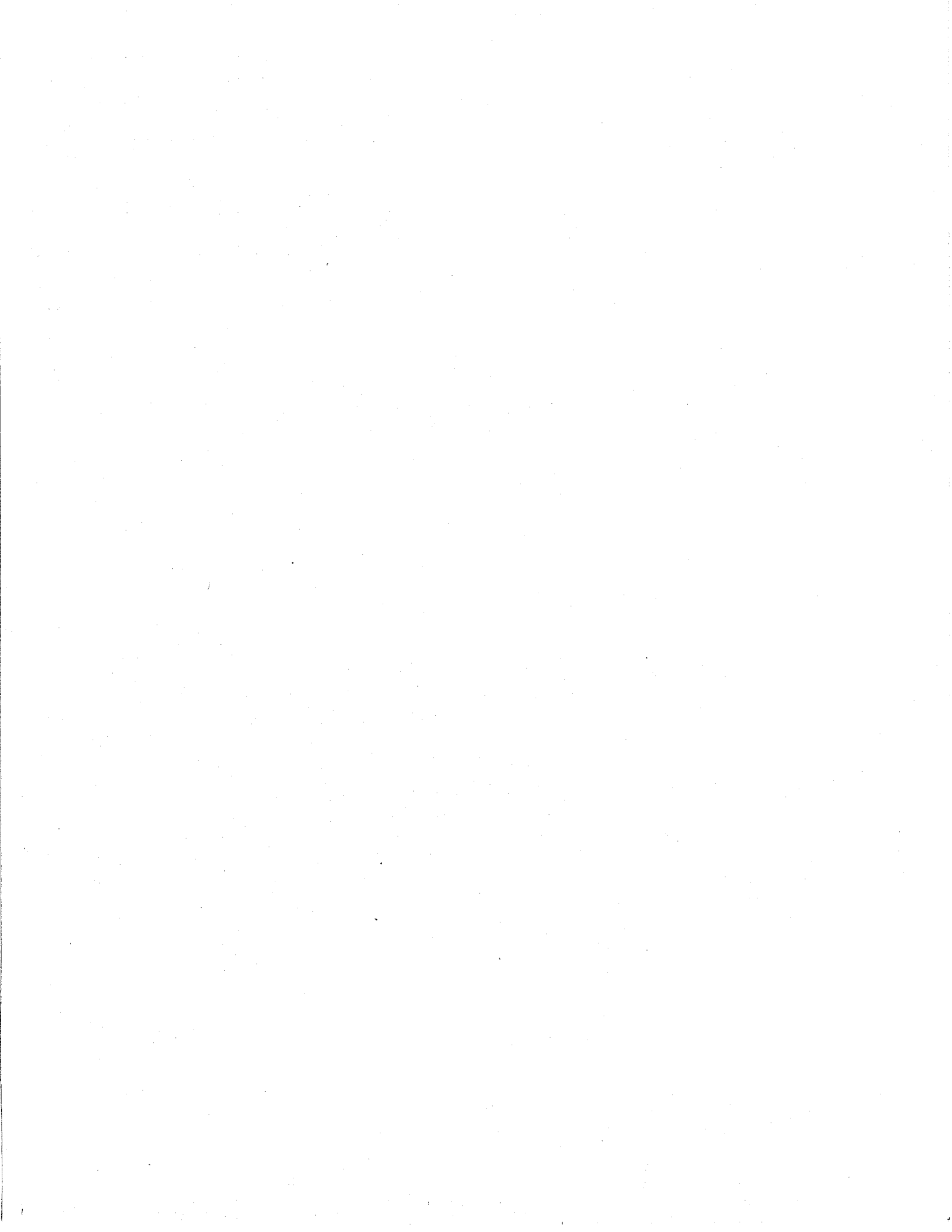# CHAPEL HILL PUBLIC LIBRARY

RECOMMENDED LIBRARY

BUILDING PROGRAM

Prepared by:
Robert H. Rohlf
Professional Library Consultants, P.A.
with assistance from the
Chapel Hill Public Library Board and staff
January 2003

CHAPEL HILL PUBLIC LIBRARY

MISSION STATEMENT

The Chapel Hill Public Library provides:

➤ Current recreational reading, listening and viewing materials and information about contemporary culture and trends.

➤ General information through answering reference questions and provision of specialized subscription and reference services.

➤ Information and programs to support life-long learning.

➤ Instruction in finding, evaluating and using electronic information resources.

