



Lafayette Public Library System

EAST REGIONAL LIBRARY

East Regional Library Building Program

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PSA-Dewberry, Inc.
7557 Rambler Road
Suite 670
Dallas, Texas 75231-2302
(469) 232-5200
FAX: (469) 232-5201

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Summary of Assignable Spaces

	<u>1st Floor</u>	<u>SF</u>
SECTION: A PUBLIC ENTRANCE AND LOBBY		780
1. Main Entrance	200	
2. Public Restrooms	500	
3. Janitor's Closets	80	
SECTION: B MEETING & CONFERENCE ROOMS		1,750
1. Meeting Room	1,500	
2. Kitchen	100	
3. Storage	150	
SECTION: C CIRCULATION SERVICES		2,096
1. Service Desk	336	
2. Copy Alcove	80	
3. Traffic Dispersal	100	
4. Staff Workroom	1,120	
5. Drive Up Pick up>Returns	160	
6. Friend's Book Sale	80	
7. Storage	100	
8. Branch Manager's Office	120	
SECTION: D CHILDREN'S SERVICES		2,796
1. Collection & Seating	2,156	
2. Storytelling	480	
3. Storage	80	
4. Family Restroom	80	
SECTION: E TEENS		809
1. Teen Reading Area	809	
SECTION: F ADULT SERVICES		3,748
1. Collection & Seating	3,288	
2. Tutoring/Group Study	460	
SECTION: G PERIODICALS		398
1. Periodicals/Quiet Reading Room	398	
SECTION: H		1,210
1. Staff Lounge	400	
2. Staff Restrooms	70	
3. Storage	80	
4. Data Closet	80	
5 Extra Stock Storage	120	
6 Mechanical	460	
		<hr/>
	Net Square Footage	13,587
	12% Nonassignable	1,630
		<hr/> 15,217

CONSIDERATIONS

THE LIBRARY WILL SERVE MANY PATRONS INCLUDING:

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

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

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

GENERAL BUILDING DESIGN CONSIDERATIONS

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

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

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

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

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

CONSIDERATIONS

A. EXTERIOR CONSIDERATIONS

AESTHETICS

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

ACCESS TO THE LIBRARY

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

BARRIER-FREE DESIGN

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

BIKE RACK

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

DELIVERY and RECEIVING

The delivery area should be away from the patron access areas. It should provide adequate parking area for the delivery truck and easy access for materials. This area should have an overhang to protect when materials are being handled. The overhang needs to be a minimum of 14' above grade.

DRIVE UP BOOK DROP/PICK UP WINDOW

A covered drive up book drop should be considered. This should be located with easy vehicular access. The path from the book drop to the check-in area must be open and easy to maneuver a heavy book truck. There will be a pick up window directly next to the book drops for picking up reserves etc. This window area would have its own work area and shelving area for reserves and should be easily seen and accessible to the rest of the Circulation workroom staff. The drive should be flush or slightly higher than the finish floor. Provide a minimum of 30" clear below the chute, to enable a depressible book bin to fit. Provide the flexibility on the interior side of the return to accommodate a Radio Frequency Identification System with one return with 3-5 way sorting – 12' wide x 12' deep. This area must be completely covered to protect from rain. Consideration needs to be given on how to handle the potential for burning items to be deposited into the book return.

EXTERIOR SIGNAGE

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

Provide a monument sign designating the Library. The address should be very clear. Consider incorporating an electronic billboard as part of the monument sign. Incorporating an electronic sign should be considered

Provide a building plaque at the entry to the building. The exterior signage must be as vandal resistant as possible.

EXTERIOR BUILDING MATERIALS

Select building materials that are durable and easily maintained. Reduce the amount of materials which will require painting or staining. If areas are designed to be painted provide the most durable product possible. The exterior finishes should be a graffiti proof as possible. All roofs must have positive drainage – a minimum of ¼” per foot.

LANDSCAPING

Landscaping that accentuates the building and enhances the parking should be provided. The landscaping should not provide areas for individuals to hide. Keep all tall shrubs and trees a minimum of 25’ from all entrances. Vandal resistant materials and construction should be used in the design of all walls, walks and planters. Consideration should be given to provide outdoor seating (provide benches with arms) at the entrance. If possible, this seating should be provided under cover to providing a pleasant place for those waiting to be picked up, and at varied height to accommodate various sized individuals.

Provide at a minimum the amount of landscaping required by code. Use the landscaping to divide the parking into areas and to soften the amount of pavement. Select trees whose height and root structure at maturity does not interfere with overhangs, walks, or utilities of any kind. The use of native plants is desired. Locate all beds around the perimeter of the building at least 2’ from the building and a minimum of 6” below the finish floor. The beds need to be designed to keep mulch from washing across the walks and must be designed for positive drainage including catch basins as needed. Consider providing an edge of gravel around the perimeter of the building to increase adequate drainage. Select appropriate (native) plants for the area which require minimal care, have long lives and easy maintenance. No poisonous plants or any which produce poisonous fruit. Provide an irrigation system with rain sensor for **all** landscaped areas. Provide maintenance recommendations and schedule for the site.

EXTERIOR LIGHTING

A high level of lighting at the public and staff entrances and at areas with high concentration of landscaping should be provided. All exterior lighting should be equipped with a time clock as well as an automatic sensor. Energy efficiency is important in the selection of the fixtures.

OUTDOOR SPACE

This branch is being located in a park with multiple playing fields. The tie to the outside and the orientation of the parking will be very important. Orient windows, parking and outdoor spaces to be as protected from sports balls etc.

PARKING

There will be on-site automobile and motorcycle parking for the public and staff. There will be designated handicapped parking as required by code. Parking should be calculated as 4 spaces per thousand gross square foot of building area. The parking should be included in the landscape plan. Green space with trees and other planting should be used to relieve an otherwise unbroken sea of concrete and vehicles. A covered drop off area (vertical 14' minimum clearance) with covered access to the entry doors should be provided. The public entry element must be visible from all parking. Provide parking for a minimum of one school bus. Parking should be minimum 9' – 0" wide. Consider angled two-way parking layouts. The parking lots must be designed for positive drainage away from sidewalks and paths of travel. All parking walks and curbs should be constructed of concrete with a minimum strength of 3,500 PSI. Courtesy spaces should be provided as close as possible for elderly or moms with small children.

PUBLIC ENTRANCE

It is important that the public entrance is visible from the public parking spaces, as well as from the major streets. The entrance to the library should make a strong statement. It must be inviting, and clearly state that this is where one enters the building. A covered drive should be provided to protect users during inclement weather. The grade should gently slope away from the building to keep water from ponding at the entry or anywhere on site. Consider providing an entry court with public art or providing public art within the lobby area.

SECURITY ISSUES

The site and exterior of the building should be designed to help insure the safety of library users and staff, and minimize opportunities for vandalism. Use of low walls and other exterior elements that block the visual approach to the library entrance. A high level of lighting in all areas of parking and at the public and staff entrances should be provided. The building will have a security system. Each door will be monitored and motion detectors will be placed in various areas within the library. The security will be part of the general contract. The control panel will be located at the staff entrance. Cameras should be planned for key areas on the exterior of the building. The pick up window/book return area, the delivery area and the front entrance should be monitored.

