

DRAFT

Building Program

West Side Branch
Cedar Rapids Public Library

As Revised
December 6, 2007

Prepared with the assistance of

George Lawson
Library Building Consultant
Ames, Iowa

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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:

- A single public service desk will allow for full functioning of this facility.
- Adjacencies of functional spaces are designed for effective work and materials flow as well as enhance customer service.
- Furnishing layouts will enable customers to be self-directed.
- Express-check technology will speed customer access and transactions.
- Material return locations strategically placed to minimize materials handling.

Enhance Service:

- Increase the number of public computing stations to respond to customer demand and changes in information sources.
- Fashion engaging children's services environments through creative seating options, a young child learning center, and a space targeted for upper elementary students.
- Use an increased proportion of two-place study tables for higher seating utilization.
- Create collaborative study spaces.
- Provide teen area designed to serve this special customer base.
- Select shelving and display fixtures to reflect use patterns.

Enhance Security:

- Create collection and service destinations within the building to generate customer traffic.
- Strategically locate main internal circulation paths.
- Use of closed circuit cameras.
- Place restrooms in high visibility locations.
- Use sight lines and furnishing layout to create an "open" building.

Building Solution and Site:

- The building program identifies the library's functional requirements regardless of the ultimate building solution or location.

Green Building:

- Green building and operating practices are required. LEED principles are to be integral to the planning process.

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.

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

Staffing Efficiency – A single public service desk will support all activities in the branch library.

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

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.

Circulation Control and Theft Detection – The library utilizes RFID and express check technologies. The design and configuration of theft detection equipment, building exits, the Public Service Desk, check-in stations, return chutes, and express check station locations must anticipate these systems.

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.

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

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.

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 Returns	100				
Entry/Vestibule/Lobby	unassigned				
Restrooms	unassigned				
Program Room	1,565				100
Public Service Desk Area	1,080			3 express checks	
Café	300				12
Popular Materials	1,770	14	5	2 catalog stations	
Technology Center	1,360			30 computer stations	
Reference	1,144	40		2 catalog stations	
General Adult Print Collections	4,246	28	20	2 catalog stations	
Children's Services	3,993	24	20	2 catalog stations 6 computer stations	
General Staff Workroom	1,280				
Staff Room Area	390				
Building Maintenance	270				
Storeroom	400				
Yard Room	80				
Net Program	17,978				
Unassigned Space 25% of Gross	5,992				
Gross Space Requirement	23,970	106	45	3 express check stns 8 catalog stations 36 computer stations	100 mtg rm 12 café

Relationship of Library Spaces

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

Building Area	Primary Relationship	Secondary Relationship
Exterior Book/Media Returns	Public Service Desk General Staff Workroom	
Entrance/Vestibule/Lobby	Restrooms Program Room	Children's Popular Materials Public Service Desk
Restrooms: Public Staff	Lobby, Program Room Staff Room	Public Service Desk
Program Room	Lobby Restrooms	Children's
Public Service Desk Area	Lobby, Popular Materials Children's, General Staff Workroom	Restrooms Exterior Book/Media Returns
Café	Popular Materials	Program Room
Popular Materials	Lobby Technology Center	Public Service Desk Children's (but avoid YA)
Technology Center	Popular Materials Public Service Desk	
Reference	General Adult Print Collections	
General Adult Print Collections	Popular Materials	Reference
Children's Services	Public Service Desk Popular Materials (avoiding YA)	Program Room
General Staff Workroom and Office	Public Service Desk Exterior Book/Media Returns	Staff Room
Staff Room	General Staff Workroom / Offices	
Building Maintenance	Storeroom	
Storeroom	Building Maintenance	
Yard Room	General Staff Workroom	Storeroom