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SUMMARY

In September 2002, the Town contracted with Robert H. Rohlf of Professional library Consultants, P.A., to develop a building program for expansion of the existing 27,319 square foot Chapel Hill Public Library, located at 100 Library Drive, Chapel Hill, North Carolina.

A building program is a statement of library facility needs with enough detail to guide an architect in preparing a final design. The program should reflect the interests of the community and the specific mission of the library. Chapel Hill Public Library's building program:

- Recommends a 75,531 square foot facility to provide library functions necessary to serve the community through 2025 based on current use and population projections *(Section 2)*.
- Describes the physical design requirements for the facility based on professional library design guidelines and community needs *(Section 4)*.
- Identifies specific areas needed in the building based on size requirements, service capabilities, and capacities for readers, collections and staff, as well as the functional relationships of these spaces to one another *(Sections 3, 5, 6 and 7)*.
- Projects technology space needs and physical requirements necessary to provide electronically available information and referral resources to the citizens of Chapel Hill *(Section 6)*.

The nine-year-old public library is heavily used by Chapel Hill residents and a significant number of South Orange County residents. Due to an unsuccessful bond referendum, the facility was downsized from 47,000 square feet to 28,000 square feet during the 1990 construction project. As a result, it is currently too small to meet current minimum professional library space guidelines. Space needs will become increasingly more critical with introductions of new technologies and increasing populations, making it difficult to provide the type of service that Chapel Hill residents expect.

The critical base for all of the consultant's program calculations for Chapel Hill's building capacities and overall size was identifying the community's "design population" for the year 2025. To determine this design population, the consultant worked with Town staff to review the population trends of the Town of Chapel Hill and the surrounding communities and to project use that reflected both present library use and estimated population growth. Using local and regional planning data, the final "design population" was determined as follows:

Town of Chapel Hill population projected to year 2025	73,355
Projected Bingham Township and Chapel Hill Township, excluding the Town of Chapel Hill, = 61,715.	
Current use of the library by this area is 32%; using 32% of 61,715 yields a service population of	19,748
Recommended "design population" for expansion program:	**93,103**

Projected collection size, number of reader seats, service points, work areas and other features are calculated based on this design population of 93,103. Calculations are based on national and state library standards and on Chapel Hill's history of heavy library use by its citizens.

This building program corroborates findings of the two previous library services and facilities needs studies already received and approved by the Town Council (the Library Needs Assessment Task Force report of 1999; the "Five Year Services Plan and Long Term Facilities Needs Through 2020" of 2002). Space needs projections included in this building program are slightly larger than previous study recommendations. However, this building program covers space needs for a longer period of time than the previous studies and uses somewhat different calculations and more recent information.

Consultant Recommendations

- That the Town provide a facility of 75,531 square feet to meet the library service needs of the community through 2025.

- That the library provide a total collection size of 372,000 items, based on four collection items per capita.

- That the facility accommodate seating of various types for 279 users, based on three seats per thousand population.

Robert H. Rohlf
Professional Library Consultants, P.A.
January 2003

1.0   INTRODUCTION

Background:

Beginning with a long-range space needs study in 1979, and a voter approval of a bond issue for a new building in 1986, the Town of Chapel Hill has been involved in improving public library facilities. Following the successful 1986 referendum, the library contracted with the library consulting firm of HBW, INC., which recommended an immediate facility of 46,758 square feet to expand to 63,000 square feet by 2010.

In 1990, the voters rejected a supplemental bond issue to provide for the 46,758 square foot Phase I library and subsequently the library building size was reduced to approximately 28,000 square feet. Construction of the reduced size building was begun in 1992 and the building was dedicated in 1994. It was evident from the beginning that the building was too small for the type of service Chapel Hill residents expected.

In 1997, the Town Council appointed a Library Needs Assessment Task Force and their report was accepted in 1999. Following their report, the Town hired library consultant Sandra Nelson to work with the Library Board and staff to complete the initial steps of the Public Library Association's Planning Process. In 2001, the Town hired consultant Ruth O'Donnell to complete the PLA Planning Process Study and in October of that year a "Five Year Services Plan: 2001-2006 and Long Term Facilities Needs Through 2020" report was received and approved by the Town Council.

In September 2002, the Town contracted with Robert H. Rohlf of Professional Library Consultants, P.A., to develop a recommended building program for effective library service for the Chapel Hill Public Library through the year 2025. This program was to extend library needs past the earlier reports for 2010 and 2020. With the 15 year extended period of time from the projection to the year 2010 in the 1989 program to the new projection to the year 2025, the recommended library building size for effective

quality service has risen from approximately 63,000 square feet to approximately 75,000 square feet.