STAFF ENTRANCE

A covered staff entrance and delivery area should be provided. There should be a clear view from inside this door to the staff parking area. It is important that this area is well lighted. A buzzer that rings in the staff workroom should be provided at the delivery entrance. A smoking area for staff should be provided under cover and 25' away from the staff entrance. Provide a bench and combination ash tray/trash container. Consider staff door to be 48" wide but a minimum of 42". The building security system control panel should be located by the staff entrance. Provide keyless entry at this door – card access or mechanical keypad lock as directed by the Owner.

TRASH CONTAINERS

Provide trash receptacles at the entry.

WATER AND POWER OUTLETS

Exterior tamper-proof hose bibs should be provided around the building to allow for maintenance of the site. Adequate covered power outlets should be provided around the building at ground level to accommodate maintenance of the site.

B. INTERIOR CONSIDERATIONS

ACOUSTICAL TREATMENT

Libraries have become very active, interactive environments; however they are still expected to provide quiet reading areas. The selection of materials and the layout of the spaces all need to provide as much acoustical separation as possible. Carpet should be considered for the reading room, and an acoustical ceiling tile with a high Noise Reduction Coefficient should be used. Acoustical separation should be provided around the mechanical rooms, restrooms, offices and meeting rooms. Sound batts in metal stud walls to the structural deck should be provided around these areas. The use of acoustical materials on the walls of the meeting room should be provided to help in reduction the noise between the meeting spaces. The use of acoustical materials behind the circulation desk should also be considered.

Sound Transmission Class

This rating is substantially more complex than the NRC, and was devised to measure the sound transmission qualities of wall, ceiling, and floor construction assemblies utilizing a collection of materials. Simply stated, the STC of a wall assembly measures the average number of decibels lost (Absorbed and/or reflected) when sound is transmitted from one side of the wall to the other. Therefore, the higher the STC rating of a partition, the better the noise control. An STC rating of 50dB, (roughly equivalent to the rating of a six-inch thick concrete wall) is considered to be very good. A rating of 65dB or higher is considered excellent. As would be expected, a higher STC rating usually equates to a more costly construction assembly. Requirements for recommended STC ratings in the libraries are as follows:

<i>Space</i>	<i>Rating</i>
Most Functions	STC 35
Office Areas	STC 40
Conference and Meeting Rooms	STC 50
Mechanical Equipment Rooms	STC 50

Noise Criterion

This criteria measures acceptable levels of background noise for a given activity. These numerical ratings are basically the sound level, in decibels, at the frequencies most audible to the average human ear. Through industry standards, NC rating have been established for various activities. As an example, an NC of 10 dB is virtually inaudible. An NC range of 20 to 25 dB is suggested for sleeping in suburban or rural areas. The suggested range for background noise in libraries is 30 to 35 dB.

Background noise is often referred to as masking, or "white" noise. This low-level sound is desirable, if it is constant in nature and free of informational content, serving to mask other low level noises or sudden peaks in sound levels in a given space. For a space to have good acoustical qualities, it is generally considered to require some levels in a given space. As for a space to have good acoustical qualities, it is generally considered to require some combination of acoustically absorbent construction and a level of background noise.

Background noise can be naturally generated from activities in the space, or it can be mechanically produced, as by an air conditioning system.

ADA

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. Though the act broadly covers all aspects of access, it provides for several issues specific and/or common to libraries:

Shelving Aisle Widths – 42 inch aisles are preferred, though 36 inch aisles are permitted. Plan on 42 inch aisles.

Shelving Height – There are no height restrictions for shelving except for display (new) periodicals. A maximum height of 48 inches is preferred; 54 inches is allowed where a lateral approach is possible.

Seating at tables, Carrels, Counters – At least five percent or a minimum of one of each element must meet specifications for clearances, access and reach.

Public Service Desks – Every public service desk must provide a 36 inch portion of the desk/counter that is no higher than 36 inches as well as meeting clearance requirements.

Signage – Contrast, symbology, size, Braille and other requirements apply to permanent designations.

Barrier Free Design

The new library must be designed to meet the requirements of the Americans with Disabilities Act. The ADA Accessibility Guidelines for Buildings and Facilities should be followed in designing this facility.

Provide automatic sliding doors at the entrance with an appropriate vestibule. Patrons entering the library have their arms full of returning materials and often have difficulty managing the door.

Barrier free design benefits all users of the building by improving general access to and through the building and the safety of the building.

BOOK DROP

Provide space and infrastructure for a future interior RFID book return with a conveyor belt to the exterior return sorter. Provide power and data at the interior book return.

CEILING HEIGHTS

The atmosphere of the library should be open and inviting. The ceilings should be light in color and approximately 11-12 feet above finished floor. This ceiling height will enable the use of indirect lighting in the reading room, as well as help create an open feel at this location.

CLOCKS

Provide clocks in the public areas especially the lobby, meeting, reading as well as a clock in the staff workroom and staff lounge. All clocks will be battery clocks and will be provided by the owner.

CONTROL/STAFFING

The library must be designed to allow the staff service points to have good visual control of entrances, public restrooms, children's areas, main reading spaces and main computer stations.

DELIVERY AREA

The library will be receiving deliveries daily including deliveries from UPS and the US Mail. The delivery doors require a buzzer which will ring in the circulation work area. A work counter for unpacking boxes and for sorting, as well as preparing outgoing items, should be provided in close proximity to the delivery area. The delivery should be covered to provide protection while unloading the van. The receiving area should have a view into the staff workroom. This entrance should also serve as staff entrance.

DRINKING FOUNTAIN

Provide the number of drinking fountains as required by local code. At a minimum, provide a dual level drinking fountain at the public restrooms. Do not provide floor mounted units. Provide spout to fill cups at the staff drinking fountain.

ELECTRICAL SERVICE

General: Provide standard 110 volt four-plex outlets conveniently and amply throughout the building to support the operation of general office equipment as well as cleaning and maintenance equipment. All floor outlets should be flush mounted. Some equipment such as copy machines will require 220 volts service. The library staff will identify this equipment. Check the placement of electrical and data outlets with the placement of library furniture to insure that the receptacles are properly located.

Library Computer System: Most PC's for the libraries automation system will require separate, dedicated circuits. Clean electrical service is important in an automated environment. Provide an uninterrupted power source (UPS) for major computers within the library. Library services are relying more heavily on electrical and data support in providing services to patrons. It is critical that electrical and data service be flexible and expandable.

Emergency Electrical System: Provide emergency lighting as required by code in all public areas and in the staff workrooms to provide safe exiting.

Provide an emergency generator to power the library's computer system and certain public areas as selected by the library.

ENERGY CONSERVATION

The library should be designed according to ASHRA Guidelines as well as any local or State codes. In selecting building systems the life cycle cost should be reviewed and presented to the owner for selection. The siting of the building, the use of insulated windows and overhangs should all be part of the early design of the library. The building should be sited to

make use of passive solar as much as possible. Minimize west facing glazing as much as possible. Consider making this Library LEED certified.

ENTRANCE DOORS

The entrance doors should be protected from the elements and designed to provide a vestibule which would allow sufficient space between two sets of doors to provide an air-lock during normal use. Automatic doors are recommended for ease of access for the handicapped, elderly and patrons carrying materials. Provide walk-off carpet that is a sufficient distance (approximately 20') to adequately remove water and dirt before reaching the carpet.

FIRE PREVENTION

The building must be designed to meet all local codes.

FLOOR COVERINGS

The entrance and lobby area of the library should be designed with a walk-off carpet that is easily maintained. This restroom floors should be designed with a hard, slip resistant material that can be easily maintained. Carpet or cork should be considered in the public area for acoustical, aesthetic and durability reasons. A high quality commercial carpet that uses branded solution dyed fibers with multi-colored loop and a minimum 20 oz. weight should be used. The carpet should have a minimum 10 year warranty. Carpet tile must be considered for use in the public and high traffic areas.

