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**IRONDEQUOIT PUBLIC LIBRARY**

**BUILDING PROGRAM - TWO BRANCHES**

**WEST BRANCH PROGRAM**

**May 2005**

**Prepared by Panz Library Consulting**

**for**

**The Thomas Group**

## WEST BRANCH – May 2005

### OVERALL SUMMARY

This Building Program for a branch serving the western portion of the Town of Irondequoit is based on generally accepted library space planning guidelines and requirements articulated by key staff of the Irondequoit Public Library Evans branch. This input was obtained through a review of individual staff vision statements provided to the consultant and input obtained at two meetings with staff of the Evans Branch held on January 6, 2005 and April 12, 2005. This Program is based on the assumption that the Irondequoit Public Library will continue to operate two branches of comparable size, serving the east and west portions of the Town. The public areas of the facilities are comparable in size based on the number of people served, collection size and level of programming. The non-public portions of the facilities differ in size due to the placement of behind the scenes administrative and technical services. The configuration of the facilities will also differ slightly due to local procedures and policies.

#### Major Program areas & facility highlights:

- Large meeting room – seating for 200
- Kitchen facility – available to meeting room
- Story hour/craft room – accommodating up to 45 children
- Separate identifiable Sections for Adults, Children and Young Adults
- Three small tutoring/study rooms
- Computer resource area – 5 pc's (glass enclosed)
- Book sale alcove
- Public eating area – vending machines
- Clusters of comfortable seating throughout – especially in the magazine & newspaper area
- Wireless network – Internet “hotspot”
- Drive up book drop
- A new security system to prevent loss of library materials
- Offices for key staff
- Server & computer equipment room
- Staff work area with cubicles
- Loading dock area

### HOW LARGE SHOULD THE BRANCH LIBRARIES BE?

Many factors contribute to the decision on how large a library should be within a particular community. The Irondequoit Public Library currently operates two branches with combined space of approximately 24,000 sq. ft. Based on the population of the Town of Irondequoit, library space planning guidelines call for a facility or facilities totaling 40,000 to 50,000 sq. ft. This would translate to two branches of between 20,000 and 25,000 sq. ft. each

However, when planning for these facilities, additional factors need to be considered, such as the type and level of programming and services offered to the community and the specific space requirements to adequately house collections, computers and staff. In addition, it is important that a Library Building Program also anticipate future growth to ensure that any new facility will continue to meet the community's needs for several years into the future. This report anticipates growth over a 20-year period. The amount of shelving allocated for the collection has been sized to accommodate an annual growth in the size of the collection of 2% to 3% per year. This modest annual collection growth rate takes into consideration the shift to electronic resources that will continue to occur. Though the shift may slow down collection growth, it will be offset by an increase the demand for floor space allocated to computers.

Based on a review of the current resources and services and the desired elements to be incorporated into branches serving the eastern and western portions of the town, this Building Program calls for the following space allocations at the West Branch:

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<u>Square feet</u>	<u>Program Component</u>
8,142	ADULT SECTION
4,035	CHILDREN'S SECTION
905	YOUNG ADULT SECTION
3,144	ENTRY AREA & MEETING ROOMS
3,967	NON-PUBLIC AREAS
<u>6,058</u>	UNASSIGNABLE SPACE (30% of above 5 program components)*
26,251	TOTAL FACILITY ESTIMATE

\* Note: "Unassignable space" is the area within the building that is required for corridors, restrooms, movement of people, etc. It is normally the difference between the calculation of net and gross square footage. Standard guidelines for library space planning recommends that between 25% and 30% of gross square footage be allocated for this purpose. This Report assumes 30%

It should be noted that the estimated space requirement for furniture, shelving, carts, meeting rooms, offices, equipment included in this report are estimates only. Firm space requirements should be confirmed through the development of actual floor layouts prepared by an architect. In addition, it is recognized that when developing actual floor plans for a facility, it may not be possible to meet all of the desired adjacencies proposed within this Building Program. In this case, care should be taken to dialogue with staff to determine adjacency priorities.

**OVERALL FACILITY PLANNING GUIDELINES**

In approaching the design for the new Irondequoit Public Library and its branch outlets, the following guidelines should be followed whenever possible:

**Computers & wiring**

The facility should accommodate placement of computer workstations in all public and staff areas of the facility without unsightly and potentially unsafe wiring in open spaces. This can be accommodated by placement of a wiring grid (or at a minimum, conduit for running cable) under the floor. The ability to tap into the wiring grid should be available at regular intervals to enable installation of outlets and cable jacks. Though the library is planning to migrate to a wireless network for its computer workstations, plans still need to be in place to bring electricity to all areas of the floor. The library intends to become an “internet hot spot” which will enable patrons to access the Internet via the library’s wireless network via their own laptop computers. The design and layout of the library should accommodate this environment.

**Security**

The library facility should have only one public entrance, which will enhance visual security and allow for efficient acquisition and installation of a new materials security system.

The new library design should provide library staff with a clear line of site to all or most public areas of the facility. This is especially important in locating the circulation desk and staff desks and offices. All offices, public meeting rooms and other enclosed areas should have large glass windows or glass walls to assist visibility.

This report assumes that the library will install a materials security system that will allow all or most of media (Video cassettes, DVD’s etc) to be placed out on the floor to facilitate access by the public. In the event that this does not occur, additional shelving needs to be accounted for behind the circulation desk.

The facility should be equipped with a public address system that can be used to alert patrons to emergencies, library service announcements, including closing announcements.

**Flexibility**

The entire library should be designed with flexibility in mind to enable the library to move shelving, computers, public seating and furnishings freely about. Though the initial floor plan will accommodate current library needs, change is inevitable, and the facility design should anticipate the need for future changes in the floor-plan. Permanent structures within the facility that may inhibit future change should be kept to a minimum and lighting, electrical and other fixtures should accommodate potential changes in floor layouts.

**Access and operating efficiency – single floor**

To facilitate public access and to provide the maximum efficiency in library operations, the library should be located on one floor with no change in elevation throughout the building requiring stairs or extensive ramping. This will not only provide the public with convenient access to all portions of the library but it will also enable staff to more easily transport materials within the library. Having all staff on one floor will provide an opportunity for departments to back each other up during periods of high usage and also when staff shortages occur due to illness, vacation and other reasons. Whenever possible aisles between book stacks should be 42” wide to accommodate wheelchair access throughout the facility.