Collection Size and Capacities

Collection	Existing Number of Volumes	Projected Number of Volumes	% to Shelve	Projected Volumes to Shelve	Projected Shelving Capacity
Popular Materials					
New and Topical Display					
New Books (10 Day Books)	91	292	38.5	112	240
Quick Picks (books 55/30 and DVDs 3/3)	58	186	43.1	80	120
Topical / Seasonal Display	Included in other counts	Included in other counts		Included in other counts	120
Total	149	478		192	480
Young Adult					
Fiction	318	1,020	88.1	898	960
Manga	103	330	66.0	218	240
Graphic Novels	17	55	66.7	37	120
Paperbacks	3	10	100	10	120
Periodicals	3 titles	12 titles	100	12 titles	12 titles
Total	441	1,415		1,163	1,440
Media					
Videos – Fic	912	0	78.5	0	0
Videos – NF	9	0	66.7	0	0
DVDs - Fic	1,365	5,881	51.1	3,005	3,120
DVDs - NF	49	657	79.6	523	720
Recorded Books – Cas Fic	168	539	71.4	385	450
Recorded Books – Cas NF	37	118	83.8	99	150
Recorded Books – CD Fic	435	2,146	50.6	1,086	1,200
Recorded Books – CD NF	184	840	73.4	616	600
Cassettes – music	17	0	100	0	0
CDs –music/sound recordings (includes CD-MS 53/4)	708	2,272	64.1	1,456	1,500
Total	3,884	12,453		7,170	7,740
Periodicals					
Magazines	57 titles	72 titles	100	72 titles	72 titles
Newspapers	3 titles	3 titles	100	6 titles	8 titles

Collection Size and Capacities (continued)

Collection	Existing Number of Volumes	Projected Number of Volumes	% to Shelve	Projected Volumes to Shelve	Projected Shelving Capacity
Reference					
General Reference	85	100	100	100	192
Total	85	100		100	192
Adult Fiction, Genre, and Large Print Collections					
Large Print	572	2,836	78.3	2,220	2,280
Fiction	1,737	7,576	72.7	5,508	5,520
Detective	731	2,846	79.7	2,268	2,280
Religion (Inspirational)	219	1,203	67.1	807	840
Science Fiction	497	1,995	81.7	1,630	1,680
Western	167	236	93.4	235	240
Paperbacks	1,839	3,000	79.7	2,391	2,400
Total	5,762	19,692		15,059	15,240
Adult Nonfiction Collections					
Nonfiction (includes YA-Nonfic 11/1)	4,315	12,851	82.9	10,653	10,656
Biography	312	800	86.9	695	720
Other Languages	0	200		190	288
Total	8,550	13,851		11,538	11,664

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	0	0	50	80	120
Topical / Seasonal Display	Included in other counts	Included in other counts		Included in other counts	120
Reference	2	7	100	7	60
Children's Magazines	9 titles	12 titles	100	12 titles	12 titles
Parenting (special)	3	50	100	50	90
Recorded Books – Cas Fic	16	0	93.7	0	0
Recorded Books – CD Fic	11	180	72.7	130	200
Recorded Books – CD NF	1	10	100	10	20
CDs –music	120	385	62.5	241	400
Kits – CD	7	384	42.9	165	166
Kits – Cas	113	0	89.4	0	0
Subtotal	273	1,016		683	1,176
Young Child Zone					
Topical / Seasonal Display	Included in other counts	Included in other counts		Included in other counts	800
Easy	4,714	15,131	85.0	12,861	12,960
Subtotal	4,714	15,131		12,861	13,760
Elementary Zone					
Fiction and Paperbacks	2,073	6,736	84.7	5,710	5,760
Nonfiction	1,271	4,079	90.8	3,704	3,744
Biography	59	189	96.6	182	192
Subtotal	3,403	11,064		9,596	9,696
Children's Total	8,390	27,011		23,140	24,632
Grand Total					
	27,261	75,000		58,362	61,388

Public Shelving and Display Summary

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Popular Materials							
New and Display							
New Books (10 Day Books)	4	66"	4	10"		display shelves	48
Quick Picks	2	66"	4	10"		display shelves	24
Topical / Seasonal Display					2	Review requirements	120
Total	6				2		192
Young Adult							
Fiction	8	66"	5	10"			96
Manga	2	66"	5	10"			24
Graphic Novels	1	66"	5	10"			12
Paperbacks	1	66"	5	10"			12
Magazines	2	66"	4	12"		Two periodical shelves, two flat shelves per sectn	24
Total	14						168
Adult Media							
DVDs					16	Existing wire display units @ 25 sf per unit	400
CDs - Music					6	Existing wire display units @ 25 sf per unit	150
Recorded Books (tape and CD)	16	66"	5	6"		sloped, slotted shelves	192
Total	16				22		742
Reference							
General Reference	2	66"	4	12"			24
Total	2						24
Periodicals							
Magazines and Newspapers	14 (12mags 2 news)	66"	4	12"		Two periodical shelves, two flat shelves per sectn newspapers sections with hinged plexiglass covers	168
Total	14						168
Adult Fiction, Genre, and Large Print							
Large Print	19	66"	5	10"			228
Fiction	46	66"	5	10"			552
Detective	19	66"	5	10"			228
Religion	7	66"	5	10"			84
Science Fiction	14	66"	5	10"			168
Westerns	2	66"	5	10"			24
Paperbacks	16	66"	6	6"		Sloped shelves	192
Total	123						1,476
Adult Nonfiction Collections							
Nonfiction	74	84"	6	10"			888
Biography	5	84"	6	10"			60
Other Languages	2	84"	6	10"			24
Total	81						972

