1 at each photocopier 2 at each public LAN printer station 1 at print release station 1 duplex at each public catalog station 1 duplex at public computer station 1 at each microform station 1 duplex at each study tables and study room 1 at shared LAN copy/printer/fax
Other	study room door controls at reference desk

Adult Nonfiction Collections

7,156 square feet

Function and Design Issues

This area provides for the public's reflective reading and quiet study while using the nonfiction collections.

Nonfiction Collections

- collection shelving
- 8 two-place tables
- 8 four-place tables
- 2 public catalog stations

Signage: Nonfiction, range guides

Adjacencies: Primary: Reference
Secondary: Periodicals

Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Adult Nonfiction							
Nonfiction	528	90"	6	10"			6,336
Biography	45	90"	6	10"			540
Total	573						5,876

Engineering Issues

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

Adult Services Workroom

2,347 square feet

Function and Design Issues

The workroom provides space for staff to plan services, select and order materials, and complete the intellectual and physical preparation of materials for the library's collections.

- 1 standing-height **receiving workstation** with 2 book carts adjacent
- 16 **staff workstations** each with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks. 2 of these stations are "tagging stations" and require twice the number of power and data ports.
- 1 **interlibrary loan workstation** each with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks.
- 2 **volunteer workstations** each with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks.
- 2 **processing/mending work tables** with task chair and room for a paper cutter and a working quantity of supplies (such as book jackets on pull-out shelves, glue, tape, media containers) stored convenient to the work surface.
- 2 **media repair stations** with task chair and room for a working quantity of supplies stored convenient to the work surface and **6 sections of shelving**
- 1 glazed **department head office** to include a workstation, task chair, microcomputer, telephone, side chair, bulletin board, 3 sections of shelving, and 1 four-drawer file.
- **Shared workroom equipment**
 - 26 sections of shelving
 - (includes shelving for book club tubs)
 - 4 free-standing supply cabinets
 - 1 media cart
 - 1 typing stand
 - 3 bulletin boards
 - 24 staff mail boxes
 - clock
 - counter with sink and storage cupboards
 - room for 20 book carts

Signage: Staff

Adjacencies: Primary: Reference, Receiving Room
 Secondary: Circulation

Engineering Issues

Telephone Outlets:	1 at each staff workstation and office
Computer Outlets:	1 at each staff office, workstation, and work table 2 at tagging stations 1 at counter
Electrical Outlets:	2 duplex at each staff office, workstation, and work table 4 duplex at tagging stations 2 duplex at counter
Plumbing	Sink at counter

Children's Collections, Services, and Workroom

12,003 square feet

Function and Design Issues

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

The children's department should have a sense of identity and a sense of separation from the adult portions of the library. Walls, glass walls, or some other means of controlling access and sound transference is desired.

The seating and collections are to be grouped in three major zones; Entry, Young Child, and Elementary.

Entry Zone (1,812 square feet)

- Public Service Desk
 - 2 seated staff stations each with computer, RFID pad, bar code reader, receipt printer, telephone, pencil/box/file drawers
 - back counter with LAN printer and 2 sections of 45" shelving
 - room for 2 book carts
 - easy egress for staff to get to public floor
- 1 selfcheck station
- collection shelving
- 8 computer workstations, seating at each workstation should allow two users.
- 2 public catalog stations
- display case and brochure rack
- tackable wall surface
- 2 family restrooms
- water fountain
- clock

Young Child Zone (2,800 square feet)

- collection shelving
- 2 four-place child-height tables
- 4 two-place lounge chairs for parent and child seating
- An emergent literacy area for very young children is visible from the public service desk and is part of the department's open landscape. This concept is to be further developed with the design team. An allowance of 400 square feet is included in the program for this purpose. The space could include the following
 - small puppet theater and puppet storage
 - educational manipulative discovery pieces
 - 3 small tables for game and puzzle activity with storage/display of same
 - 6 imaginative seating pieces
 - window seats or child seating nooks
 - 2 rocking chairs

Elementary Zone (5,496 square feet)

- collection shelving
- 4 lounge chairs
- 3 two-place study tables
- 3 four-place study tables
- a feature element to create a dynamic interest in this space for this age group – program includes an allowance of 150 square feet

Children’s Program Room (720 square feet)

The children’s program room provides a special space for storytelling, crafts, and other group programs. The room should seat 50 children on the floor or provide room for 6 tables for craft activities. Provide the following features:

- viewing window at the rear of the room
- telephone, data, power, cable television outlets at frequent wall and flush floor locations
- public address system
- ceiling mounted projection screen and digital projector
- sound and video presentation capabilities
- lighting controlled to allow for different levels and zones of illumination
- a child-height counter with cupboards and two sinks for clean-up after crafts
- closet for table/chair storage
- Note – supply storage is provided by a jointly accessed storeroom shared with the Youth workroom and is described in that section.