**User-friendly and appealing atmosphere**

It is recognized that the ultimate design of the library will reflect the creativity of the architect and elements included within this building program as voiced by library staff. In general, the library should have an “open” and “welcoming” feel and appeal to all age groups. An effort should be made to bring natural light into the facility without producing glare or a negative impact on energy usage.

**WEST BRANCH BUILDING PROGRAM**

This detailed Building Program specifies collection shelving requirements, seating and program areas within a branch serving the west side of the town of Irondequoit. This Program should be used as a guide for the layout of the library and also as a yardstick to assess various expansion options from the library operations point of view. It is recognized that some adjustments to this program may be required to meet limitations caused by budget and/or renovation of the existing library facility. In these cases, care should be taken to assign priorities to areas within this Program to ensure that the trade-offs do not detract from the efficient operation of the library. Library staff should be heavily involved in this process, if required. This program reflects the library administration's desire to house administrative and support services at the East branch, thus the total amount of space required at the west branch is slightly lower.

**DEFINED PROGRAM AREAS**

**1. ENTRY AREA**

**a. Lobby**

This area should be well lit and attractive and serve to invite people into the library. It should have a bulletin board wall display to advertise library and community events and a display case for exhibits. It should also include racks for distribution of flyers, newspapers, penny-savers and other materials, a coat rack and a bench to accommodate people waiting for rides. The area should have an entrance to the large meeting rooms and public restroom facilities. The entrances to these rooms should be located in such a way that the rooms can be accessed during hours that the library is closed. The lobby area should accommodate a public telephone. The area should be glass enclosed to accommodate observation from the circulation desk of the library. It is assumed this square footage for this area is included within "unassigned" space.

**b. Book Sale Alcove**

A small room (12x12) should be located off of the lobby area within the library to house the library's ongoing used book sale materials. The room should include four sections of wall shelving (66"high) to display materials for sale one small display table and one larger display for magazines. A separate entrance should connect the Book Sale Room to the Staff Work Room, located behind the circulation desk.

**d. Circulation Desk (see also circulation desk under staff areas)**

The area directly adjacent to and in front of the circulation desk should be large enough to allow queuing in front of circulation workstations. The area should house the library's public copy and fax machines, a display case and a directory of the library. Seating should be available nearby to accommodate people waiting to check out or return materials. It is assumed this square footage for this area is under "unassigned."

**e. Vending Machine/Eating area**

A separate alcove near the lobby should be provided for public vending machines. The area should include three café tables with three chairs each. The floor of this area should be tiled in order to accommodate easy cleaning.

**f. Public Restrooms**

Public restrooms (men's and women's) each fully handicapped accessible and equipped with diaper changing equipment, should be located near the large meeting room. The entrance should be within view of the main circulation desk for security purposes. It is assumed this square footage for this area is included within "unassigned" space.

**Space allocation estimates – lobby/entry area**

Book Sale Room	144 sq. ft.
Public eating area (3 café tables 9 chairs @ 25 sq. ft. & vending machines)	225 sq. ft.
Copy & fax machines	<u>30 sq. ft.</u>
Total	399 sq. ft.

**2. LARGE MEETING ROOM, BOARD ROOM & KITCHEN**

**a. Large Meeting Room**

A large meeting room should be located near the main entrance of the library. The meeting room should have a separate entrance leading directly to the exterior or lobby area of the library to facilitate use of the room when the library is closed. The large meeting room should accommodate theater style seating for 200, with an area at the front of the room for a podium, head table, and presentation equipment including: video, slide and computer projectors, TV monitor, screen, and whiteboard. The chairs should be light and stackable and there should be a minimum of 10 folding tables to accommodate classroom and other seating formats. Ceiling height should be 15 feet or more. The room should be dividable in half, to accommodate smaller meetings taking place simultaneously. A storage room should be located immediately off the meeting room to house tables, chairs, podiums, flip charts etc. To accommodate flexible usage, electrical outlets should be available in a pattern throughout the floor and on the walls of the room and the room should be wired for access to the library’s computer network and the Internet – either wireless or via category 5 hard wire. Accommodation should be made to bring fiber-optic cabling into the room at a future date. The room should also be wired for a sound system, a hearing loop system, zoned lighting, and have a pull-down screen at the front to accommodate presentations. A small av room should be located at the back to house sound and projection equipment and controls. The meeting room should have two entrances – one from within the library and a second from the outside to accommodate usage when the library is closed. The meeting room should also be located near the public restrooms and have a coat rack in the rear of the room.

**b. Kitchen**

A kitchen should be directly adjacent to and accessible from the meeting room and include a large refrigerator, stove, microwave, sink, dishwasher, cupboards and coffee maker. There should be direct access from the large meeting room to the kitchen and an open window area to accommodate passage of beverages and food from the kitchen to the meeting room.

Space allocation estimate - Large Meeting Room & Kitchen

Large meeting room @ 200 seats @ 10 sq.ft	2,000 sq.ft.
Podium areas @ 100 sq. ft	100 sq.ft.
Av room 10x12	120 sq.ft.
Kitchen area (15x15)	225 sq.ft.
Storage area (15x20)	<u>300</u> sq.ft.
Total	2,745 sq.ft.

**3. ADULT SECTION**

**a. Information/reference desk**

An information/reference desk should be located in a prominent area within the adult section of the library. The desk should be easily visible and accessible from the front entrance of the library. The location and signage should serve to “draw” library patrons who may need assistance upon entering the library. The desk area should be large enough to accommodate a staff desk with computer workstation. The desk should be centrally located within the adult section of the library and near the reference collection, public computers and printer workstations to facilitate assistance to library patrons..

Space allocation estimate - Adult Information/Reference desks

Reference/Information Desks with workstations (40 sq.ft.) = 40 sq. ft.