Purpose of the Building Program:

The purpose of the Building Program is to:
1) Describe the purpose, function, and scope of the Library Building; and
2) Describe the physical requirements, ambiance and aesthetic character of the building as reflected by community concerns and good library service; and
3) Establish and define the specific areas needed in the building, their purposes, size requirements, service capabilities, capacities for readers, collections and staff, and functional relationships; and
4) Project electronic and technology building needs and requirements to meet developing information services and provide capabilities for both library and direct public access to electronically available information and referral resources.

This program is a basic statement of need to the community. The program documents the physical building needs to enable the library to fulfill its stated mission and to meet the service needs of library users.

The building program is based on statistical and planning information regarding the library, its Five Year Plan, population served and input on the part of the Library Board, and staff of the Town of Chapel Hill.

The program statement makes no attempt to determine the design of the expanded library. It focuses directly on the functional and service aspects of the building and provides the public and the architect the general conditions regarding the environment of the expanded building that is to be created.

Process Followed:

In developing the building program, a general information meeting was held with the entire library staff, all library supervisors and administrative staff were interviewed, and meetings were held with the Library Board. In addition, several meetings were held with the Town Manager and Assistant Town Manager of Chapel Hill. A special meeting was also held with a representative of the Town Planning Department. Prior to the visit to Chapel Hill for these meetings, a great deal of library service and demographic background information on Chapel Hill was provided by the library. The library also completed a detailed questionnaire on library use and resources.

Following the series of interviews, a program outline was submitted to the library for review and comment. The outline set forth recommendations for service and collection capacities and the recommended distribution of these resources.

The critical base for all program calculations was the determination of the "design population" for the year 2025. In reviewing the population of the Town of Chapel Hill and the surrounding communities, a projection of use was determined that reflected both present library use and estimated population growth. The "design population" is used to arrive at appropriate collection size and distribution, public seating needs, projected activity levels and other future building needs. The final "design population" was determined as follows:

Town of Chapel Hill population projected to year 2025	73,355
Projected Bingham Township and Chapel Hill Township	
(excluding the Town of Chapel Hill): 61,715	
Current use of the library by this area is 32%; using 32%	
of 61,715 yields a service population of	<u>19,748</u>
Recommended "design population" for expansion program:	93,103

All capacity and service calculations in this program were based on accepted library planning formulas for a population of 93,000.

Following the review of the library staff response to the program outline, a program draft was developed which reflected the staff comments. This program draft contained all of the elements and descriptions required for the planning of an effective and attractive expansion to the present Chapel Hill library building. This draft was submitted to the library for review and comment. Through communication via fax, telephone and e-mail, revisions were made to the first draft and another complete draft was prepared. The final program is the result of several drafts and frequent staff and board review.

The Building Program of 75,531 gross square feet describes the space needs and architectural features needed to provide quality library service within the maximum square footage available. The site and design considerations should follow from the Program. The consultant wishes to thank the library staff, and the many who gave their time, thought, and consideration to the project. Special thanks to Kathleen Thompson, Library Director, for her invaluable assistance in providing data and information during the drafting of this program. The commitment to good library service was evident during the study and the guidance and concern expressed has been of major help in developing this program.

Robert H. Rohlf
Professional Library Consultants, P.A.
January 2003

2.0 RECOMMENDED TOTAL SPACE ALLOCATION SUMMARY -
Total Gross Square Feet

		Net Sq. Feet	Cumulative Net Sq. Feet
5.0	**PUBLIC AREAS**		
5.10	Entrance/Lobby/Vestibule		1,900
5.11	Vestibule/Lobby	*900*	
5.12	Library Store	*600*	
5.13	Coffee Bar	*250*	
5.14	Store Room	*150*	
5.21	Public Circulation Control		2,762
5.211	Circulation Desk & Reception	*1,153*	
5.212	Circulation Work Room	*1,609*	
5.30	Information Services		5,217
5.31	Internet Center		1,280
5.32	Information Services Work Room		955
5.33	Periodicals		2,624
5.34	General Adult Collection and Seating		16,967
5.341	New Book Area	*220*	
5.342	General Adult Collections	*15,382*	
5.343	General Adult Seating	*1,365*	
5.40	Quiet Study room		1,050
5.50	Teen Center		1,373
5.60	Children's Services		8,183
5.62	Children's Services Work Room		1,368
5.70	Meeting Room Complex		5,250
5.71	Meeting Room A	*2,000*	
5.72	Meeting Room B	*1,100*	
5.73	Conference Room A	*500*	
5.74	Conference Room B	*300*	
5.75	Store Room	*500*	
5.76	Meeting Rooms' Kitchen	*250*	
5.77	Meeting Room Lobby	*600*	
	TOTAL:		**48,929**