Children’s Workroom (965 square feet)

- **6 staff workstations** each with task chair, microcomputer, telephone, drawers and shelves.
- glazed **department head office** to include a workstation, task chair, microcomputer, telephone, side chair, bulletin board, 3 sections of shelving, and 1 four-drawer file.
- **2 work tables** with task chairs
- counter with sink
- 8 sections of shelving
- 4 four-drawer files
- 2 bulletin boards
- 8 staff mail boxes
- 6 book carts
- clock

Storeroom (210 square feet)

A storeroom for craft supplies and display pieces is to be located off the workroom with a connecting door to the Youth Program Room. The room is to include

- 10 sections of industrial shelving
- 6 storage cabinets
- 1 fifteen-drawer flat file
- 60 square feet of floor space for storage of larger objects and carts.

Signage: youth services, public service desk, collections, range guides, a changeable signage venue at each computer, program room, workroom (staff only), investigate providing a means of suspending changeable signage/decorations from the ceiling

Adjacencies: Primary: Large Meeting Room
Avoid: Exterior doors, general public restrooms

Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Entry Zone							
New Books	8	48"	3	10"		display shelves - confer with staff / consultant	96
Topical Display					2	Review requirements	80
Reference	2	48"	3	12"			24
Current Magazines	6	48"	3	12"		periodical shelving	36
Back Issue Magazines	3	48"	3	12"			36
Parenting	18	48"	3	10"			216
Recorded Books (all categories and formats)	7	48"	3	10"			84
Book/Tape Kits (all categories and formats)					24	Use existing wire racks	360
Music – CDs					1	Use existing display unit	40
Total	44				27		972
Young Child Zone							
Display					4	child-height df multi-compartment bins	160
Board Books, Beginning Readers, and Easy	155	48"	3	12"		slotted shelves	1,860
Total	155				4		2,020
Elementary Zone							
Fiction	163	60"	5	10			1,956
Nonfiction	218	60"	4	10			2,616
Biography	12	60"	4	10			144
Total	393						4,716

Engineering Issues

	Public Floor and Service Desk	Workroom	Program Room
Telephone Outlets:	1 at each public service desk station	1 at each staff workstation 1 at counter	Architect and consultants' to review requirements with staff in design development
Computer Outlets:	1 at each public service desk station 1 at public service desk back counter 1 at each public catalog station 1 at each computer workstation 1 at LAN printer	1 at each staff workstation 1 at each worktable 1 at LAN printer	Architect and consultants' to review requirements with staff in design development
Electrical Outlets:	2 at each public service desk station 2 at public service desk back counter 1 at each public catalog station 1 at each computer workstation 1 at LAN printer 1 at each study table	2 at each staff workstation 1 at LAN printer 2 duplex each at worktable 1 duplex at workroom counter	Architect and consultants' to review requirements with staff in design development
Plumbing:	Restrooms	Sink at counter	Sinks at counter

Iowa Substance Abuse Information Center (ISAIC)

1,351 square feet

Function and Design Issues

ISAIC includes both public service and workroom functions. Provide ISAIC a first floor location with lobby or independent exterior access. The public service desk welcomes individuals seeking information and services. The workroom/office portion of the center provides space for staff to offer telephone help-line service, select and order materials, plan services, and prepare materials for shipment or their return to the inventory.

- **Public Service Desk**
 - 2 seated staff stations each with computer, telephone, pencil/box/file drawers
 - client side chair
 - back counter with LAN printer, fax, 3 sections of 45" shelving, and 3 cupboards
 - room for 2 book carts
 - easy egress for staff to move from behind the service desk with book cart

- **Collection Shelving**

- **Workroom and office**
 - 3 **staff workstations** each with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files

 - 1 **work table** with task chair and room for project preparation.

 - 1 glazed **department head office** to include a workstation, task chair, microcomputer, telephone, side chair, bulletin board, 3 sections of shelving, and 1 four-drawer file.