**b. Public Seating**

Seating in the adult area of the library should accommodate 67 people and include a combination of tables and chairs, individual study carrels, and soft/comfortable chairs. Table seating should be located near the reference area and near the non-fiction book collection and be visible from the information/reference desk. Tables should be able to accommodate people who wish to “plug in” their own laptop computers. Casual

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seating (upholstered chairs) should be scattered throughout the adult section of the library in small groups, with the largest concentration near the periodicals and newspapers area.

### Space allocation estimate – Adult Section public seating

1 index table with 6 chairs (6 seats @ 30 sq. ft.)	=	180 sq.ft
1 tables with 6 chairs each (6 seats @ 30 sq.ft.)	=	180 sq.ft.
5 tables with 4 chairs each (20 seats @ 30 sq.ft.)	=	600 sq.ft.
5 tables with 2 chairs each (10 seats @ 30 sq.ft.)	=	300 sq.ft.
9 individual study carrels (9 seats @ 30 sq.ft)	=	270 sq.ft
16 casual seats (16 seats @30 sq.ft.)	=	<u>480</u> sq.ft.
Total 67 seats @ 30 sq ft/ reader seat	=	2,010 sq.ft

### **c. Computers**

Wiring throughout the library should support the following configuration and readily accommodate future floor layout changes (see general guidelines elsewhere in this report).

#### **OPAC terminals**

Five “stand up” computer terminals for locating materials within the library’s collection (OPAC’s) should be located at the end of shelving sections throughout the adult book collection and an additional two OPAC terminals should be situated near the reference desk. The OPAC computer terminals adjacent to shelving should be spaced to accommodate easy access from any portion of the collection. Two of the units should be at lower height to accommodate use by children and people in wheelchairs.

#### **Internet/Public Access Computers**

Twenty Internet capable computer workstations in clusters of four and six should be located within the adult section of the library. These workstations should include access to the Internet and word-processing capability. It is highly recommended that conduit be laid under the entire floor of the library to provide total flexibility in locating and relocating computer workstations in the future. A bank of four shared printers (some with color capability) should be located near the reference desk to accommodate patron assistance. Printing from computer workstations throughout the adult section of the library will be picked up at the shared printers. Payment will be handled automatically by software and by using either prepaid cards or by library issued “smart cards” that will automatically place incurred charges on the patron’s library account.

### Space allocation estimate – Adult Section computers & multimedia

20 computer workstations 20 seats @ 40 sq. ft.	=	800 sq. ft (clustered 500 sq. ft.)
5 OPAC terminals (2 low) @ 15 sq. ft.	=	75 sq. ft.
4 printers @ 10 sq. ft.	=	<u>40</u> sq. ft
Total	=	915 sq. ft.

### **d. Small group meeting rooms**

Three small enclosed meeting rooms, two with a table and four chairs each and one with a table and six chairs each should be located in the Adult area of the library. They should have glass walls and/or large windows to facilitate monitoring by staff at the circulation or reference desks. The rooms will be primarily used by tutors and small groups. Rooms should be lockable (by staff).

### Space allocation estimate - Small meeting rooms

2 rooms @ 4 chairs@ 30 sq. ft.	=	240 sq. ft.
1 room @ 6 chairs @ 30 sq. ft.	=	<u>180</u> sq. ft.
Total	=	420 sq. ft.

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### e. Adult Collections

Library staff has indicated that there is a need to retain almost all current collections of both branches to meet the needs of the community. Therefore, collection space estimates assume combining all titles in each collection and do not account for removal of duplicate titles.

The adult collection includes several separately identifiable sections as described below. For the most part, the collection should be housed on standard 66 inch high shelving, except where otherwise noted. It is highly desirable that shelving include spring loaded tension bookends and wherever possible, solid backing to prevent books from falling off the back of shelves.

The listed linear foot shelving requirements assumes that 1/3 of each shelf will be empty and thus available for future growth. It is also assumed that five shelves per each section of shelving will be used initially to house the collection. Future growth beyond the 30% on each shelf could be attained by increasing the number of shelves per section from five to six or seven. Aisles between sections of shelving should be 42 inches to accommodate wheelchair access. The estimate of square footage needed for each portion of the collection is based on standard library space planning guideline of 10 vols per sq.ft. The actual square footage requirements for the collection will be determined by floor layouts to be developed by an architectural firm.

#### General Adult Collection

**Total estimated space requirements 43,489 items @ 10 vol/sq ft = 4,348 sq. ft. (plus 140 sq.ft. for CD ROM & CD collection bins & 133 sq. ft. for newspapers and magazines & 61 sq. ft. for atlases & dictionary stands & 75 sq. ft. for just returned materials on carts) = 4,757 sq.ft. for adult collection**

Estimated shelving requirements for adult collections (see notes below under defined areas of collection for information on collection shelving requirements):

- 8,970 **Fiction** 1,193 lin.ft./398shelves/80 sections/40 double sections
- 20,046 **Non-Fiction** including Biographies & YA non-fiction collection 2,051lin.ft./683 shelves/136 sections/68 double sections
- 2,184 **Reference** (Inc. local history) 363 lin.ft./121 shelves/31 sections/16 double
- 1,170 **Large Print** 156 lin.ft./52 shelves/13 sections/7 double
- 273 **Holiday collections** 28 lin.ft./9 shelves/2 sections/1 double
- 4,000 **Paperbacks** 288 lin.ft./96 shelves/16 sections/8 double
- 2,619 **New Materials** (print & non-print) 275 lin.ft./92 shelves/23 sections/12 double (assumes some cover out display)
- 3,063 **Video/DVD/books on CD & tape/Language tapes & CD's** 203 lin.ft./68shelves/17 sections/8 double (assumes some cover out display)
- 1,164 **Non-Public collections** (closed stacks, staff collection, Board books, Hold shelf) 136 lin.ft./45 shelves/9 sections/5 double
- 43,489 **Total items on standard shelving @10 vol/sq. ft. = 4,348 sq. ft**

#### Other collections and space requirements:

**CD ROM's & Music CD's** (shelved in 14 bins 10/sq. ft/bin.) = 140 sq. ft.

**Newspapers & periodicals** = 133 sq.ft.

**Reference atlases & dictionary stands** = 61 sq. ft.

**Just returned materials area** = 150 sq. ft.

#### Defined areas within Collection

**Reference** - This collection includes reference books, encyclopedias, atlases, globe, dictionaries, vertical files and a microform reader/printer. The collection is sized to fit on standard height shelving with four shelves to a section to accommodate larger size of reference books. The reference area should be delineated by signage as a separate area within the adult section of the library and be visible from the

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entrance of the library. The collection should be located near the Information/Reference service desks and the library's regular non-fiction collection. A portion of the collection (Business Reference materials etc.) should be housed on an index table (see public seating elsewhere in this report). The reference collection should also include a separately defined area for the library's local history collection. This collection can be designated with signage. The local history collection shelving requirements are the same for the general reference collection and the number of items is included in the reference collection totals. Table seating should also be located nearby the reference collection.