GLASS TREATMENT

The library should be oriented to provide major areas of glass on the north face of the building. Glass should be limited on the east and west faces. Insulated glass with tinting or Low-e should be considered for all exterior glazing. The use of canopies, overhangs or other means of shading should be considered.

HVAC

Follow standards in the ASHRAE Handbook of Fundamentals for Comfort HVAC data. The ASHRAE new Comfort Zone is recommended for libraries. Design a system that will maintain the temperature with a variance of no more than five degrees with 70 degrees in the winter and 74 degrees in the summer. Plan to maintain relative humidity of 45 to 50 percent except for special areas such as computer equipment area, which may require separately, controlled equipment. Consider the following in designing the HVAC:

1. Separate dehumidification system for libraries per ASHRAE.
2. A system with low "life-cycle costs" in terms of operation and maintenance
3. Incorporate automated economy cycles.
4. Provide humidistat in area with little air movement to warn of humidity buildups.
5. Provide separate control zones for meetings and conference rooms.
6. If individual room controls are used, limit them to a 3 to 4 degree range option. Consider room and area sensors in lieu of individual room controls.
7. Avoid the design of "space-robbing" duct systems such as fin tubes or perimeter floor diffusers (these typically rob up to 18 inches of valuable floor space along the perimeter).

Design the system so that a breakdown of one compressor will not impair continuous airflow to the staff and the public; and, design the system to provide outside ventilation using air-handling units in the event of system failure. Locate filters for easy access for cleaning and

replacement. Coordinate the placement of thermostats with the interior designer to eliminate conflicts with the shelving and furnishings placement. HVAC equipment should have screening and acoustical control.

LIBRARY MATERIALS SECURITY SYSTEM

To support the materials security system, provide conduit in the building slab from the entrance doors to the circulation desk. Provide two empty junction boxes flush in the floor at the locations of the security sensors. Plan on sensors at the main public entrance. The security system may include a people counter. WiFi will also be located close to the main entrance. An RFID system will be added in the future.

LIGHTING

Natural Lighting: To the greatest extent practicable, provide day lighting into the library.

Type of Lighting: There are three principal types of artificial lighting –Incandescent, Fluorescent and HID. Fluorescent lighting is most often used in public libraries because it typically provides the best balance of color and cost. HID (high intensity discharge) have a significantly higher lamp life however has a poorer color correction and balance between the fixtures. The HID bulbs have improved some in recent years and should be looked at for high ceiling or areas where a significant amount of light is needed. Incandescent light fixtures provide excellent color balance but provides a relatively short lamp life. Incandescent lights may be appropriate as spotlights or accent lights in display areas or lobbies Fluorescent light fixtures are available in many forms and offer a good balance between color balance and cost.

Light Levels: The following recommendation of the Illumination Engineering Society (IES). The IES measures lighting in footcandles or in Equivalent Sphere Illumination (ESI) levels. Where footcandles measure only the ambient lighting on a given surface, ESI levels also take into account other factors including glare, reflection, veiling, shadows etc. Amount the recommendations of the IES are:

Stacks	20 vfc at 30" AFF and 30-50 hfc
Reading areas (general)	30 – 50 hfc
Circulation Desk	50 hfc
Staff Work areas	50 – 70 hfc
Microform viewing	30 hfc
Meeting Rooms	30 – 50 hfc and 5 vfc or greater at face height
Corridors	5 – 10 hfc
Restrooms	10 – 20 hfc and 5 –10 vfc
Computer labs	30 hfc and less than 20 vfc

Flexibility: In public service areas, more general lighting should be considered to allow flexibility to rearrange services and furniture. In staff areas more task oriented lighting may be used. Provide brighter lighting in the large print area. Provide flexibility with switching or dimmers to provide a variety of different lighting levels.

Indirect Lighting: Throughout the library, guard against the problem of glare, especially where computers, and video display terminals as well as bookstacks are used. Indirect lighting provides evenly dispersed lighting to reduce the amount of glare and should be considered.

Service: The ease of re-lamping is an important consideration in the selection of light fixtures. Select fixtures which do not require scaffolding to re-lamp. Replacement lamps should be available locally as well as replacement parts for the fixtures. **Minimize the number and types of lamps the library will have to stock.**

Switching: Switches for the lighting system should be centrally located, especially for the public service areas. They should be located in a secure staff area, near the staff entrance where the staff may operate as they enter and leave the library.

Special Lighting: Providing special lighting in areas where materials are to be marketed –ie. New Books. Provide lower levels in the microform reader areas and provide darkening capabilities in the meeting rooms and storytelling room.

LOCAL CODE

Verify and follow all local codes.

MAINTENANCE

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.

Ease of maintenance should be one of the primary design criteria. General planning considerations include the following:

- Design any new external and internal window sills, ledges, and all other horizontal surfaces to minimize potential of catching dust and discourage pigeons.
- Attempt to eliminate corridors that have projections into them. Drinking fountains projecting in corridors should be avoided;
- Where possible, mount toilet fixtures, drinking fountains, and other items on walls rather than on the floor;
- Where possible, provide round corners that do not present hazardous sharp edges. Provide corner guards in all areas where materials are moved on book trucks or where storage items are located and returned.
- Avoid the use of ornamental brass or bronze hardware or trim which require excessive labor for cleaning and polishing. If possible, utilize stainless steel or brushed aluminum finishes;
- Provide adequate sources of both hot and cold water for custodial use;
- Provide an ample number of electrical outlets for custodial use in corridors and large rooms, with 30 amp receptacles provided on 75 foot centers to serve maintenance equipment. An outlet should be located near the door or opening of each space;
- Locate light fixtures for easy lamp replacement whenever possible;
- Optimize the use of vision glass in doors to limit unsightly smudges;
- Maintenance ease should be considered during all stages of the library and in the selection of all materials;
- Materials should be selected for their ease in maintenance as well as their durability to withstand the heavy use the library receives;
- Walls: Consider the use of vinyl wallcovering for ease in cleaning and long term cost of the finish;
- Provide a durable material from the floor to ceiling in the public restrooms;
- Provide corner full height guards on outside corners to protect from damage by book trucks, cleaning equipment and general use;
- Maintenance schedules and instruction: The general contractor should provide a maintenance binder at the end of construction which includes maintenance instructions for all materials and equipment used in the buildings as well as recommended maintenance schedules; there needs to be storage space in maintenance to house all as-builts, shop drawings and manuals.
- Extra stock or “attic stock” of finishes used in the building should be provided as part of the contract. The following is an example of typical finishes and quantities required:

Wall Coverings	3%
Ceiling Tile	5%
Carpet	3%
Carpet Tile	3%
Vinyl Tile	3%
Rubber Base	3%
Ceramic Tile	3%
Paint	2 Gallons of each color
Fuses	2 for each installed
Breakers	5% of branch circuits
Air Filters	4 complete changes
Lamps	1%

- Provide storage room for extra stock.
- Carpeting or alternate durable material should be used in the entire building except in the entry, lobby, rest room, mechanical and store rooms, custodial areas, and any extremely high traffic areas. Refer to the individual data sheets for each space.
- Carpet specified should be a high quality, commercial grade (min. 20 oz.) high density, low pile. 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: All need to be even floorings.