		Net Sq. Feet	Cumulative Net Sq. Feet
6.0	ADMINISTRATION, TECHNICAL SERVICES AND SUPPORT AREAS		
6.10	Administrative Office Area		2,583
6.11	Reception Area	300	
6.12	Directors' Office	300	
6.13	Assistant Director's Office	200	
6.14	Special Projects Office	300	
6.15	Business Office	427	
6.16	Marketing/Public Relations Office	300	
6.19	Administration/Board Conference	500	
6.20	Administration Shared Work Area	256	
6.40	Technical Services		2,057
6.50	Systems Computer Area		1,145
6.60	Donations Sorting Room		1,200
6.70	Staff Facilities		1,211
6.80	Building and Maintenance		976
	TOTAL:		**9,172**

TOTAL BUILDING NET ASSIGNED SQUARE FEET: 58,101

Add 30% for architectural gross factor for stairs, walls, corridors, rest rooms, mechanical spaces, etc.   + 17,430

TOTAL BUILDING GROSS SQUARE FEET   **75,531**

3.1 RECOMMENDED COLLECTION, CAPACITY
(4 items per capita)

Collection for 93,000 @ 4 per capita = 372,000 items   Shelving Capacity = 285,150 items, based on average percentage out at any given time.

Adult – 70% or 260,400
Children – 27.5% or 102,300
Teens – 2.5% or 9,300

	ADULT			CHILDREN			TEEN		
Items	Capacity Items	% Out*	Shelve Items	Capacity Items	% Out*	Shelve Items	Capacity Items	% Out*	Shelve Items
Fiction	80,000	20	64,000	27,000	25	20,250	3,000	35	2,100
Non-Fiction	121,500	15	103,300	23,000	15	19,500	1,800	25	1,350
Reference	5,000	0	5,000	1,000	0	1,000	---	--	---
Paperback	5,000	30	3,500	2,000	30	1,400	2,500	40	1,500
Books on Tape	7,000	50	3,500	2,000	30	1,400	---	--	---
Books on CD	22,400	40	13,500	4,000	40	2,400	---	--	---
Music Tapes	---	--	---	1,000	30	700	---	--	---
Music CD	13,500	35	8,800	3,000	40	1,800	2,000	40	1,200
DVD	6,000	40	3,600	2,500	40	1,500	---	--	---
Video	---	--	---	1,000	40	600	---	--	---
Easy Readers	---	--	---	6,800	35	4,400	---	--	---
Picture Books	---	--	---	29,000	35	18,850	---	--	---
Periodical Titles		[300]			[30]			[12]	
TOTALS:	260,400		205,200	102,300		73,800	9,300		6,150

* Average percent of collection charged out at any given time.

3.2 RECOMMENDED SEATING AND EQUIPMENT
(3 seats per thousand population = 279 seats)

SEATING			**ELECTRONIC TERMINALS*** (mix of sit down/stand)
Adult			
Reference		48	14
Carrels	30		
Two Place Tables - 5	10		
Four Place Tables - 2	8		
General		41	8
Carrels	15		
Two Place Tables - 8	16		
Lounge Chairs	10		
Periodicals		54	4
Two Place Tables - 8	16		
Four Place Tables - 2	8		
Lounge Chairs	30		
Young Adult		18	2
One Place Tables - 3	3		
Four Place Tables - 3	12		
Lounge Chairs	3		
Quiet Room		28	
Single Tables	14		
Lounge Chairs	14		
Study Rooms		14	
Two Person Rooms - 4	8		
Group Study for 6 - 1	6		
Internet Center Seating		30	30
Children		46	8
Four Place Tables - 8	32		
Child/Parent Sofa - 2	4		
Lounge Chairs	4		
Floor Cushions – 10	NA		
Computer/Media Table for 6	6		
SEATING AND EQUIPMENT TOTALS		**279**	**66**

* Includes all types of electronic terminals, i.e. catalog, Internet, data base and dumb terminals. All of these terminals require both power and data source.

4.0   DESIGN CONCERNS AND REQUIREMENTS

Planning an addition to an existing major public building presents an interesting and challenging opportunity to an architect. The process requires both creativity and new approaches but also respect for the strengths of the present building. The present building is a very attractive design well integrated with its site. The design has taken full advantage of the site and provides attractive views from both public and non-public areas of the building. The final design must blend with the present building and join it in as seamless a way as possible without minimizing the strengths of the present design.