Public Shelving and Display Summary

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Children's							
Entry Zone							
New Books	4	48"	3	10"		display shelves - confer with staff / consultant	48
Display					2	Review requirements	80
Reference	1	48"	3	12"			12
Magazines – current	2	48"	3	12"		periodical shelving	24
Magazine back issues	2	48"	3	10"			24
Parenting	1	48"	3	10"			12
Recorded Books (all categories and formats)	3	48"	3	10"			36
Book/Tape Kits					6	Use existing style wire racks per Downtown	90
Music – CDs					1	Use existing style display unit per Downtown	40
Total	13				7		366
Young Child Zone							
Display					4	child-height df multi-compartment bins	160
Easy	72	48"	3	12"		slotted shelves	864
Total	72				4		1,024
Elementary Zone							
Fiction and Paperbacks	48	60"	5	10			576
Nonfiction	39	60"	4	10			468
Biography	2	60"	4	10			24
Total	89						1,068

Functional Area Descriptions

Parking and Exterior Site Features

Parking

The number of parking stalls are to be determined as part of the architectural planning phase in concert with planning and zoning officials. The actual number of stalls will reflect local code requirements and the architect's review of parking needs with appropriate planning agencies, library staff, board, and consultant.

As a preliminary measure, it is suggested that a total of between 84 and 118 public and staff parking stalls be considered. A common planning rule of thumb for library parking is to allow 3 customer parking spaces for every 1,000 square feet of building. A branch gross area of about 24,000 gross square feet would suggest 72 customer spaces. 12 spaces for staff should also be allotted to reflect peak need at shift changes. The proposed library will also want to provide additional parking for the building's program room with a capacity of 100 seats. Allowing 1 space for every 3 seats, the rate used for places of assembly such as churches, results in a need for another 34 spaces. Combined, these requirements would suggest a total of 126 spaces.

Green space, berms, plantings, or other techniques should be employed to soften the harshness of the parking area while recognizing the need for ease of snow removal. Avoid dividers that reduce the efficiency of snow removal. Handicapped parking provisions are to be made per code requirements

Vehicle Circulation Issues

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

Entry Area

- a single public entry is desired
- lighted flag pole
- racks for 6 bicycles
- trash and cigarette receptacles at the entry

Site Landscaping and Lighting

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

Refuse

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

Signage: pavement marking of drop-off lane, open/closed sign visible from parking lot.

Exterior Book/Media Return

100 square feet

Function and Design Issues

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

2 return slots are required, one each for print and media. The height of the returns are to anticipate both SUVs and small sedans. Keyed return slots are required. The return room must be fire rated and have a floor drain.

Signage: Adult Print, Children's Books, Media
Directional signage to guide customers to return location

Adjacencies: Primary: General Staff Workroom, Public Service Desk

Engineering Issues

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

Entry/Vestibule/Lobby

Square feet: unassigned

Function and Design Issues

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

- 2 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 information display of library events and programs
- dedication plaque and donor recognition system for wall
- janitorial closet with mop sink
- theft detection panels on library side of lobby
- 2 interior return slots, (print and media) that empty into the Staff Workroom Check-in area may be located in the lobby or as patrons approach the Public Service Desk area, depending on schematic design.

Signage - hours of service on door
 large monitor to display programming and event information
 illuminated exterior name of library
 interior book/media return
 dedication and donor plaques

Adjacencies: Primary: Program Rooms, Restrooms
 Secondary: Public Service Desk, Popular Materials

Engineering Issues

Computer Outlets:	1 spare in lobby 1 with digital information display monitor
Electrical Outlets:	1 duplex located with lobby computer outlet 1 duplex located with digital information display monitor convenience outlets in lobby, vestibule, and entry exterior drinking fountain theft-detection panels
Security:	theft-detection panels
Other	people counter digital information display
Plumbing	mop sink in custodial closet

Restrooms

Square feet: unassigned

Function and Design Issues

- 3 public restrooms (men, women, assisted/family) are to be located off the lobby for users of both the library proper and the program room.
- 2 single occupant staff restrooms are provided in proximity to the staff room area.