Entrance/lobby, restrooms – Smooth flooring, i.e. terrazzo border with walk off carpet.

Custodial, storage, mechanical receiving, garage – sealed concrete.

Storage closets, service corridors, computer equipment rooms – resilient tile.

MERCHANDISING DÉCOR

Areas of the library such as New Adult Books & Friends' Sale, media materials, Children's and Teens Collection should be designed to incorporate some of the merchandising features and furnishings of modern book stores. The books and other library materials, including pamphlet holder, display and announcement boards exhibit cases, public service counters and desks should be organized and designed to attract users who are browsing through the library. Provide appropriate lighting to accent these materials.

PHOTOCOPIERS

Provide a number of photocopiers that have all in one capacity (Fax, Copy, Print) for public use in close proximity to the circulation or reference desk. Provide a recessed alcove with sound absorption on the wall to help minimize the noise from the copier. Provide a small counter or table next to the copier for patrons to set materials on. This counter could also have cabinet space below and above for the storage of copy paper and tax forms. When grouped together provide adequate ventilation. These will be networked. The owner will provide; the infrastructure will be part of the contract

PLAQUES

Building Plaque

Provide a new cast bronze plaque at the entrance of the building. The plaque should list the name of the library, year of construction, Government officials, library director, library board, the architect and the general contractor. Provide an area for potential donor plaque. .

PUBLIC ADDRESS SYSTEM

Provide a public address system throughout the library for announcements. Design the system so that the speakers in the meeting and conference rooms are not interrupted if it is not an emergency announcement.

PUBLIC ART

Provide areas for Public Art both outside and inside the building.

RESTROOMS

Family Restroom

Provide a family restrooms adjacent to children's area.

Public Restroom

Locate a set of public restrooms in the lobby area of the library to serve the meeting room during after hours. Provide airport style entrance – without doors to all public restrooms..

Staff Restroom

Provide staff restrooms adjacent to the staff lounge but not off the staff lounge

General Considerations for Restrooms

Provide for handicapped access. Design for adequate ventilation. Surfaces should be of easily cleaned materials and vandal-resistant. Provide the following:

1. Wall-mounted commodes and urinals with vitreous china, integral carriers and exposed flush valves and not wall hangers. **Provide auto flushing toilets and urinals.**
2. **Ceiling height walls with doors at all stalls.** Provide coat hooks and toilet paper dispensers.
3. Provide partial partitions (above eye level) between urinals.
4. Provide e water-hammer-arresters and quick closing valve installations.
5. Provide porcelain washbasins (with automatic shut-off faucets) set in counter; locate wall mounted soap dispensers to discharge spilled soap into the lavatory.
6. Install hose bibs with vacuum breakers in all restrooms.
7. Include sloped floor with drains.
8. Include electric hand dryers in the public restrooms and paper towels only in the staff restrooms. Electric hand dryers to be on dedicated circuit.
9. Include counter space in each stall for books, packages and purses.
10. Include a special counter in the public restrooms for use by persons changing baby diapers.
11. Design restroom so all stall doors swing out.
12. Install paper towel dispensers at ADA height.

SAFETY

The safety of the library staff and patrons must be considered in the design of the library. Bookstacks must be laid out with circulation space at both ends-no dead end corridors. This

also will provide ease in use by patrons accessing the stacks and provide clear sight lines from the service desks to the stack areas.

SECURITY SYSTEMS

A building security system will be provided to detect break-ins when the library is closed. Provide conduit and power to all locations determined by the owner. Library will provide fire and smoke detection as required by the local code. Provide access control at staff entry and all doors between staff area and public area.

SIGHT LINES

From each public service desk provide clear sight lines of reading areas, stack areas and computer station. All areas of the library should be covered by the public service desk. It is important that the staff can see a patron in need of help as it is for a patron to easily see where to go for help.

SIGNAGE

A signage and some graphic system for the interior of the building will be designed by the Interior designer and some included in the general contract. The system should announce the library's services, and orient and guide people to all areas of the library. It should be designed to be flexible enough to be easily changed and added to as the library grows.

Plan for an electronic billboard which would announce upcoming events as well as if the Library is open.

STAFF EFFICENCY

The library needs to be designed with staff efficiency in mind. The staff will be required to handle a large number of materials, answer questions, and provide additional services. Suggestions for staff efficiency are listed by area and include the following:

- Patron sorting book returns
- Automated check-in/sorting
- Self check out units throughout library
- Coordinated sign and information graphics for patrons
- Staff Service Desks
 - Located for easy patron access
 - Adjacent to collections and services to be served
 - Flexible to adapt to staff and function
 - Provide visual control of service area
- Staff workstation to be ergonomically designed

SUSTAINABILITY

Sustainability principles should be integrated throughout the project from siting to selection of products and finishes. A goal of reducing energy cost should be followed. Consider the following:

Day lighting should be utilized heavily with light level sensors.

Use indirect lighting with high efficiency fixtures to reduce number of fixtures and amount of heat produced.

Provide shading devices for glass and possibly roof areas.

TECHNOLOGY

The Parish will be specifying and bidding the technology separate. The A/E team must coordinate so that all systems support the technology being specified. Fiber optics, wireless and RFID all need to have the infrastructure to support the planned technology.

TELECOMMUNICATIONS SERVICES

The building should be renovated knowing telecommunications will play a major role in the library. Aside from the wired telecommunications system, staff will use cellular phones and other cordless devices to communicate with patrons and one another. Care should be taken that nothing in the building renovation will impede the use of this technology.

VISUAL SUPERVISION

The library must be designed to provide staff service points (Circulation, Reference) with visual control of entrances, public restrooms, teens, main reading spaces and study rooms.

WINDOWS

It is important that the renovated library be as open and inviting as possible. Provide views into the library. Minimize the south facing windows due to potential damage during high winds. Consider providing hurricane protection on the exterior windows.

SECTION: A	PUBLIC ENTRANCE AND LOBBY		
SPACE:	Main Entrance		
FUNCTION:	Primary public entrance vestibule and lobby to serve the library and the public meeting room and public restrooms.		
LOCATION REQUIREMENTS:	Must be visible from majority of public parking spaces. Must serve the Public Meeting Room and small meeting room.. Must serve the public restrooms.		
SPECIAL REQUIREMENTS:	Should be easily identifiable from the public streets and parking. Should be open and inviting. The floor material must be slip resistant and easily maintained. - Do not use slate. Prefer walk-off carpet Lots of noise is generated in this area - acoustical treatment and/or separation from the rest of the library should be provided. Provide locked display for art work.		
OCCUPANCY:	Patrons:	varies	
TOTAL SPACE REQUIRED:	200 SF Total	200 SF	Public
SHELVING REQUIRED:	None		
FURNITURE AND EQUIPMENT:	1 lighted display case - minimum of 24 S.F. 1 public bulletin board to advertise upcoming events in the community. 1 public brochure rack - to accommodate flyers etc. including community flyers. 2 water fountains at two heights. Benches to accommodate a min. of 2 patrons. 2 Locate building plaque at the entrance Provide an exterior ash urn for disposal of cigarettes. Provide a vending alcove for 2 vending machines		
COMMENTS:	Design a merchandizing unit to house the community brochures and announcements. Provide open shelving below for community newspapers. Library staff will provide a sample of the various sizes of brochures, flyers and newspapers.		