**Non-Fiction** – Adjacent to the reference area, this collection includes the largest segment of the book collection and should include separate areas for biographies and “English as a second language” materials, which should be identified by signage. Book stacks should be placed 42 inches apart. The collection has been sized to fit on standard 66” high shelving units, using five shelves per section, leaving the top and/or bottom shelves available for future expansion of the collection. Large sized books should be interfiled. Each shelf has been sized to be 2/3 full. The shelving requirement calculations assume 10% - 15% of total collection out in circulation; and 13 volumes/linear foot of shelving.

**Fiction** – The fiction collection should be adjacent to or near the non-fiction collection. The shelving configuration should be similar to the non-fiction collection. Some comfortable seating should be nearby to accommodate readers. Separately defined areas designated by signage should be provided for Mysteries, Science Fiction/Fantasy, Westerns, and Short Stories.

**Paperbacks** – The adult paperback collection should be housed on standard 66” high shelving, six shelves per section. The collection should be adjacent to the adult fiction collection.

**Large Print** – the large print collection will include fiction and non-fiction titles. The shelving configuration should be similar to the non-fiction and fiction collections except that the number of shelves per section has been estimated at four rather than five to accommodate larger sized materials. Some comfortable seating should be nearby to accommodate readers. The large print collection should be readily identified by signage.

**New Materials** – The new materials collection should be located near and be easily visible from the front entrance of the library to accommodate “quick-visits” by patrons. The shelving configuration should be similar to the fiction and non-fiction collections, except that additional space has been allocated for front cover display of new books. The new book collection includes new fiction, non-fiction, science fiction, paperbacks and large print. In addition, new books on tape are also housed in this area on standard shelving.

**DVD's & Videos** – This collection currently resides behind the library's circulation desk but will be shifted to the public floor with the installation of a security system (see comments under general guidelines elsewhere in this report). The shelving configuration should be similar to the fiction and non-fiction collections, except that additional space has been allocated for front display of new book and DVD covers. The DVD & Video collection should be located in proximity to the new-books collection to accommodate “quick-visits” by patrons.

**Books on tape and CD** – This collection, which consists of cassettes and CD's, should be housed on standard shelving similar to the fiction and non-fiction collections. The collection, which also includes language CD's and tapes, should be located near the DVD & Video collections.

**Just returned materials** – An area that can accommodate up to five book carts should be provided as a staging area for materials waiting to be shelved in the adult collection. Book carts loaded with just returned items from the adult collection will be wheeled to the staging area from the circulation desk and ultimately shelved by pages. The library wishes to use this as a marketing device to promote the circulation of popular materials to its patrons and thus the area should carry appropriate inviting signage. Estimated space requirement is 75 sq. ft.

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**Closed stacks** - a separate storage room with 42 single (21 double) sections of shelving and room for three book carts should be located off the main area of the library near the non-fiction and fiction collections. The closed stack shelving will accommodate seasonal materials and displays, materials of value but not in high demand, and back issues of newspapers and periodicals. The closed stack area will accommodate materials from the children's and young adult collections as well as the adult collection. Space for closed stacks has been accommodated under estimates for non-public collections.

**Special display shelving** – Six sections of shelving should be located near the new materials section to house seasonal holiday materials, and temporary in-demand materials. These materials will support the school curriculum and topical community interests. The shelving should be located near the main entrance to the library near the new materials sections. Space for special display shelving has been accommodated under estimates for holiday book collection and general collection.

**Magazines & newspapers** - A defined area within the adult section of the library should be set aside to accommodate patrons seeking a quiet area to read current issues of newspapers and magazines. The area should include current issues of newspapers and periodicals and a mix of four person tables and comfortable chairs. The area should be situated close to the library's book and reference collections. Periodicals and Newspapers should be housed on tilted, display shelving, with back issues stored beneath the current issues. The periodicals and newspaper reading area should have a comfortable, inviting atmosphere.

**Shelving estimate for periodicals and newspapers:**

Periodicals 138 titles @ 3 titles/shelf (display) = 46 shelves @ 4 shelves/section = 12 sections @ 3 ft. wide x 2 ft deep sections (3.5 ft. aisle) = 83 sq. ft.

Newspapers 16 titles @ 2 titles/shelf (display) = 8 shelves @ 3 shelves/section = 3 sections @ 16.5 sq.ft/section = 50 sq. ft.

Total estimated space for periodicals & newspapers = 445 sq.ft.

**Other furnishings**

2 small end tables @ 6 sq.ft = 12 sq.ft

### **ADULT SECTION SUMMARY**

4,757 sq. ft	General Collection – adult
915 sq. ft	Public Computers
2,010 sq. ft	Public Seating
40 sq. ft.	Information/reference desks
<u>420</u> sq. ft	Three small group meeting rooms
<b>8,142 sq. ft</b>	<b>Total Adult Area</b>

4. **CHILDREN’S SECTION**

The Children’s section should be clearly visible from the front doors of the library and located away from the reference area and public computers within the Adult section. It should be bright and inviting and have a special feature that draws the attention of young people. One or more quiet reading alcoves with comfortable small chairs should be provided for children to “curl up” with a book.

a. **Children’s Information Desk**

An information desk should be located in a prominent area within the Children’s section of the library. The desk should be easily visible as one enters the Children’s section of the library. The location and signage should serve to “draw” library patrons who may need assistance upon entering the Children’s section. The desk area should be large enough to accommodate one staff desk with computer workstation.