The elements listed below are required in all new public library buildings. While this project is an addition to an existing library, these elements are still desired, and in those instances where aesthetics is an element, the features must enhance and complement the existing building. While existing exterior or interior match may not be the ultimate project design, no visual elements shall clash with or detract from the existing design.

In the case of mechanical systems, lighting, etc., a thorough review of existing conditions must be made to determine necessary replacement of systems, or the need for new systems, and the necessity to coordinate and integrate the new systems with any retained existing systems.

A. General Design Considerations

A public library should be designed as an open floor plan as much as possible with walls kept to a minimum and furniture as uncluttered as possible. For that reason building elements with the least likelihood of change should be grouped to ensure as much freedom for change as is possible in the remaining areas of the building. The plan of a library building must represent the ultimate in flexibility so that it may accommodate future program changes with little or no structural change.

The design of the expanded library building should:

Be architecturally distinctive yet expressive of the character of the present building;

Be inviting in approach with minimal impediments to easy access;

Provide internal spaces which are easily adaptable to changing service patterns and changing library needs.

B. Specific Architectural Considerations

1. Exterior Requirements

    a. Entrance: The public entrance, either as it remains or is relocated, should be highly visible and inviting and _must_ be on grade/street level to ensure ease of access for all persons, including the physically handicapped. Curb cuts from parking driveways must be provided to allow for consistent ease of access.

    b. Signage: Design details will be supplied by the Library.

    c. Parking: Convenient public parking, both short-term and long-term for a _minimum_ of 250 cars plus 18-20 staff cars on the site is an absolute requirement.

    d. Bicycle Rack: An appropriate, secure bicycle rack for a minimum of 40 bicycles should be provided convenient to the public entrance. A covered and locked shelter should accommodate 5 of these bicycles.

    e. Exterior Materials: All exterior building materials should be of permanent or durable finish, with no frequent painting, staining, etc., required, and should be compatible with the present building.

    f. Electrical Service: The major electrical service to the building should be underground.

    g. Exterior Lighting: Should be provided to allow safe, easy night time access and also as a vandalism deterrent. Night lighting on time switches should connect all exterior lights-- both on the building exterior or on the site.

    h. Outlets: Weatherproof outlets for water and electricity must be of vandal-proof design and located on all major exterior sides to provide for maintenance and special functions.

i.   <u>Plantings</u>: Attractive, maintenance-free landscaping and ground plantings should add to the appearance of the building. Care must be taken in the proper selection in quantity and type of plantings and ground cover to eliminate maintenance cost and problems--yet assure aesthetic appearance and attractiveness. For safety and maintenance issues, the use of low growing plants is essential. The use of rocks, other large stones or other hard materials for ground cover is not acceptable. Provide underground sprinkler systems with timer control for sodded areas.

2. Interior Requirements

a.   <u>General</u>:

--The building must conform to local building code and standards for use as a public building. The specifications of the American Standards Institute, Inc., <u>American National Standards for Buildings and Facilities--Providing Accessibility and Usability for Physically Handicapped People</u>, A 117.1 -1986 should be consulted and plans must conform to Public Law 504 program and to the American Disabilities Act.

--The building should be designed on the module principle--interior load bearing walls are not acceptable. The module or bay spacing must be as large as the budget will allow and must take into consideration the standard library shelving module of three feet. Building columns must be as few and unobtrusive as possible and certain areas (such as circulation, lobby and multi-purpose room) require free spans. It is desirable that the bay spacing in the expansion follow the bay spacing of the existing building. Because of the requirement that any area of the building must be able to contain portions of the library's collection, the floor loading requirement throughout the building is a minimum of 150 pounds live load per square foot. Floors must be leveled to close tolerance to facilitate shelving interface flexibility.

b.   <u>Electrical Requirements</u>:

--Convenience outlets should be provided for standard electrical voltage flexibility in moving equipment; floor vacuums, scrubbers, polishers, clocks, computer terminals, microform readers, etc. Outlets that are away from walls and pillars should be flush-floor mounted and capped. <u>Floor monuments are not acceptable.</u>

--Major equipment such as copy machines will require 220 volt service. This equipment must be located during final electrical drawings and the staff must be consulted for exact

needs. The electric circuit system design must allow for expansion to higher voltage in every area of the library.