SECTION: A	PUBLIC ENTRANCE AND LOBBY	
SPACE:	Public Restrooms	
FUNCTION:	To provide restroom facilities for the public.	
LOCATION REQUIREMENTS:	Accessible to public meeting rooms. Locate a set of public restrooms off the lobby The men and women's should be adjacent to each other if at all possible. Locate a water fountain by the public restrooms.	
SPECIAL REQUIREMENTS:	Fixtures and finishes should be vandal resistant. Provide ceramic tile or other hard surface on all walls up to just below ceiling Provide floor drains in all restrooms. Use low water plumbing fixtures. Light switches should be controlled by the staff. Consider motion sensors for lights. Provide shelf at back of stalls Create stalls with tile walls in lieu of partitions. Provide stall doors which swing out. Provide airport style entrances without doors	
OCCUPANCY:	Patrons: as required by code.	
TOTAL SPACE REQUIRED:	500 SF Total	500 SF Public
SHELVING REQUIRED:	None	
FURNITURE AND EQUIPMENT:	Women's Toilet stalls (one handicapped accessible) Sinks Mirrors 8-10" parcel ledge in each stall Trash receptacle Exhaust fan Electric hand dryers - no paper towels Men's Toilet stalls (one handicapped accessible) Urinals Sinks Mirrors 8-10" parcel ledge in each stall Trash receptacle Exhaust fan Electric hand dryers - Dyson type - no paper towels	
COMMENTS:	Provide wall hung fixtures for ease of maintenance. Provide lavatories in counter. Provide changing counter in all public restrooms for babies. Provide room in each restroom for a bench.	

SECTION: A	PUBLIC ENTRANCE AND LOBBY									
SPACE:	Janitor's Closets									
FUNCTION:	To provide a storage for custodial supplies and equipment.									
LOCATION REQUIREMENTS:	Locate near the public restrooms									
SPECIAL REQUIREMENTS:	Provide mop sink									
OCCUPANCY:	Staff:	1								
	Patrons:									
	Volunteers:									
TOTAL SPACE REQUIRED:	80 SF Total	<table> <tr> <td>SF</td> <td>Materials</td> </tr> <tr> <td>SF</td> <td>Seating</td> </tr> <tr> <td>80 SF</td> <td>Staff</td> </tr> <tr> <td>SF</td> <td>Storage</td> </tr> </table>	SF	Materials	SF	Seating	80 SF	Staff	SF	Storage
SF	Materials									
SF	Seating									
80 SF	Staff									
SF	Storage									
SHELVING REQUIRED:	Industrial shelving for supplies.									
FURNITURE AND EQUIPMENT:	Mop sink. Mop strip to hang mops over sink. Floor Drain.									
COMMENTS:	Provide good ventilation. Provide space for vacuum cleaner Provide space for trash container									

SECTION: A PUBLIC ENTRANCE AND LOBBY		SF
1. Main Entrance		200
2. Public Restrooms		500
3 Janitor's Closets		80
	TOTAL	<hr/> 780

SECTION: B	MEETING ROOM		
SPACE:	Meeting Room		
FUNCTION:	To provide a multi purpose meeting space for library and community use.		
LOCATION REQUIREMENTS:	Must be near the public restrooms. Must be adjacent to small kitchen area with serving counter into meeting room. Must be accessible to the storage room. Locate exterior windows to minimize glare. Provide card access to all 3 meeting sections.		
SPECIAL REQUIREMENTS:	Provide independent HVAC from rest of library for control.. Provide display rail for hanging papers along walls. Provide separate temperature control. Provide adequate power outlets for a variety of functions. Provide tackable walls Provide a quality room divider to divide room into 3 equal rooms. Should be electric with STC of min. 45		
OCCUPANCY:	Patrons:	150	
TOTAL SPACE REQUIRED	1,500 SF Total	1,500 SF	Seating
SHELVING REQUIRED:	None		
FURNITURE AND EQUIPMENT:	150 high density stacking chairs w/dollies Sound system with microphone outlets, audio input for CD and Tape, mixer. Cable drop Provide tackable display and marker board in all 3 sections. Telephone extension Podium with wireless microphone. which can be moved to a number of locations.- Provide multiple receivers 24 folding tables -(18" x 72") Mighty Light narrow / or other light weight manufacturer. Recessed Electric Projection screen Video projection System Waste cans Built-in counter for serving with power outlets and lockable storage below Provide data jack for presenters and miscellaneous uses.		
COMMENTS:	Do not provide night lighting in this room. Emergency lighting should allow darkening room. Provide windows, but make it possible to darken room with shades Lighting should be capable of being dimmed. Lighting should be switched to provide lighting to serve the variety of programs and functions.		

SECTION: B	MEETING ROOM		
SPACE:	Kitchen		
FUNCTION:	Kitchen area for serving refreshments at meetings		
LOCATION REQUIREMENTS:	Provide access from corridor so kitchen can serve all 3 meeting rooms.		
SPECIAL REQUIREMENTS:	Provide counter space and cabinet space for storage. Approximately 12' long Provide adequate power at the counter. Base cabinets should be deep enough for large items such as trays and punch bowls, coffee makers. Provide locks on the cabinets Provide area for serving refreshments during a break in the program.		
OCCUPANCY:	Public	1	
TOTAL SPACE REQUIRED:	100 SF Total	100 SF	Public
SHELVING REQUIRED:	None		
FURNITURE AND EQUIPMENT:	Large 2-compartment sink with high faucet Provide large recessed trash container. Undercounter icemaker Microwave - 2 Refrigerator/Freezer		
COMMENTS:			

SECTION: B		MEETING ROOM	
SPACE:		Storage	
FUNCTION:		Space to store meeting room tables and chairs for all 3 rooms.	
LOCATION REQUIREMENTS:		Access directly off corridor serving all three meeting rooms.	
SPECIAL REQUIREMENTS:		Provide double doors Provide good lighting. Provide durable walls	
OCCUPANCY:		Staff: Patrons: Volunteers:	
TOTAL SPACE REQUIRED:		150 SF Total	150 SF SF SF
			Materials Seating Staff
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:		Table and chair dollies to accommodate 150 chairs and 24 tables and future folding stage.	
COMMENTS:			

SECTION: B MEETING ROOM

	SF
1. Meeting Room	1,500
2 Kitchen	100
3 Storage	150
TOTAL	<u>1,750</u>

SECTION: C	CIRCULATION SERVICES	
SPACE:	Service Desk	
FUNCTION:	Space for service desk where the circulation activities for the library are performed including: registering patrons for library cards; checking out materials, assisting patrons on use of self check; collecting any overdue fines, fees or payments for lost materials; answering circulation questions on the telephone; cash control for money collected from libraries copier and coin changer. This desk will also serve as the Reference and Information desk for Adult and children.	
LOCATION REQUIREMENTS:	Should have good visual control over the library entrance. Adjacent to staff workroom.	
SPECIAL REQUIREMENTS:	A standing height, multi-component guest services counter Provide space for 3(express checkout) self check in area. Provide space for system terminals, laser bar code services, security desensitizing equipment, telephones and supplies, receipt printer and a book cart. Design the desk so that the back of computer and equipment is screened from the patrons. Monitors should be designed to accommodate patron viewing as well as staff viewing.	
OCCUPANCY:	Staff: Up to 3 staff Patrons: varies	
TOTAL SPACE REQUIRED:	336 SF Total	36 SF Materials 300 SF Staff
SHELVING REQUIRED:	Reserve/Holds books : 3 Single faced sections - 72"h Locate adjacent to the self check.	36
FURNITURE AND EQUIPMENT:	Service Desk stations 3 Express check out stations 2 Reference/Information/Help stations Each station should have space for computer equipment, telephone & supplies High base chair for perching on. Provide area for book carts. Provide narrow open storage at each station for date stamps, phone books, narrow files etc. Consider dollies for CPU's Locking Cash Drawers - The desk will be designed and constructed to be as flexible as possible. The desk will be provided by owner.	180 120
COMMENTS:	A section of the desk must be lower - max .34" for ADA and for children Desk surface should be non glare, durable and non-staining. Provide space for a clock above the circulation desk. The flooring should be comfortable to stand on for long periods of time. The lighting is critical in this area and should be designed with extended computer use in mind - consider indirect lighting or a luminous ceiling. Provide a buzzer at the desk which would ring in the workroom. Provide room behind the desk for book trucks. Provide a panic button at desk that dials directly to the police department -911. Provide space for future self checks in the circulation area	