Space allocation estimate - Children’s Section Information desk

Desk with workstation (1 @ 40 sq.ft.) = 40 sq. ft

b. **Children’s Seating**

The seating areas within the Children’s section should accommodate use by kids and also groups of adults and children sitting together and sharing a book. A love seat and comfortable adult sized chairs should be located within the Children’s section near the entrance to the programming room to accommodate adults and children sitting together and adults waiting for children attending programs. In addition, small tables and chairs should be available to accommodate children reading materials or working on projects. One or more quiet alcoves with comfortable small chairs should be provided for children to “curl up” with a book.

Space allocation estimate – Children’s Section Seating

3 kid-sized tables (4 chairs each)	12 seats(30sq.ft. each)	=	360 sq.ft.
3 kid-sized chairs in alcoves	3 seats (10 sq. ft. each)	=	30 sq.ft.
1 love seat (adult sized)	2 seats(25sq.ft. each)	=	50 sq.ft.
1 adult sized tables (4 chairs each)	4 seats(30sq.ft. each)	=	120 sq.ft.
2 comfortable upholstered chairs (adult)	2 seats(30sq.ft each)	=	60 sq.ft.
Children’s section seating space requirements		=	620 sq.ft.

c. **Children’s Computers**

**OPAC terminals**

2 “stand up” computer terminals for locating materials within the Children’s Section (OPAC’s) should be located at the end of shelving sections throughout the Children’s Section collection. The OPAC computer terminals should be spaced to accommodate easy access from any portion of the collection. One of the units should be at lower height to accommodate use by children and people in wheelchairs.

**Internet/Public Access Computers**

Four computer workstations in a cluster should be located within the Children’s Section of the library near the service desk. These workstations should have Internet, word-processing and gaming capabilities. A shared printer should be located near the workstations. As in the Adult Section of the library, payment will be handled automatically by software and by using either prepaid cards or by library issued “smart cards” that will automatically place incurred charges on the patron’s library account.

Space allocation estimate - Children’s Section computers

4 computer workstations 4 seats @ 40 sq. ft.	=	160 sq. ft
2 OPAC terminals (1 low) @ 15 sq. ft.	=	30 sq. ft.
1 printers @ 10 sq. ft.	=	10 sq. ft
Total	=	200 sq. ft.

d. **Children’s Section Programming Room**

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A separate enclosed Children’s programming room should be located within the Children’s section of the library. The room, which will be used for story hours and crafts, should be able to accommodate 30 children seated on the floor or on small chairs and a separate area that can accommodate up to 15 preschool children. The room should have a “cozy” and warm feel with carpeted floor and storage area for story hour supplies. The room should have a sink and storage for craft supplies and a children’s coat rack at the entrance. The room should be located near the picture book and easy reader collections. The area immediately in front of the entrance to the room should be open to accommodate assembly by small children and include a display case, casual seating (love seat and/or easy chairs) for up to four adults waiting for children attending programs and space for a bin with toys, dolls or other materials that may appeal to pre-school children. Space for these seats are accommodated above under “Children’s seating.” The exterior walls of the programming room should be able to accommodate bulletin boards or other wall displays, including crafts and artwork created by children attending library programs.

### Space allocation estimate - Children’s Programming room & entrance area

Story hour room – chair or floor seating 30 @ 15 sq. ft.	= 450 sq. ft.
Story hour room – preschool area 15 @ 15 sq. ft.	= 225 sq. ft.
Craft area - Counterspace or tables for crafts – 15 seats	= 225 sq. ft.
Storage cabinets & sink	= 45 sq. ft.
Entrance area – display case	= 15 sq. ft.
Entrance area – toy bin	= 10 sq. ft.
Total	= 970 sq. ft.

#### **e. Children’s Restrooms**

Separate “kids” restrooms should be located within the Children’s Section. The restrooms should be able to accommodate use by small children and like other restrooms in the facility, should include a diaper-changing station. The “womans” restroom should have two stalls, one sized for adult use and the other for “kids” use. It is assumed that the restrooms are covered within the “unassigned” space in the library program.

#### **f. Children’s Section Collections**

The Children’s collection includes several separately identifiable sections as described below. For the most part, the collection should be housed on lower shelving, except where otherwise noted. Placement of higher shelving should be around the perimeter of the room with lower shelving in the middle, affording an “open” feeling. It is highly desirable that shelving include spring loaded tension bookends and wherever possible, solid backing to prevent books from falling off the back of shelves.

The listed linear foot shelving requirements assumes that 1/3 of each shelf will be empty and thus available for future growth. Aisles between sections of shelving should be 42 inches to accommodate wheelchair access. The estimate of square footage needed for each portion of the collection is based on standard library space planning guideline of 10 vols. per sq.ft. The actual square footage requirements for the collection will be determined by floor layouts to be developed by an architectural firm.

**Total estimated space requirements 19,257 items @ 10vol/sq ft = 1,925 sq. ft. (plus 200 sq. ft. for 5 paperback racks & 10 sq.ft. for Music, Books on Tape and Story kit collections in bins & 30 sq. ft. for magazines & 10 sq. ft. for picture file & 30 sq. ft. for just returned materials on carts) = 2,205 sq.ft. for Children’s collection**

Estimated shelving requirements for Children’s collections (see notes below under defined areas of collection for information on collection shelving requirements):

1,314	Easy Readers/Little Books	90 lin.ft./30 shelves/10 sections/5 double sections
4,896	Picture Books	271 lin.ft./90 shelves/45 sections/23 double
6,360	J-Non-Fiction	479 lin.ft./159 shelves/40 sections/20 double sections
3,744	J-Fiction	311 lin.ft./103 shelves/26 sections/13 double sections
459	J-New Books	36 lin.ft./13 shelves/4 sections/2 double sections

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2,484 J-Videos, DVD's & Books on CD 184 lin.ft./62 shelves/15 sections/8 double sections  
19,257 Total items @ 10 items/sq.ft. = 1,925 sq. ft.