Restrooms should provide:

- Views to the interiors of the restrooms are to be screened when the doors are opened
- The number of women's fixtures should reflect the high percentage of library users that are female
- Package 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
- 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: Primary: Lobby, Program Room Secondary: Public Service Desk
 Staff: Staff Workroom

Engineering Issues

Electrical:	convenience outlets only
Lighting:	occupancy activated
Security:	keyed deadbolt locks without thumb latch to allow for short-term locking of restrooms to deter vandalism
plumbing:	floor drains access panels to any valves located in the wall automatic fixtures - public restrooms
HVAC:	good ventilation

Program Room

1,565 square feet

Function and Design Issues

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

The room should seat 100 people in rows of chairs or 40 at tables and be rectangular in shape with a level floor. 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.

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
- sound and video presentation capabilities
- lighting controlled to allow for different levels and zones of illumination

Other features of the room are to include:

- a screened catering kitchen with counter, full size refrigerator, microwave, 2 deep sinks, disposal, keyed cupboards
- coat alcove with coat rods and package shelves
- Storage closet for folding tables, stacking chairs, 2 lecterns, dollies, and programming accessories
- Media equipment closet with room for 2 media carts
- Children's program storeroom for craft supplies and display pieces to include
 - 6 sections of industrial shelving
 - 40 square feet of floor space for storage of larger objects and carts.

Signage: Room name; room capacity
Venues to post room schedule at room entry and library policies inside of room

Adjacencies Primary: Lobby, Restrooms
Secondary: Children's

Engineering Issues

Telephone Outlets:	Review Requirements in Design Development
Computer Outlets:	
Electrical Outlets:	
Media Systems:	
Plumbing:	

Public Service Desk Area

1,080 square feet

Function and Design Issues

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

Customer Service Center (165 square feet)

- a recessed alcove
- 2 photocopiers each with sorting table
- space for the seasonal display of tax forms
- 1 bin 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

Friends Book Sale (60 square feet)

- a highly visible alcove fronting on the lobby
- 4 sections of shelving
- coin box

Self-Check (120 Square feet)

As customers approach the public service desk on their way out of the library they should find a counter or stand for 3 self-check circulation stations. Investigate integration of these stations into the overall design of the public service desk.

Public Reshelving Area (90 square feet)

Provide space and an attractive location for public access to 12 book carts with materials awaiting reshelving.

Self-Serve Reserves (90 square feet)

Provide 6 sections of 66" shelving for patron reserves.

Public Service Desk (555 square feet)

Provide a queuing mechanism so that customers intuitively and cooperatively form a single line to approach the public service desk stations. The public service 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 public service desk area it is important to note the need to control clutter. Public service stations should provide shielding of all cabling and equipment. A fully integrated

design that pulls together all of the pieces that make up the desk area is desired. Pass-throughs should allow the easy and immediate movement of staff and book carts from behind the desk to the public floor. Floor treatment should reflect long hours spent by staff standing behind the desk. Each station is to include:

- microcomputer
- monitor, adjustable
- keyboard, adjustable
- bar code scanner
- RFID pad reader
- receipt printer
- controls for study room doors
- task chair or wheeled stool
- telephone
- shared cash register to serve all stations
- wheeled pedestals for shelves/storage
- shield backs of equipment/cablings
- under-counter cable management system

A recessed area with convenient access to all of the front desk stations but located to one side of the desk or behind a demising wall should provide:

- counter with telephone, public address controls, cupboards for supply storage
- room for 4 book carts

Check-in Area

- This is to be an adjoining room to separate noise and clutter from the staff workstations.
- 2 standing-height **check-in stations** with wheeled stools are required. Each station should provide space for a microcomputer, barcode scanner, wheeled stool.
- Adjacent to the check-in stations provide 8 book carts.
- 3 walk-up material return slots should deposit into the reshelving area into large castered book bins. Similarly, the after-hours drive-up return, fire rated receiving closet would be best located in this area if schematically feasible. (See also the lobby and exterior return sections of this document).