SECTION: C	CIRCULATION SERVICES	
SPACE:	Copy Alcove	
FUNCTION:	Area to house public copy equipment. This area may become a printer alcove, or a computer signup/ print release station area.	
LOCATION REQUIREMENTS:	Locate close to Service Desk	
SPECIAL REQUIREMENTS:	Provide acoustical absorption around copy machines.	
OCCUPANCY:	Staff: Patrons: varies Volunteers:	
TOTAL SPACE REQUIRED:	80 SF Total	SF Materials SF Seating SF Staff
SHELVING REQUIRED:		
FURNITURE AND EQUIPMENT:	1 Copy machines - one color - possible all-in-one scanner, fax, printer Room for debit machine Layout counter with lockable storage below. Carts for returned materials APM - locate near computers, printers and service desk Data jacks	
COMMENTS:	Provide quality ventilation, humidity and acoustical treatment. Provide space for paper recycling bins.	

SECTION: C		CIRCULATION SERVICES	
SPACE:		Traffic Dispersal	
FUNCTION:		Open area at entrance to allow patron to get oriented and not block other patrons.	
LOCATION REQUIREMENTS:		Directly inside the second set of entry doors.	
SPECIAL REQUIREMENTS:			
OCCUPANCY:		Staff: Patrons: Volunteers:	
TOTAL SPACE REQUIRED:		100 SF Total	100 SF SF SF Materials Seating Staff
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:		Material Security	50
COMMENTS:			

SECTION: C		CIRCULATION SERVICES	
SPACE:		Staff Workroom	
FUNCTION:		Multi-use workspace for staff in the performance of non-public desk tasks; communication center for all employee tasks such as: Telephone queries regarding fine notices and bills, handling inter-library loan materials, checking in returned items.	
LOCATION REQUIREMENTS:		Must be adjacent to circulation desk. Must be close to drive up book drop. Provide card access	
SPECIAL REQUIREMENTS:		Buzzer connection to the circulation desk to know when help is needed at the desk. Should not be visible to the public.	
OCCUPANCY:		Staff:	8
TOTAL SPACE REQUIRED:		1,120 SF Total	0 SF Materials 1,120 SF Staff
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:			
	2 Staff Check-in		100
	Children's workarea		200
	3 staff workstations		240
	2 shared staff workstations - U		200
	Book sorting		200
	Interior book return		50
	Work counter with sink		80
	Delivery area		50
		Total	1,120
COMMENTS:		Provide buzzer at drive up window which rings at circulation workroom. Provide buzzer at circulation desk which rings at circulation workroom.	

SECTION: C		CIRCULATION SERVICES	
SPACE:		Drive up Pickup>Returns	
FUNCTION:	Convenient covered area to return materials and possibly pick up materials depending on site conditions.		
LOCATION REQUIREMENTS:	Adjacent to the circulation workroom. Drive up window depends on site.		
SPECIAL REQUIREMENTS:	Exterior canopy or cover. Mount at height that allows a depressible bin to fit under chute. Provide panic alarm at window for staff at this location. The drive up book drop is a higher priority than the pick up window but both are a high priority.		
OCCUPANCY:	Staff:	1	
TOTAL SPACE REQUIRED:	160 SF Total	160 SF	Materials SF Staff
SHELVING REQUIRED:	Reserves Shelving 1 SF Sections		12
FURNITURE AND EQUIPMENT:	Exterior Book drop slot with depressible book trucks. Work table for pick up window Area for second set of book trucks to change out. Cash register at counter Provide bank type pick-up window. 1 telephone jack 1 data jack		80 68
COMMENTS:	Book drops and service window should not compete for space. Provide two lanes if a window is provided so patrons can pass a vehicle being served. These may be separated to allow for vehicles to pass. Provide a buzzer from window for patron to call staff. Return should be at a height that allows a 32" high cart. Provide security alarm for staff at window. Locate adjacent to future RFID sorting area		

SECTION: C		CIRCULATION SERVICES	
SPACE:		Friend's Book Sale	
FUNCTION:	To provide an area to display donated books and other Friend's item for sale in the library		
LOCATION REQUIREMENTS:	Locate adjacent to the Circulation desk		
SPECIAL REQUIREMENTS:	Provide a display area		
OCCUPANCY:	Patrons:	2	
TOTAL SPACE REQUIRED:	80 SF Total	SF SF	Materials Seating
SHELVING REQUIRED:	Display type shelving 3 Single faced wood shelving 72" high Shelving for book grab bags with counter above Slat wall in area for selling merchandize		
FURNITURE AND EQUIPMENT:	Bench Provide power and Data		
COMMENTS:			

SECTION: C		CIRCULATION SERVICES	
SPACE:		Storage	
FUNCTION:		Area to store office materials for the library	
LOCATION REQUIREMENTS:		Adjacent to the staff workroom	
SPECIAL REQUIREMENTS:			
OCCUPANCY:		Staff:	
TOTAL SPACE REQUIRED:		100 SF Total	SF Materials SF Staff
SHELVING REQUIRED:		Provide Industrial shelving.	
FURNITURE AND EQUIPMENT:			
COMMENTS:			

SECTION: C	CIRCULATION SERVICES
SPACE:	Branch Manager's Office
FUNCTION:	Primary work space for performing administration activities.
LOCATION REQUIREMENTS:	Locate adjacent to the Circulation Workroom.
SPECIAL REQUIREMENTS:	
OCCUPANCY:	Staff: 1 -2
TOTAL SPACE REQUIRED:	120 SF Total
SHELVING REQUIRED:	2 Bookcase - 30 Linear Feet
FURNITURE AND EQUIPMENT:	1 Desk w/conf end Task seating - ergonomic 2 Guest Chairs Telephone Printer 2 Data Jacks
COMMENTS:	

SECTION: C CIRCULATION SERVICES	SF
1. Service Desk	336
2 Copy Alcove	80
3 Traffic Dispersal	100
4 Staff Workroom	1,120
5 Drive Up Pick up>Returns	160
6. Friend's Book Sale	80
7. Storage	100
8. Branch Manager's Office	120
TOTAL	<hr/> 2,096

SECTION: D CHILDREN'S SERVICES																																																	
SPACE: Collection & Seating																																																	
FUNCTION:	Area to house Youth Services Collection for the very young.																																																
LOCATION REQUIREMENTS:	Provide visibility from the information desk Locate near the family restroom																																																
SPECIAL REQUIREMENTS:	Furniture and atmosphere geared to youth use. Provide a mix of leisure seating, sturdy tables and chairs. Entrance should visually let kids know it is their entrance, yet provide good visibility for the staff End Panels with display capabilities																																																
OCCUPANCY:	Staff: 1 Patrons: varies																																																
TOTAL SPACE REQUIRED:	2,156 1,286 Materials 870 Seating																																																
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COMMENTS:	Provide for special displays and walls must be durable but inviting. Provide some tackable walls within the Children's area. Provide as much sound isolation of this department from the rest of the library. Provide tables at a variety of heights. Provide wall space for a clock Low magazine shelving																																																