### Other collections and space requirements:

**J-Music CD's, Books on Tape & Story Kits** (shelved in 1 bins 10 sq. ft/bin.) = 10 sq. ft.

**Paperbacks** (5 racks @ 40sq.ft/rack = 200 sq. ft.

**Magazines 16 titles** = 30 sq.ft.

**Picture file** = 10 sq. ft.

**Just returned materials area** = 30 sq. ft.

### Defined areas within the Children's Collection

**J-Fiction & J-Non-Fiction collections** – Optimum shelving for the j-fiction and j-non-fiction collections is 60" shelving (shelves/section) with 42 inch aisles. Each shelf has been sized to be 2/3 full. It is estimated that 10% of the collection is out in circulation. This collection should be near the "kid-sized" tables.

**Picture Books** – This collection should be located near the entrance to the Children's programming room. The collection should be housed on low shelving 42" high (2 shelves/section) to accommodate access by smaller children. Consideration should be given to aisles between shelving units that are wider than 42 inches to accommodate children sitting on the floor looking at books. The collection has been sized to fit on 2 shelves of the low shelving units to accommodate the large format. The collection should be located near the love seat and casual seating to accommodate children and parents reading together or small children reading alone.

**Easy Readers & Little Books** – These collections should be housed on low shelving 42" high (3 shelves per section to accommodate access by smaller children. Aisles should be 42 inches wide. The collection should be housed near the picture book collection.

**J-Videos, CD's, DVD's & Books on cassette** - This collection should be housed on 60" high shelving (4 shelves/section). A portion of the shelving should be slanted to accommodate cover-out display of some titles.

**J-New Books** – This small collection should be housed on 60" shelving (4 shelves/section) near the front of the Children's Section of the Library to facilitate quick browsing. A portion of the shelving should be slanted to accommodate cover-out display of some titles.

**Board Books** – This collection should be stored in a free standing bin near the picture book and easy reader collections and the entrance to the Children's programming room.

**Magazines** – The 16 magazine titles within the Children's area should be housed on display shelving, with back issues housed on shelves directly beneath the current issues. Casual seating should be nearby to accommodate browsers.

**J-Paperbacks** – This collection should be housed on 5 free standing revolving paperback racks located near the –fiction and j-non-fiction collections.

**Just returned J-materials** – An area that can accommodate up to five book carts should be provided as a staging area for materials waiting to be shelved in the Children's collection. Book carts loaded with just returned items will be wheeled to the staging area from the circulation desk and ultimately shelved by pages. Estimated space requirement is 30 sq. ft.

**Special display shelving** – Two sections of 60" high shelving should be located near the new materials section to house seasonal holiday materials, and temporary in-demand materials. These materials will support the school curriculum and topical community interests. The shelving should be located near the

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entrance to the Children’s Section near the new materials collections. Space for special display shelving has been accommodated under estimates for the general j-collection.

**Closed stacks (see also closed stacks room – Adult collection)** – Materials from the J collection that need to be stored in closed stacks will be housed with the adult closed stack materials.

**CHILDREN’S SECTION SUMMARY**

2,205 sq.ft	J-collections
200 sq.ft	Computers
620 sq.ft.	Public Seating
40 sq.ft.	Information desk
970 sq.ft	Programming room
4,035 sq.ft	Total Children’s Section

**5. YOUNG ADULT SECTION**

The Young Adult Section should be a clearly defined (not enclosed) area located between the Adult and Children’s Sections of the library. It should have an atmosphere that appeals to young teens and pre-teens as they make the transition from using the Children’s Section to the Adult Section. Lighting, wall treatments, furnishings, and design elements should reflect this principle. The area will not have a separate service desk but should be able to be monitored by staff located at the service desks in the either the Adult or Children’s Sections or from the Main Circulation Desk of the Library. The area should include wall space for bulletin boards and/or placement of posters.

**a. Young Adult Seating**

Seating in the Young Adult Section should be inviting and conducive to group work, doing homework assignments, or casual reading. The area should include one round table with four chairs and two study carrels. The table and study carrels should be wired to accommodate use of portable laptop computers. In addition, a game table with two chairs should be located within the Section. The area should also include four casual and inviting comfortable chairs.

Space allocation estimate - Young Adult Section seating

4 comfortable chairs	4 seats @ 30 sq. ft.	= 120 sq.ft.
1 round tables with 4 chairs each	4 seats @ 30 sq. ft	= 120 sq.ft
2 study carrels	2 seats @ 30 sq. ft	= 60 sq.ft.
1 game tables	2 seats @ 30 sq. ft.	= 60 sq.ft.
	12 seats	360 sq.ft.

**b. Young Adult Section Computers & Multimedia**

**Internet/Public Access Computers**

Three computer workstations in a cluster should be located within the Young Adult Section of the library. These workstations should have Internet, word-processing and gaming capabilities. A shared printer should be located near the workstations. As in the Adult and Children’s Sections of the library, payment will be handled automatically by software and by using either prepaid cards or by library issued “smart cards” that will automatically place incurred charges on the patron’s library account.

Space allocation estimate-Young Adult Section computers & multimedia

3 computer workstations	3 seats @ 40 sq. ft.	= 120 sq. ft
1 printers	@ 10 sq. ft.	= 10 sq. ft
Total		= 130 sq. ft.

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### c. Young Adult Section Collections

The listed linear foot shelving requirements assumes that 1/3 of each shelf will be empty and thus available for future growth. Aisles between sections of shelving should be 42 inches to accommodate wheelchair access. The estimate of square footage needed for each portion of the collection is based on standard library space planning guideline of 10 vols. per sq.ft. The actual square footage requirements for the collection will be determined by floor layouts to be developed by an architectural firm.

**Total estimated space requirements 2,598 items @ 10vol/sq ft = 259 sq. ft. (plus 120 sq. ft. for 3 paperback racks & 16 sq. ft. for magazines & 20 sq. ft. for just returned materials on carts) = 415 sq.ft. for Young Adult collection**

Estimated shelving requirements for Young Adult collections (see notes below under defined areas of collection for information on collection shelving requirements):

2,403 YA Fiction & Careers 288 lin.ft./96 shelves/19 sections/10 double sections  
195 YA-New Books 20 lin.ft./7 shelves/2 sections/1 double section  
2,598 Total items @ 10 items/sq.ft. = 747 sq. ft.