--Underfloor duct and cable trays or appropriate alternatives will be required to all service desks, and to all workrooms and offices. The exact type of system and location must be reviewed with library staff and its need to work with the present system guaranteed. The Automated System requires <u>dedicated telephone lines</u> in addition to the power line.

c.   Illumination Requirement:

--Prior to the energy conservation concerns, library lighting, like virtually all commercial lighting, was steadily increasing in brightness and foot candle power. This trend has now been reversed but lighting remains one of the major concerns in library planning. The requirements set forth below provide reasonable standards within efficient energy demands. Task lighting is returning as a light source and should be carefully considered in view of its advantages, but care must be taken to also consider its significant limitations in most library applications. All lighting selections must be carefully determined to avoid glare at table and counter tops and to consider both day and night time variations. Designers of library buildings have consistently failed to meet lighting requirements due to failure to take into account height and density of library shelving units.

--The lighting level in the building should be as follows:
- Reading areas--public and staff: a minimum of 50 foot candles sustained at table level.
- Book stacks, storage and non-assigned spaces: a minimum of 30 foot candles, sustained uniformly at floor level.

--Lighting fixtures in public areas should be of such type and so arranged that light levels as requested can be achieved regardless of the arrangement of shelving and/or seating.

--The number of different types of lighting fixtures must be kept to a minimum and the ease of re-tubing must be a major consideration in fixture selection. Standard four foot fluorescent tubes are the most desirable.

--Fluorescent fixtures with lenses which provide uniform overall lighting should be the primary light source. Special effect lighting, incandescent down lights, etc., should not be used except with special approval of staff.

--Night lighting and emergency lighting systems should be separate from general lighting patterns and switched separately. The night lighting should provide for illuminations at all times the building is closed to the public. This system should also provide for safe staff egress. (Exterior lights are noted in previous section.)

--All general public areas of the building are to be switched from panels at the service desks and/or work room. No switches are to be in general public areas. The switching panel must be readily identified, by using multiple switches allow variable light volume in each major area and must provide for switches not just circuit breakers.

--Lighting in specific storage areas may utilize task or book stack lighting, but this must be reviewed and approved by the staff.

--Automated circulation and catalog processors will require surge protectors on the circuits as part of the power supply and wiring. Surge protectors will also be required for all electronic devices.

d. <u>Mechanical Systems</u>:
--Adequate air control and treatment is essential and all systems used (heating and cooling) should have excellent high efficiency (disposable) filter and humidity control. The systems selected must have low level operational noise, and high velocity systems are not desirable. Exterior units must be protected and screened from view and roof mounting is preferred.

--The most advanced energy conservation systems must be carefully considered for the addition and the replacement of the present system with a new overall system must be considered.

--All temperature controls must be carefully located in consideration of furniture and shelving placement, and must be either of locked or shielded type to prevent public adjustment or tampering. The building should have multiple zones to accommodate varying occupancy levels and times of use. With the exception of the small group study and two person study rooms, all meeting, program and conference rooms should be on individual zones with specific controls for each room.

--The computer room (see 6.52) should have a separate heating and air conditioning zone.

e. <u>Communications Systems</u>:
--The library requires a public address system with multiple zones, computer terminal systems and a separate telephone system serving both public and staff needs.

--The central telephone answering equipment will be located in the circulation work room and also at the circulation desk.

--Each public service <u>desk</u> and <u>work</u> area described in this program will require telephone and computer conduit and some areas will also require connection with the public address system. The staff must be consulted to review specific needs at the time of planning. Flexibility for automation is essential.

--A public telephone at handicapped level should be in the vestibule of the public entrance.

--Cable television access to the building is required.

--Computers are located throughout the library and conduit should be provided for those areas not served by the underfloor duct noted above. This must be determined later in consultation with library staff. This program indicates preliminary locations.

f.   Floor Coverings:
--A high grade commercial 100% wool or nylon carpet is required for virtually all public and staff areas.

--A carpet allowance should be a part of the construction budget of the library, but the carpet should be bid as a separate contract and not as part of the general contract to ensure better owner control over delivery and installation and also to reduce cost and coordination problems.

--Areas recommended for floor covering other than carpet are as follows:

          Restroom--------------------------------- Ceramic Tile
          Entrance--------------------------------- Non-slip Quarry Tile or Pavers
          Mechanical Room---------------------- Concrete

g.   Materials and Finishes:
--Materials and finishes should be compatible with the present building.