SECTION: D	CHILDREN'S SERVICES	
SPACE:	Storytelling	
FUNCTION:	To provide a space for programs, storytelling, reading for children	
LOCATION REQUIREMENTS:	Locate adjacent to the picture book collection and adjacent to the family restrooms. Locate adjacent to the Children's storage room	
SPECIAL REQUIREMENTS:	The program room should accommodate groups of up to 40 Use of color to create an inviting, warm atmosphere is important. Provide glass from the reading area that can be darkened when required. The walls should be covered with an acoustical fabric that is tackable. Provide carpet in storytime area.	
OCCUPANCY:	Staff: 1-2 Patrons: 40	
TOTAL SPACE REQUIRED:	480 SF Total	480 SF program
SHELVING REQUIRED:	None	
FURNITURE AND EQUIPMENT;	Long narrow table to be used by staff during programs. Flannel Board Adjustable lighting Ceiling mounted video projection Provide for various types of AV equipment. Provide data connections Tables and chairs in storage Clock	
COMMENTS:	Provide an electric projection screen. Provide magnetic white marker board along one wall. Provide tackable walls. Floor should be colorful Consider built-in puppet stage - in wall between storage room and storytime room. The room should be bright and cheerful Provide built-in seating around the perimeter	

SECTION: D	CHILDREN'S SERVICES		
SPACE:	Storage		
FUNCTION:	Area to house materials for storytelling		
LOCATION REQUIREMENTS:	Adjacent to storytelling room.		
SPECIAL REQUIREMENTS:	Provide storage room lock		
OCCUPANCY:	Staff: Patron: Volunteers:		
TOTAL SPACE REQUIRED:	80 SF Total	80 SF SF	Materials Seating
SHELVING REQUIRED:	Industrial shelving for supplies & puppets.		
FURNITURE AND EQUIPMENT:	20 stacking chairs 6 tables		
COMMENTS:	Design built-in puppet stage along common wall between storage and Story telling room.		

SECTION: D	CHILDREN'S SERVICES	
SPACE:	Family Restroom	
FUNCTION:	Provide family (children) restroom with an area for nursing mothers.	
LOCATION REQUIREMENTS:	Adjacent to Children's program room. The restroom should be visibly controlled by the Information Desk.	
SPECIAL REQUIREMENTS:	Fixtures should be vandal resistant. Provide counter space for use as a changing table.	
OCCUPANCY:	Patrons: 1-3	
TOTAL SPACE REQUIRED:	80 SF Total	
SHELVING REQUIRED:	None	
FURNITURE AND EQUIPMENT;	Provide a family restroom with changing counter. Provide counter for setting down materials. Bench for nursing moms Provide a drinking fountain outside this area for use within this department. The fixtures should be standard height.	
COMMENTS:	The restrooms must be handicapped accessible. The room must be large enough to accommodate strollers. Provide hand dryer - Dyson type Provide recessed trash receptacle Paper towel dispenser provided by owner installed by contractor	

SECTION: D CHILDREN'S SERVICES

	SF
1. Collection & Seating	2,156
2. Storytelling	480
3. Storage	80
4. Family Restroom	80
TOTAL	<hr/> 2,796

SECTION: E	TEENS																																															
SPACE:	Teen Reading Area																																															
FUNCTION:	To provide an area designated for teen collection and reading room.																																															
LOCATION REQUIREMENTS:	Specialty type shelving with display - Zigzag and multi media. Provide sense of own special area. This area needs to be visible from the Information Desk																																															
SPECIAL REQUIREMENTS:	Casual seating with heavy emphasis on browsing displays. Seating should be attractive and durable. Provide wireless in this area.																																															
OCCUPANCY:	Patrons: 16																																															
TOTAL SPACE REQUIRED:	809 SF Total			169 SF Materials 640 SF Seating																																												
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Tables for 2	2	2	4	100	200																																											
Totals			16 Total Seats		640																																											
COMMENTS:	<p>The furniture should reflect the teen's tastes. Area must allow informal use but not encourage rowdy behavior. Lounge chairs should have tablet arm. Provide tackable wall. Game table for chess and checkers Music/video Stations @ lounge chairs Place graphic novels in bins All tables and seating must have access to power.</p>																																															

SECTION E: TEENS

SF

1. Teen Reading Area

809

TOTAL

809

SECTION: F	ADULT SERVICES					
SPACE:	Collection & Seating					
FUNCTION:	Area to house the Adult Nonfiction Collection and seating					
LOCATION REQUIREMENTS:						
SPECIAL REQUIREMENTS:	Place fiction on 6 shelf high on 72"H Place nonfiction on 5 shelf high 72"					
OCCUPANCY:	Patrons: Varies					
TOTAL SPACE REQUIRED:	3,288 SF Total			1,688 SF		Materials
				1,600 SF		Seating
SHELVING REQUIRED:	<u>Description</u>	<u>Volumes</u>	<u>Vol/Sec</u>	<u>SF Sections</u>	<u>SF/Section</u>	<u>Square Feet</u>
	Reference	100	100	1	13	13
	Fiction	7,500	150	50	13	650
	Nonfiction	6,380	110	58	13	754
	Audio Books	600	150	4	13	52
	Large Print	450	150	3	13	39
	Audio/Visual	3,600	300	12	15	180
	Totals	18,630	Volumes	128	SF Sections	1,688
FURNITURE AND EQUIPMENT:	<u>Description</u>	<u>Quantity</u>	<u>Seats/unit</u>	<u>Total Seats</u>	<u>SF/Unit</u>	<u>Square Feet</u>
	OPACS	2	0	0	20	40
	Computers	16	1	16	50	800
	Display tables	2	0	0	80	160
	Tables for 2	4	2	8	100	400
	Lounge Seating	4	1	4	50	200
	Totals			28	Total Seats	1,600
COMMENTS:	All tables and laptop lounge seating must have power. Provide ADA accessible seating at tables Provide a printer					

SECTION: F		ADULT SERVICES	
SPACE:		Tutoring/Group Study	
FUNCTION:	To provide rooms for small groups to meet and for collaborative learning and tutoring.		
LOCATION REQUIREMENTS:	Visible from staff service desk.		
SPECIAL REQUIREMENTS:	Provide full glass wall to floor facing library. Provide marker board in each room Provide 4-5 separate rooms. Provide card access to rooms		
OCCUPANCY:	Patrons:	24	
TOTAL SPACE REQUIRED:	460 SF Total	0 SF 460 SF	Materials Seating
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:	Conference table for	4	80
	Conference table for	4	80
	Conference table for	4	80
	Conference table for	6	110
	Conference table for	6	110
	Marker board in each room .		
	Provide power in each room.		
			Total 460
COMMENTS:	Plan for video conference and smart board use. Library would like to have one additional group study room for 10 - 200 SF		

SECTION F	ADULT SERVICES	SF
	1. Collection & Seating	3,288
	2. Tutoring/Group Study	460
		<hr/>
	TOTAL	3,748 SF

SECTION: G	PERIODICALS																										
SPACE:	Periodicals/Quiet Reading Room																										
FUNCTION:	Room to house current periodicals and newspapers and seating.																										
LOCATION REQUIREMENTS:	Locate in an easy to find location within the Library Provide natural light and view if possible. Locate in quiet area.																										
SPECIAL REQUIREMENTS:	Provide display type shelving units with recent back issue storage below.. Provide a partially enclosed area which is as quiet as possible.																										
OCCUPANCY:	Patrons:	8																									
TOTAL SPACE REQUIRED:	398 SF Total	78 SF 320 SF	Materials Seating																								
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Tables for 2	2	2	4	60	120																						
Lounge Chairs	4	1	4	50	200																						
Totals			8 Total Seats		320																						
COMMENTS:	Provide small display rack for miscellaneous magazines. Power to all tables. Provide lots of natural light.																										