Signage Public Service Desk, Book / Media Return, Customer Service Center

Adjacencies Primary: Lobby, Popular Materials, Children’s, General Staff Workroom
 Secondary: Restrooms, Exterior Book/Media Return

Engineering Issues

Telephone Outlets:	1 at each customer service station
	1 at each staffed customer service station
	1 each self-check station
Computer Outlets:	1 at customer service center copier
	2 duplex at each customer service station
Electrical Outlets:	2 duplex at each self-check station
	2 duplex at customer service center copier
Public Address:	controls at customer service desk back-counter
Other:	controls for study room doors

Café

300 square feet

Function and Design Issues

The customer lounge provides space for customer relaxation and enjoyment of light refreshments, broadening and enhancing the library experience. The lounge creates a casual environment where customers may engage in quiet conversation and reading or seek a break from on-going study/research. The space is to be well glazed and provide:

- 6 two-place café tables
- 4 vending machines
- waste receptacles
- counter with sink

Signage: confer with staff for name

Adjacencies Primary: Popular Materials
Secondary: Program Room

Engineering Issues

Telephone Outlets:	stub in service for future flexibility
Computer Outlets:	stub in service for future flexibility
Electrical Outlets:	1 duplex for each vending machine 1 at each table
Plumbing:	sink at counter

Popular Materials

1,770 square feet

Function and Design Issues

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

Catalog Stations (80 square feet)

- 2 catalog stations to serve all of Popular Materials

New Books and Topical Displays (225 square feet)

- collection shelving
- 2 benches

Media Collection (742 square feet)

- collection shelving, group by format

Young Adult (723 square feet)

- 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.
- collection shelving
- 5 soft seats
- 3 two-place study tables
- 2 four-place study tables
- tackable wall surfaces for display and marketing

Signage: Each collection area
Range guides
Information venue at each catalog station and viewing/listening station

Adjacencies: Primary: Lobby, Technology Center
Secondary: Public Service Desk, Children's (but avoid YA)

Engineering Issues

Telephone Outlets:	none
Computer Outlets:	1 at each public catalog station
Electrical Outlets:	2 duplex at each public catalog station 1 duplex at each study table

Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
New and Display							
New Books (10 Day Books)	4	66"	4	10"		display shelves	48
Quick Picks	2	66"	4	10"		display shelves	24
Topical / Seasonal Display					2	Review requirements	120
Total	6				2		192
Young Adult							
Fiction	8	66"	5	10"			96
Manga	2	66"	5	10"			24
Graphic Novels	1	66"	5	10"			12
Paperbacks	1	66"	5	10"			12
Magazines	2	66"	4	12"		Two periodical shelves, two flat shelves per sectn	24
Total	14						168
Adult Media							
DVDs					16	Existing wire display units @ 25 sf per unit	400
CDs - Music					6	Existing wire display units @ 25 sf per unit	150
Recorded Books (tape and CD)	16	66"	5	6"		sloped, slotted shelves	192
Total	16				22		742

Technology Center

1,360 square feet

Function and Design Issues

Computers are provided on the public floor for public computing: for general use applications, Internet research, and other applications the library may choose to provide.

- 30 computer stations in ranks for staff observation
- each station to be 30 inches deep and 42 inches wide
- 1 computing reservation station
- 1 print control station
- 2 LAN printer(s)
- clock

Signage: Technology Center
Changeable information placard at each computer workstation

Adjacencies: Primary: Public Service Desk, Popular Materials
Secondary:

Engineering Issues

Computer Outlets:	1 at each public computer workstation 1 at reservation station 1 at print control station 2 at printing station
Electrical Outlets:	1 duplex at each public computer workstation 1 duplex at reservation station 1 duplex at print control station 2 duplex at printing stations
Other:	Provide a wireless environment throughout the building

Reference Collections and Services

1,144 square feet

Function and Design Issues

The reference area offer customers specific pieces of information and overviews of areas of knowledge. Staff at the public service desk assist the public in person and by telephone, in locating materials or information in all adult collections.