 - **Shared workroom equipment**
 - **mail station** with space for preparation and processing of out-going letters and packages, the sorting of in-coming mail, cupboards/drawers for the convenient storage of mailing tools/supplies, a staff mail box unit, and room for 2 book carts.
 - 1 copier with side table
 - 2 LAN printers
 - 1 free-standing supply cabinets
 - 1 ten-drawer flat file
 - 1 typing stand
 - 1 bulletin board
 - 1 white board
 - clock
 - counter with storage cupboards
 - room for 4 book carts
 - 6 sections of industrial shelving
 - 60 square feet of floor space for storage of larger objects and carts.
 - Data closet for a hub

Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
ISAIC							
Books	4	90"	6	10"			48
Periodicals	1	90"	6	10"			12
Videos and DVDs	7	90"	6	10"			84
Curricula	5	90"	6	10"			60
Display Kits	1	90"	6	10"			12
Total	18						216

Signage: ISAIC, public hours

Adjacencies: Primary: Lobby
Secondary:

Engineering Issues

Telephone Outlets:	1 at each public service station and office 1 at each staff work station
Computer Outlets:	1 at each public service station and office 1 at each staff work station 1 at each LAN printer 1 at mail station identify requirements for data closet
Electrical Outlets:	2 duplex at each public service station and office 2 duplex at each staff work station 1 duplex at mail station 1 duplex at each LAN printer 1 duplex at copier

Information Technology

1,065 square feet

Function and Design Issues

This space provides an optimum environment for all library digital network equipment and work space for the staff that operate, maintain, and provide training for those library networks. The network systems room should open only to the workroom/office area. Glazing should allow staff to view the network equipment.

Staff Stations

- **2 equipment implementation stations** – large worktables for the simultaneous preparation of computer systems, printers, and other equipment
- **2 staff workstations** – each workstation with task chair, microcomputer, telephone, and an additional work surface
- **1 Office** - A glazed office for the department coordinator is to include a workstation, task chair, microcomputer, telephone, side chair, bulletin board, 2 sections of shelving, and 1 four-drawer lateral file.

Shared Equipment

- 2 LAN printer
- 2 four-drawer files
- 1 white board / bulletin board
- clock
- 2 sections of 12" library shelving
- 8 sections of 24" industrial shelving
- 1 storage cabinet
- 3 equipment carts

Server Room

The existing server room is satisfactory. Add security camera central site equipment to server room.

Signage: Staff Only

Adjacencies: Primary: Existing server room
Secondary:

Engineering Issues

- Relocate security camera central equipment to server room.
- Review and improve data cabling distribution paths.

Business and Administrative Offices

2,220 square feet

Function and Design Issues

The business office and administration provides for the general operation of the Library and requires:

Staff Work Spaces (square feet)

- **Outer Office area**
 - 4 visitor chairs
 - **Reception / administrative assistant desk with 4 workstations**, each with task chair, microcomputer, telephone
 - 2 four-drawer lateral files
 - 2 sections of shelving
 - coat closet
 - clock
- **Accounting Manager's office** with workstation, microcomputer, telephone, 2 three-drawer lateral files, 1 side chair, bulletin board, and 2 sections of shelving.
- **Community Relations Coordinator's office** with workstation, microcomputer, telephone, 2 four-drawer lateral files, 2 side chairs, bulletin board, and 2 sections of shelving.
- **Friends / Volunteer Coordinator's office** with workstation, microcomputer, telephone, 1 four-drawer lateral file, 2 side chairs, bulletin board, and 2 sections of shelving.
- **Library Development / Foundation office** with workstation, microcomputer, printer, telephone, 1 four-drawer lateral file, 2 side chair, 2 sections of shelving, and bulletin board.
- **Assistant Director's office** with workstation, microcomputer, telephone, 1 four-drawer lateral file, 4 side chairs, bulletin board, and 2 sections of shelving.
- **Director's office** should provide a workstation to accommodate a microcomputer, printer, telephone, and an additional work surface. The office also includes 1 four-drawer lateral file, project table with 6 chairs, 2 sections of shelving, bulletin board, and coat closet.

Copy / File Center (square feet)

- LAN printer/copier/fax and sorting table
- work table island station
- large white board
- 2 storage cabinets
- 6 five-drawer lateral files
- 4 four-drawer lateral files
- 1 flat file
- counter with sink
- full-size refrigerator

Supply Room (square feet)

- 6 sections of industrial shelving – 18" deep
- 4 free-standing supply cabinets
- safe

Staff Restrooms – as noted in the section on restrooms

Signage: Business and Administrative Offices

Adjacencies Primary: public floor
Secondary: staff restroom

Engineering Issues

Telephone Outlets:	1 at each staff workstation / office 1 at LAN printer/copier/fax
Computer Outlets:	1 at each staff workstation / office 1 at LAN printer/copier/fax 1 at copy/file room island/table
Electrical Outlets:	2 duplex at each staff workstation / office 2 duplex LAN printer/copier/fax 2 duplex at copy/file room island/table 1 duplex for refrigerator 2 duplex at counter
Plumbing:	Sink at counter

Staff Room Area

1,762 square feet

Function and Design Issues

These spaces provide for the personal needs of staff.