--Maintenance is an expensive continuing item in any building, and because library operating budgets are always less than actual needs, all possible means of reducing maintenance costs must be pursued. The selection of all materials and finishes must be

made with the need for minimal maintenance needs uppermost in mind. While the selection of more permanent surfaced material may add to the initial cost of the building, their resistance to vandalism and reduction in periodic refinishing will actually effect significant cost savings in the long run. Plastered or plaster board painted surfaces in any public areas are not acceptable.

h. <u>Graphics/Signage</u>:

--Attractive, contemporary and very legible signage of both directional and informational character, and for collection areas should be an integral part of the interior design. Graphics should be included in the budget and incorporated into the interior design of all public areas and a specific and coordinated sign and labeling system should be integrated with the building graphics system. A compatible graphics system must be designed for the addition and for the present building. Consult with library staff. Signage must also include Braille reachable signs where appropriate for building use.

i. <u>Restrooms</u>:

--Restrooms should not be prominently located, but easily supervised. Access from meeting rooms is necessary. Placement of the restrooms should result in easy access yet not interfere with library activities. Present restrooms may be relocated or added restrooms required depending upon the final design.

--Restroom finishes and equipment must be as vandal-proof and materials selected (full wall height ceramic tile) as conveniently maintained as possible. Fixtures and access must meet standards for the disabled. In addition to standard fixtures, each restroom should contain a baby changing counter and an 8" deep parcel/purse shelf.

j. <u>Acoustics</u>:

The choice of floor coverings, walls and ceiling materials must strongly take into consideration sound transference vs. absorption. Lighting fixtures, ceiling baffles and other devices must be considered to aid in absorbing sound.

C. Special Features

The architectural design of the building should also accommodate the following features:

1. Exit Alarm: To be provided on all fire required public exits other than main exit-entrance. Panic hardware to be used with battery or electrically operated alarm which can be turned off with a key.

2. Fire Alarm: Heat and smoke sensing devices must be used throughout the building.

3. Security

Alarm: An overall system incorporating both motion and pressure plates should be employed to detect unauthorized entry and movement within the building when closed. The library presently has both a motion detector system and a glass breakage detector system.

Cameras: Security cameras with appropriate wiring and mounting will be required in several areas of the library. The exact location will be determined during the design process.

4. Doors: Door widths should accommodate wheelchairs. All doors in work areas should be 36" in width and should have a holding device to allow passage of book trucks. There should be no thresholds.

--Public entrance/exit doors must be carefully selected for balance, ease of use, maintenance, and secure and easy locking. Automatic, easy-open type are recommended.

5. Windows: Window treatment is a special design concern for a multitude of reasons. Window design should be compatible with the present building yet may not necessarily match the present windows. Windows must be located to provide both visibility into public activity areas of the library thus serving as an attraction to the passing public, and also provide visual relief to those inside the building. Windows selected, both in quantity and type, must be done so with heating and cooling costs and maintenance and replacement costs in mind.

--Window placement and size must take into consideration shelving heights, work counters and normal desk heights to avoid unsightly views from outside.

6. Display Areas: Picture hanging rails, unobtrusive and a part of the design, should be considered at 6' heights throughout some of the public areas. Display cases, both fixed and moveable are desired and the library staff should be consulted at time of preliminary design for type and location.

--Art displays in the building should be coordinated and integrated with the building design. Wall type displays and kiosks with effective lighting are highly appropriate.

--A "permanent" art feature in the entrance area is desirable. The Town Council Art Resolution should be followed.

--Display bulletin boards should be incorporated into the vestibule and lobby areas. The staff must be consulted at design stage for these special features.

7. Workrooms: General staff workrooms must contain a counter and sink and a bulletin board for staff schedules, notices, etc.

8. Clocks: Clock outlets should be provided in workrooms, meeting rooms, and in general public areas as final plan determines is necessary for easy visibility. The clock allowance in the general contract must provide for quality, maintenance-free clocks. It is recommended that the actual clocks to be used be selected prior to construction bids and no alternates accepted. Synchronized clock control is desirable.

9. Mechanical, Electrical and Plumbing Equipment: All fixture and hardware items specified should be available locally for replacement and repair needs.

10. Millwork: The basic millwork design selected for the addition should provide compatible finishes, details, and surfaces for the normal supply cabinets, work counters, doors, etc., but also for special equipment items such as circulation and information desks, and picture book bins and free standing display cases. Durable material such as granite or Colorlith is needed for counter tops at public desks.

11. Refuse/Recycling: Design should incorporate a sheltered and screened refuse area that meets the requirements of the Town of Chapel Hill and Orange County.