#### Other collections and space requirements:

**Paperbacks** (3 racks @ 40sq.ft/rack = 120 sq. ft.

**Magazines 7 titles** = 16 sq.ft.

**Just returned materials area** = 20 sq. ft.

**YA Fiction** – This collection should be housed within the Young adult Section on standard 66” high shelving (five shelves per section). Separate portions of the collection should be clearly identified by signage. These should include: YA Fiction and Careers.

**YA Paperbacks** – Paperbacks should be housed on 7 revolving paperback racks located near the YA New Books Collection.

**YA New Books** – These materials should be housed near the entrance to the YA Section of the Library on standard 66” high shelving. Some slanted shelves should be utilized to facilitate front cover display of selected items in the New Books collection.

**YA Magazines** - The 7 titles in this collection should be housed on one section of tilted, display shelving, with back issues stored beneath the current issues. The magazine shelving could be adjacent to the YA Fiction and Non Fiction materials.

**Just returned YA-materials** – An area that can accommodate up to 2 book carts should be provided as a staging area for materials waiting to be shelved in the Young Adult collection. Book carts loaded with just returned items will be wheeled to the staging area from the circulation desk and ultimately shelved by pages. Estimated space requirement is 20 sq. ft.

**Special display shelving** – Two sections of 60” high shelving should be located near the new materials section to house seasonal holiday materials, and temporary in-demand materials. These materials will support the school curriculum and topical community interests. The shelving should be located near the entrance to the Young Adult Section near the new materials collections. Space for special display shelving has been accommodated under estimates for the general YA-collection.

### **YOUNG ADULT SECTION SUMMARY**

415 sq. ft YA-collections  
130 sq. ft Computers  
360 sq. ft Public Seating  
905 sq. ft Total Young Adult Section

6. **STAFF AREAS**

a. **Circulation Desk – public area (see also – Entry/lobby area above)**

The circulation desk is a central hub of patron activity in the library. It is the primary place where materials are checked out and returned to the library, fines are paid, reserved materials are picked up, public computers and meeting rooms are reserved, and directions given. Because this area is a “hub” of activity, care should be taken to locate quiet reading areas away from the circulation desk. The circulation desk should be near the entrance/lobby area. The public side of the circulation desk near the entrance to the library should house the public copy machine, a display case, an area to distribute library publications and tax forms, a directory/floor plan of the library. The area in front of the Circulation desk should provide adequate space for patron queuing to check out library materials. It is assumed this square footage for the public area is under “unassigned.” The staff areas behind the Circulation desk are described below.

**Circulation desk configuration**

The Circulation desk should be approximately 20 feet long and 39 inches high to accommodate staff standing or sitting on a higher stool while assisting patrons. One section of the desk should be 29” high to accommodate patrons in wheelchairs or children. The desk should accommodate four higher level service points and one lower level service point. Each service point should have a computer workstation, a printer and a desensitizing unit to accommodate the check-out and check-in process. The service desk should be accommodate 2 cash registers located between service points.

The underside of the circulation desk on the staff side should include open shelves to accommodate storage of returned materials, forms and other items and an area to house up to five bins (totes) to collect books to be delivered to other libraries within the Monroe County Library System as well as an area to store empty bins or totes. The circulation desk should include a slot that patrons can use to deposit books returned to the library. Space should be available below the desk for a larger bin to collect these materials.

The counter area on the staff side of the circulation desk should be able to accommodate staff telephones and circulation supplies. The floor area behind the desk should have heavy and well-padded carpeting to ease leg fatigue of staff required to stand at the desk for extended periods of time.

The above Circulation desk description is meant to serve as a guide for the development of architectural floor plans. It is assumed that library staff, when reviewing furniture options for a new or expanded library facility, will select a standard circulation desk from a library furniture vendor or have one custom made to meet unique specifications.

b. **Staff area behind the circulation desk**

Space behind the desk should be adequate to accommodate the movement of staff and book carts. The library wishes to have the option of sorting materials just returned from circulation on book carts located immediately behind the circulation desk or within the main staff workroom (see section below). Thus space has been allocated for up to 15 book carts in both areas.

The circulation desk should have a convenient opening (low door) to the public floor to facilitate movement of staff and materials.

Shelving should also be available in the staff area behind the circulation desk for books on hold, supplies and presorting books returned to the library, and parcels. The library intends to install a security system that will allow all of its AV materials to be shelved on the public floor. If this does not occur, three sections of shelving (66” high) need to be available in the staff area of the circulation desk to accommodate DVD’s and CD’s.

The area behind the circulation desk should also accommodate two staff desk with computer workstations and a worktable.

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### Space allocation estimate – circulation desk (staff area)

Circulation desk (20') with 4 workstations, printers, cash registers	160 sq.ft
2 Desks with workstations @ 40 sq. ft.	80 sq.ft
1 Worktable 4 chairs @ 30 sq. ft each	120 sq.ft
Open area for book carts 15 @ 10 sq. ft.	150 sq.ft
Shelving for books on hold & supplies (2 sections )	24 sq.ft
Total	534 sq.ft

### **c. Main Staff Workroom**

This area, which will house staff offices and work cubicles, should be located behind the circulation desk staff area. The main staff workroom should be separated from the circulation desk staff area by a wall with a doorway and several windows. Space behind the desk should be adequate to accommodate the placement and movement of up to 15 book carts loaded with materials just returned to the library and other materials. When loaded, carts will be transported to the just returned areas within the Adult, Children's and Young Adult Sections of the library.

The main staff workroom should accommodate 8 staff offices, including the director's office, which should have an additional door leading to the public area of the library and possibly the board room as well. The other staff offices should be located near the director's office and have lockable doors with windows. The office for the circulation supervisor should have a window affording a view of the main circulation desk. Each office should accommodate a desk with computer workstation, side chair, shelving, file cabinet, and credenza. 22 work cubicles should be provided within the main staff workroom for the remaining full time staff. Each cubicle should accommodate a workspace with computer workstation, lockable storage for supplies, built-in shelving and a space for a phone.

The main staff workroom area should also include a large worktable or counter that can accommodate up to five staff members working on projects. The worktable will serve as the primary workspace for part-time staff.