- reference collection shelving
- 2 public catalog stations
- 2 four-place tables
- 8 two-place tables
- 2 two-place glazed study rooms, electric door strikes controlled at Public Service Desk
- 2 six-place glazed study rooms, electric door strikes controlled at Public Service Desk
- 1 atlas stand
- 1 dictionary stand
- clock

Signage: collection range guides
 each study room
 an information venue at each catalog station

Adjacencies: Primary: General Adult Print Collections

Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Reference							
General Reference	2	66"	4	12"			24
Total	2						24

Engineering Issues

Computer Outlets:	1 at public catalog station 1 at each study room
Electrical Outlets:	1 duplex at public catalog station 1 duplex at each study room
Other:	study room electric door strikes controlled at public service desk

General Adult Print Collections

4,246 square feet

Design and Layout Issues

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

Periodicals (938 square feet)

- collection shelving
- 4 two-place tables
- 12 lounge chairs with occasional tables
- 1 fireplace or other feature element (150 square foot allowance)

Fiction, Genre, Large Print and Paperbacks (1,796 square feet)

- collection shelving
- 8 lounge chairs in groupings of two's and three's
- 1 public catalog station

Nonfiction Collections (1,512 square feet)

- collection shelving
- 6 two-place tables
- 2 four-place tables
- 1 public catalog station

Signage: Sign each collection, range guides
Information venue at each catalog station

Adjacencies: Primary: Popular Materials
Secondary: Reference

Engineering Issues

Computer Outlets:	1 at public catalog station
Electrical Outlets:	1 duplex at public catalog station
Other:	As needed for feature element

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	14 (12mags 2 news)	66"	4	12"		Two periodical shelves, two flat shelves per sectn newspapers sections with hinged plexiglass covers	168
Total	14						168
Adult Fiction, Genre, and Large Print							
Large Print	19	66"	5	10"			228
Fiction	46	66"	5	10"			552
Detective	19	66"	5	10"			228
Religion	7	66"	5	10"			84
Science Fiction	14	66"	5	10"			168
Westerns	2	66"	5	10"			24
Paperbacks	16	66"	6	6"		Sloped shelves	192
Total	123						1,476
Adult Nonfiction Collections							
Nonfiction	74	84"	6	10"			888
Biography	5	84"	6	10"			60
Other Languages	2	84"	6	10"			24
Total	81						972

Children's Collections and Services

3,993 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 children's department should have a sense of identity and a sense of separation from the adult portions of the library. The seating and collections are to be grouped in three major zones; Entry, Young Child, and Elementary.

Entry Zone (771 square feet)

- collection shelving
- 6 computer workstations, seating at each workstation should allow two users.
- 2 public catalog stations
- display case and brochure rack
- tackable wall surface
- clock

Young Child Zone (1,614 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 part of the department's open landscape. This concept is to be further developed with the design team. An allowance of 250 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

The Elementary Zone (1,608 square feet)

- collection shelving
- 4 lounge chairs
- 4 two-place study tables
- 2 four-place study tables

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

Adjacencies: Primary: Public Service Desk, Popular Materials (avoiding YA)
Secondary: Program Room

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	4	48"	3	10"		display shelves - confer with staff / consultant	48
Display					2	Review requirements	80
Reference	1	48"	3	12"			12
Magazines – current	2	48"	3	12"		periodical shelving	24
Magazine back issues	2	48"	3	10"			24
Parenting	1	48"	3	10"			12
Recorded Books (all categories and formats)	3	48"	3	10"			36
Book/Tape Kits					6	Use existing style wire racks per Downtown	90
Music – CDs					1	Use existing style display unit per Downtown	40
Total	13				7		366
Young Child Zone							
Display					4	child-height df multi-compartment bins	160
Easy	72	48"	3	12"		slotted shelves	864
Total	72				4		1,024
Elementary Zone							
Fiction and Paperbacks	48	60"	5	10			576
Nonfiction	39	60"	4	10			468
Biography	2	60"	4	10			24
Total	89						1,068

Engineering Issues

Computer Outlets:	1 at each public catalog station 1 at each computer workstation
Electrical Outlets:	2 duplex at each public catalog station 2 duplex at each computer workstation 1 duplex at each study table