SECTION G: PERIODICALS

SF

1 Periodicals/Quiet Reading Room

398

TOTAL

398

SF

SECTION: H		STAFF SUPPORT	
SPACE:		Staff Lounge	
FUNCTION	To provide a comfortable space for staff to take breaks and eat meals.		
LOCATION REQUIREMENTS:	Locate adjacent to the staff restroom. Locate away from staff work areas.		
SPECIAL REQUIREMENTS:	Must include kitchen facilities. Provide lounge type seating as well as table facilities. Natural Light - possibly windows that open. Provide serving counter. Provide staff bulletin board close to area for library info.		
OCCUPANCY:	Staff:	6	
TOTAL SPACE REQUIRED:	400	SF Total	SF SF Staff Storage
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:	3 round tables with 3 chairs each 2 lounge seats Bulletin Boards/marker board Double sink w/ garbage disposal Refrigerator w/ ice maker 2 Microwaves Recycling Bins Water Fountains near staff restrooms w/ spout Telephone jack Cable drop power at counters and at seating areas		230 100 25 25 10 10
COMMENTS:	Provide base cabinet and upper cabinets Provide plenty of outlets Bar - serving Natural light		

SECTION: H	STAFF SUPPORT		
SPACE:	Staff Restroom		
FUNCTION:	Provide staff restroom that is separate from the public restrooms.		
LOCATION REQUIREMENTS:	Locate near but not directly off the staff lounge.		
SPECIAL REQUIREMENTS:	Provide wall hung fixtures for ease in maintenance. Provide sink in counter		
OCCUPANCY:	Staff: Volunteers:		
TOTAL SPACE REQUIRED:	70 SF Total	70 SF	Materials
SHELVING REQUIRED:	None		
FURNITURE AND EQUIPMENT:	Provide in restroom Sink counter Toilet Mirror over sink Full length mirror Storage for paper products, etc, Hand towels must be located adjacent to the sink Hand Dryer - Dyson type		
COMMENTS:			

SECTION: H		STAFF SUPPORT	
SPACE:		Storage	
FUNCTION:		Area to house library supplies	
LOCATION REQUIREMENTS:		Adjacent to the staff workroom	
SPECIAL REQUIREMENTS:			
OCCUPANCY:		Staff: Patrons: Guests:	
TOTAL SPACE REQUIRED:		80 SF Total	SF Materials SF Seating SF Staff
SHELVING REQUIRED:		Industrial shelving or old library shelving - minimum of 4 sections	
FURNITURE AND EQUIPMENT:			
COMMENTS:			

SECTION: H	STAFF SUPPORT		
SPACE:	Data Closet		
FUNCTION:	Locked closet for data and telephone equipment		
LOCATION REQUIREMENTS:	Locate within secured staff area. Locate close to circulation workroom		
SPECIAL REQUIREMENTS:	Provide card access Provide good lighting. Provide durable walls Provide separate AC AC and power should be tied to the emergency generator.		
OCCUPANCY:	Staff:		
TOTAL SPACE REQUIRED:	80 SF Total	80 SF	Materials
SHELVING REQUIRED:			
FURNITURE AND EQUIPMENT:	Small table and chair Rack system will be used		
COMMENTS:			

SECTION: H	STAFF SUPPORT	
SPACE:	Extra Stock Storage	
FUNCTION:	Storage for extra stock and other maintenance materials	
LOCATION REQUIREMENTS:	Locate close to mechanical room Open to outside	
SPECIAL REQUIREMENTS:	Provide conditioned space	
OCCUPANCY:	Staff: Patrons: Guests:	
TOTAL SPACE REQUIRED:	120 SF Total	SF Materials SF Seating SF Staff
SHELVING REQUIRED:	Deep Industrial shelving - minimum of 3 sections	
FURNITURE AND EQUIPMENT:		
COMMENTS:		

SECTION: H		STAFF SUPPORT	
SPACE:		Mechanical	
FUNCTION:		Provide space for HVAC equipment, electrical panels and fire sprinkler riser.	
LOCATION REQUIREMENTS:		Locate close to staff workroom and the delivery/staff entrance	
SPECIAL REQUIREMENTS:		Design to meet all codes Design to Library maintenance staff requirements Design to be as energy efficient as possible.	
OCCUPANCY:			
TOTAL SPACE REQUIRED:		460 SF	
SHELVING REQUIRED:		None	
FURNITURE AND EQUIPMENT:			
COMMENTS:			

SECTION: H STAFF SUPPORT

SF

1. Staff Lounge	400
2. Staff Restrooms	70
3. Storage	80
4. Data Closet	80
5. Extra Stock Storage	120
6. Mechanical	460

TOTAL	<u>1,210</u>
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APPENDIX A

Collection	Vols. per Ft. Shelving	Vols. Per 36 Shelf	Vols. Per 36" Shelf 85% full	Number of Shelves	Single Faced Capacity
Adult Fiction	10	30	25	6	150
Adult Non Fiction	9	25	19	6	110
Adult Reference	7	23	20	5	100
Paperbacks	11	35	30	5	150
Large Print	10	30	25	6	150
Teens	10	30	26	5	130
CDs/DVDs	per unit	per unit	60	5	300
Magazines	1	3	3	4	12
Jfiction	15	45	38	5	190
J Nonfiction	8	23	19	5	95
Picture Books/Easies	27	82	76	3	230

APPENDIX B
Volume and Seating Analysis

Department	Seating						Volumes Housed	
	Programmed						Collection	Collection
	Other	OPAC	Benches	Table	Computer	Lounge	Programmed	Housed
Public Entrance / Lobby			2					
Meeting Room	150							
Meeting/Lobby - SUBTOTALS	150		2					
Children's Services		1						
Picture Books/Easies							5,980	7,774
Magazines	1			9		4	16	18
Fiction							4,940	5,928
Nonfiction					4		3,610	4,260
Audio/Visual							1,800	2,520
Storytelling	40							
Children's Services - SUBTOTALS	41	1	0	9	4	4	16,346	20,500
Teens								
Fiction & Paperbacks		1		4	4	4	1,560	2,028
Magazines							12	12
Teens - SUBTOTALS	0	1	0	4	4	4	1,572	2,040
Adult Collection		2						
Reference					16		100	100
Fiction							7,500	9,000
Nonfiction				8			6,380	7,656
Audio Books							600	720
Large Print						4	450	540
Audio/Visual							3,600	5,040
Tutoring/Group Study				24				
Quiet Study				4		4		
Periodicals							68	68
Reference - SUBTOTALS	0	2	0	36	16	8	18,698	23,124
TOTALS	191	4	2	49	24	16	36,616	45,664

Totals do not include back issues of periodicals