The existing staff room is appropriate in its existing configuration and capacities. All finishes, furniture, and equipment require updating and replacement. A different configuration of table seating is desired and add a magazine rack. Better advantage could be made of the window area for soft seating. Better ventilation of cooking odors is desired.

Signage: staff only

Receiving and Staff Entry

340 square feet

Function and Design Issues

The existing receiving room and staff entry are satisfactory. The building's mail function is also located in the receiving room.

Signage: sign each door and room

Facilities Management

970 square feet

Function and Design Issues

The existing space is satisfactory. Two specific improvements are requested: provide a steel stairway to the cooling tower pit and enclose with a cage the interior roof ladder in the back stairway.

Storeroom

600 square feet

Function and Design Issues

This space provides space for clean storage of supplies, equipment, parts, shelving parts, book sale books, seasonal displays, and other items not needed for current use. The storeroom is to provide 1 work table with chairs and shelving as specified.

Signage: Storeroom

Adjacencies Primary: as opportunity permits
Secondary:

Engineering Issues

Telephone Outlets:	1 at work table
Computer Outlets:	none
Electrical Outlets:	2 duplex at work table other convenience outlets
Plumbing:	none

Garage

1,120 square feet

Function and Design Issues

The existing space is satisfactory. Two specific improvements are requested: provide improved venting of service vehicle exhaust and add a security keypad at the existing passage door.

Engineering Issues

- improved venting of service vehicle exhaust
- add a security keypad at the existing passage door

Yard Room

80 square feet

Function and Design Issues

The existing space is satisfactory. One specific improvement is requested: provide a freeze-proof hose bib with an accessible secondary turn-off.

Engineering Issues

- hose bib

Custodial Closets

185 square feet

Design and Layout Issues

There are three existing custodial closets on the ground floor and 1 on the second level. Facility Management staff would like to see those closets enlarged to 40 square feet if other planning creates that opportunity. It is desired to expand the closet by Beems Auditorium and the stairwell to 65 square feet.

Current Room Designations:

First Floor: Rooms 112, 134, 142
Second Floor Room 213

General Building Design Considerations

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

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

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

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

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

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

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

Exterior Issues

Aesthetics

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

Public Access

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

Parking

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

Landscaping

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

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

Exterior Signage

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

Exterior Materials

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

Exterior Lighting

The parking lot, public entrance, staff entrance, service and emergency exits should be well lit at dusk and at night. All exterior lighting should be controlled by timers and/or photocells. Fixtures specified should use long-life lamps. No bollard lamps are to be employed.

Utility Outlets

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

Security

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

Interior Issues

Design Structure

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

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

Lighting

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

Lighting levels should be as follows:

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

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

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

Microfilm, video viewing areas – review with library staff.

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

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

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

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

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

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

Electrical Service

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

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

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

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

Heating/Ventilation/Air-conditioning

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

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

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

Entrances

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

Doors

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

Windows

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

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

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

Materials/Finishes/Colors

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

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

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

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

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

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

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

Recommended floor coverings for non-carpeted areas:

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

Telephone

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

Public Address

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

Local Computer Systems

Review and confirm all system requirements with the Library's IT and Administration representatives.

Emergency Systems

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

A fire alarm system should be provided and tied to the service designated by the Library. Product of combustion and heat sensing devices should be located as appropriate. The main panel should be located in coordination with the local fire authority and be able to indicate which device or zone has been tripped.

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

Signage/Graphics

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

Clocks

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

Furnishings

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

Shelving

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

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

Shelving Layout

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

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

Millwork

Custom millwork should be kept to a minimum. Standard furniture and furnishings available in modular units should be used whenever possible to enable response to changing service needs and future expansion. Storage cabinets and counters in staff workrooms should be free-standing and modular. They should be able to be moved without major disruption to the walls whenever possible.

Furniture

Furniture selection should emphasize durability and maintenance as well as appearance. Strength of construction and the ability to replace components should be a prime consideration. Standard, stock items should be specified. Budget permitting, a small inventory of replacement parts and materials should be included in the specifications. It is helpful to provide this additional stock so that replacements will be from the dye lots or manufacturing runs. The following items and amounts are recommended:

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

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

Moveable furniture and equipment must be equipped with carpet casters.

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

Equipment

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

Locks

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

Book / Media Returns

Book / Media returns are to be coordinated with an automated check-in sort system.

Display Fixtures

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