General Staff Workroom and Office

1,280 square feet

Function and Design Issues

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

- **Receiving / Staff Entry** - a controlled entry separate from the general public entry, serves also as an emergency exit. The exterior and interior doors are full 3' 0 dimension and have a lite. The receiving room has 2 sections of industrial shelving and 60 square feet of open floor space.
- **6 General Staff Workstations** each with task chair, microcomputer, RFID pads, telephone; pedestal drawers and files, and room to accommodate 2 book trucks.
- **1 Processing/Mending Work Table** with task chair and room for a paper cutter and a working quantity of supplies (such as book jackets on pull-out shelves, glue, tape, media containers) stored convenient to the work surface.
- **Branch manager's office** should provide a workstation to accommodate a microcomputer, printer, telephone, and an additional work surface. The office also includes 2 three-drawer lateral files, 2 side chairs, 2 sections of shelving, bulletin board.
- **Shared workroom equipment**
 - 10 sections of shelving
 - 4 free-standing supply cabinets
 - 1 typing stand
 - 2 bulletin board
 - room for 10 book carts
 - 2 LAN printer/fax
 - 4 four-drawer lateral files
 - 1 small floor safe
 - 1 mail station and staff mail boxes
 - 1 counter with sink
- **Server closet with** 2 server racks with access to the rear of the racks for cable servicing and the telephone demarcation board. Provide a voice telephone set in the room.

Signage: Staff workroom and offices, deliveries

Adjacencies Primary: Public Service Desk, Exterior Book/Media Return
 Secondary: Staff Room

Engineering Issues

Telephone Outlets:	1 at each staff workstation 1 voice set in server room demarcation board for telephone system in server room
Computer Outlets:	1 at each staff workstation 2 duplex at each processing/mending work tables server room
Electrical Outlets:	2 duplex at each workstation and processing/mending work table server room 1 duplex at each LAN printer 2 duplex at counter
Plumbing:	Sink at workroom counter
Security:	Locate closed circuit television head-end equipment in server room

Staff Room Area

390 square feet

Function and Design Issues

These spaces provide for the personal needs of staff.

Staff Room

- counter with above and below cupboards
- sink with disposal and spray nozzle
- full size refrigerator
- stove
- dishwasher
- microwave
- 1 four-place table
- 2 lounge chairs
- magazine rack
- bulletin board
- occasional tables/lamps
- telephone
- coat rack, 12 package lockers, bench, place for wet boots/umbrellas

Staff Restroom - described earlier in the program document - the restroom should not open to the staff room proper

Signage: Staff

Adjacencies Primary: General Staff Workroom
Secondary:

Engineering Issues

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

Building Maintenance

270 square feet

Functional Description

This space provides storage for the building maintenance equipment and supplies. Please also note the small custodial closet described in the Entry/Vestibule/Lobby section of the program.

- 1 workbench with tool racks
- 1 floor mop sink
- 4 sections of industrial shelving
- 100 square feet of open floor space for storage of equipment and bulk items.
- a sealed concrete floor

Signage: Staff

Adjacencies Primary: Storeroom

Engineering Issues

Telephone Outlets:	1 at staff workstation
Computer Outlets:	1 at staff workstation
Electrical Outlets:	2 duplex at each workstation 2 duplex at workbench other convenience outlets
HVAC:	climate controlled
Plumbing:	mop sink

Storeroom

400 square feet

Function and Design Issues

This space provides space for clean storage of building supplies, equipment, parts, shelving parts, seasonal displays, and other items not needed for current use.

Signage: staff

Adjacencies Primary: Building Maintenance
Secondary:

Engineering Issues

Telephone:	1 wall hung unit
Electrical:	convenience outlets
HVAC:	this room is to be climate controlled

Yard Room

80 square feet

Function and Design Issues

The yard room is unfinished space with a double-leaf exterior door. Shelving is provided for supplies, tools and parts. A tool hanging strip, electrical service, and an exterior hose bib are required. The yard room is to be rated for flammable storage.

Types of equipment that will be stored:

Lawn mower	Fertilizers and seeds
Trimmer	Lawn chemicals
Snow removal equipment	Gasoline and oil
Rakes, shovels, brooms	Salt and ice melt
Hoses	Exterior lighting supplies
Ladders	

Signage: none

Adjacencies: Primary: General Staff Workroom
Secondary: Storeroom

Engineering Issues

Telephone:	1 wall hung unit
Electrical:	convenience outlets

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. Any bollard lamps employed should be vandal-resistant and parts should be available locally or through a regional distributor.

Utility Outlets

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

Security

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

Interior Issues

Design Structure

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

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

Lighting

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

Lighting levels should be as follows:

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

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

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

Microfilm, video viewing areas – review with library staff.

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

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

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

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

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

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

Electrical Service

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

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

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

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

Display Fixtures

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