The main staff workroom should have a door leading to the Book Sale Room (see Entry Area spaces above). A worktable should be located just inside this door to accommodate sorting of book sale items and donations. The main staff workroom should also include a mail sorting area, which will house staff mailboxes or mail slots and an area for staff lockers and coat and boot racks.

An area within the main staff workroom along an outside wall should be equipped with two book-drop slots that will allow patrons to return books when the library is closed. This area should be able to accommodate large bins under each slot to catch the returned materials. It is desirable that one of the book drop slots be configured to accommodate drive-up returns.

Space should be provided within the staff workroom for a copy machine, fax machine, three shared printers for staff use, two supply storage cabinets and six double sections of shelving. Two lockable storage rooms also should be available; for supplies and the other for use by the Friends of the Library.

A doublewide door should be provided at the back of the staff workroom leading to a loading dock area. A large table should be provided near the door within the staff workroom to accommodate opening of boxes.

### Space allocation estimate – main staff workroom

Director's Office 15x15	225 sq. ft.
Staff Offices 2 @ 12x12	288 sq. ft.
Staff cubicles 11 @ 8x8	704 sq. ft.
Work table (or counter) 5 seats @ 30 sq. ft	150 sq. ft.
Table at Book Sale Room entrance 20 sq. ft.	20 sq. ft.
Table at rear loading dock @ 20 sq. st	20 sq. ft.

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Mail sorting area	25 sq. ft.
Staff lockers (25)	50 sq. ft.
Coat/boot racks	25 sq. ft.
Shelving 3 double sections @ 24	72 sq. ft.
Book drop bins 2 @ 12 sq. ft.	24 sq. ft.
Open area for book carts 15 @ 10 sq. ft	150 sq. ft.
Printers(2)/fax/copy machine	45 sq. ft.
Storage cabinets (2)	20 sq. ft.
Storage rooms 2 @ 50 sq. ft.	<u>100</u> sq. ft.
Total	1,918 sq. ft.

**e. Information Technology Department work area**

A separate computer room should be provided off of the Main Staff Workroom to accommodate maintenance, repair and storage of computer equipment. The Computer room should include a workbench for equipment repairs and two cabinets for supplies. The Computer rooms should include a lockable area to accommodate servers, routers and other computer and telecommunications equipment. The room should have a high concentration of electrical outlets, be wired to connect with library workstations on the floor via CAT 5 cable (or wireless) and have an uninterruptible power supply. It is anticipated that the space needs of this Department may grow in future years and the library design should anticipate ways this growth may occur into adjacent areas.

Space allocation estimate – Information Technology Department

Computer room (15x15)	= 225 sq.ft.
--- work bench (with shelving underneath)	= 40 sq.ft.
--- 2 lockable cabinets with shelves	= <u>30</u> sq.ft.
Total	= 295 sq.ft.

**f. Maintenance/Custodial Room**

A Maintenance/Custodial room with doors to the inside of the library and the exterior should be located near the Main Staff Workroom area near the loading dock doors and/or the furnace/electrical rooms. It should accommodate one desk with computer workstation, 2 storage cabinets, a washbasin, a floor drain, worktable or workbench and an area to store carpet cleaning and other small equipment. A separate lockable storage room should also be provided for storage of cleaning agents and supplies. The room should have a deep sink, counter area, work table, and floor drain.

Desk with workstation and printer @ 50 sq. ft.	50 sq. ft.
Workbench	40 sq. ft.
Washbasin	36 sq. ft.
Storage cabinets 2 @ 15 sq. ft.	30 sq. ft.
Area for equipment storage	100 sq. ft.
Separate storage room 12x12	<u>144</u> sq. ft.
Total	400 sq. ft.

**g. Staff Break Room**

A separate enclosed room to accommodate staff lunch/work breaks should be located near the Main Staff Work Room, away from the public areas of the facility. The room should have soft lighting and accommodate three round tables with four chairs each, a couch or love seat, and two casual chairs. The room should also include a kitchen area with a stove, microwave, double sink with counter space, large capacity refrigerator, dishwasher, magazine rack, four or five overhead cupboards, a coffee maker and a telephone for staff use. The staff break room should be located near the staff restrooms. A separate enclosed small room with a cot should be located off of the staff break room.

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### Space allocation estimate – Staff Break Room

2 round tables with 4 chairs each @ 30 sq.ft	240 sq.ft.
Kitchenette @ 80 sq.ft.	80 sq.ft.
Love seat 2 seats @ 25 sq.ft	50 sq.ft.
Casual chairs 2 @ 30 sq. ft.	60 sq.ft.
Magazine rack	10 sq ft.
Separate room with cot 8x10	<u>80 sq.ft.</u>
Total staff room space	520 sq. ft

#### **h. Staff Rest Rooms**

Separate ladies and men’s staff rest rooms should be located within the Main Staff Workroom area, near the Staff Break Room. The ladies restroom should have multiple stalls (3). It is assumed that space for staff restrooms is accounted for under “unassigned space.”

#### **i. Loading dock/shipping receiving area**

A loading dock should be located off of the Main Staff Workroom, near the Maintenance/Custodial Room. The loading dock should be able to accommodate deliveries by large trucks and the library system’s delivery van. The dock area should include space for the library system delivery totes waiting to be picked up.

### Space allocation estimate – Loading dock/shipping receiving area

Dock area 15x20	300 sq. ft.
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### Space allocation estimate – Staff areas

Circulation desk – staff area	534 sq. ft.
Main staff work room	1,918 sq. ft.
IT Department	295 sq. ft.
Staff break room	520 sq. ft.
Maintenance/Custodial room	400 sq. ft.
Loading dock	<u>300 sq. ft.</u>
Total	3,967 sq. ft.

## **7. OUTSIDE ELEMENTS**

The outside of the library should be inviting and well lit. A reading garden and play area for children should be located near the front or side of the facility – perhaps in an area accessible from the Children’s Section of the library. The site should include sufficient parking. A driving lane next to the facility should be provided to accommodate a drive up book drop. The library design should provide for some natural lighting for the staff and public areas of the facility. However, windows should be configured to ensure comfort within the facility and energy efficiency. A storage shed should be located in the back of the building to house maintenance/custodial heavy equipment.