12. Fire Extinguisher: Locations must be coordinated with furniture and equipment locations.

13. Exterior Book Return: Depending upon final design, the present book return may or may not be relocated but any return should be located adjacent to public entrance and if the returns empty directly into the building they should empty into an enclosed and isolated fireproof room with no mechanical, air or vent connections. Room should have concrete floor, and at minimum a "B"

level door.

Conveyor returns to the circulation workroom from any book returns and return slots should be considered.

14. <u>Wireless Technology</u>: Wireless technology is becoming increasingly likely for future library use. The design of the expanded building should enable the future inclusion of a wireless technology environment as it becomes more reliable for library use. The ceiling, lighting and mechanical design features of the building should not hinder wireless capability.

D. <u>General Book Shelving</u>

The library collection should be housed on shelves open and easily accessible to the public. It is important that minimum design considerations be set forth to enable the collection to be housed in such a manner as to provide logical and easy access to the collection and to avoid a warehouse look. For this purpose the criteria listed below are required in all public collection areas.

<u>Aisles</u>: Main aisles should be five feet, side aisles should be a minimum of four feet.

<u>Shelving Height</u>: All general adult shelves shall be no more than 84" in height. Children's shelving should be no more than 60" in height. Specific heights are detailed in each collection area.

<u>Ranges</u>: Shelving ranges composed of three foot sections should not exceed 18' in length with 15' considered to be ideal. Spacing of shelving ranges should be at least 5' on center with 5'6" spacing preferred.

<u>Arrangement</u>: To avoid inconvenience and confusion to the user, the ranges should follow a logical location pattern to enable a systematic shelving of the collection and a logical numerical and alphabetical sequence of material. Grouping of ranges should allow for seating of either a formal or informal nature between blocks of ranges to allow a reader easy access to a chair or table and also to relieve the visual effect of too many shelving ranges massed together. However, staff visibility of this area must be considered for security purposes.

<u>All shelving sections are calculated at double faced.</u>

5.0 RECOMMENDED PUBLIC SERVICE SPACE ALLOCATIONS, FUNCTIONS AND RELATIONSHIPS

Listed and described in the following sections are the specific space requirements, seating, shelving, collection, staff facilities and service equipment needs, along with their relationships recommended by the consultant. A statement regarding the function of various areas is given along with specific furniture and equipment requirements and the space allocations necessary to accommodate the recommendations. In cases of staff work areas, certain standards are applied uniformly and uniform requirements are provided to aid the architects in their design.

Depending upon the design of the expansion, specific functions such as building entrance, circulation services, children's services and others may or may not remain in their present location. Regardless of any rearrangement location in the approved expansion, the plans must follow the space and capacity descriptions described in the following pages.

5.10 PUBLIC AREA FUNCTIONS AND SPACE REQUIREMENTS

The public service function areas described below are those areas of the building open to the public in their use of library services and resources. These areas should be considered a primary space. Their arrangement and design should encourage easy access to materials and service. Due to anticipated changing needs and service patterns, the space should be as open as possible and divisions should generally be achieved by use of furniture and shelving, not by walls or partitions. In those areas referred to as rooms, partitions can be used, but they must not be load bearing. Specific staff work areas and rooms described in this section relate directly to public service functions and should therefore also be considered as primary spaces.

5.11 Entrance/Lobby/Vestibule - 1,900 Square Feet

Only one entrance to the controlled public service areas of the library should be provided. Additional public entrances create control problems or require additional staff. However, emergency exits will be required according to local building code. The entrance and exit problem for meeting rooms is discussed separately. There should be a separate staff entrance located visually apart from the public entrance.

The public entrance, at ground level, should be placed as near as possible to the focal point of the majority of pedestrian arrival at the building whether from public

sidewalk, bikeway or parking area. Within restrictions which may be imposed by the site and traffic access, a drop off and drive-up parking lane for buses and vans should be provided as near--but not blocking--the entrance as possible.

Provision for a minimum of five handicap parking spaces should also be provided as near the library entrance as possible.

A drive up book return and a drive up media drop located near the entrance is required.

Vestibule/Lobby - 900 square feet

Two double sliding-doors with a vestibule in between should be provided to reduce cooling and heating loss. The building entrance/vestibule/lobby should provide:
1. Bench (2)
2. Information Rack for Library and Town materials
3. Public Telephones -- at two heights
4. Hours of Service Sign
5. Access to Meeting Rooms
6. Electric Eye Traffic Counter at Library Door
7. Library Materials Security System (inside the inside door)
8. Touch Screen Terminal
9. Walk-off mat – in the vestibule between the double sliding doors
10. Attractive racks or bins for handout material
11. Fire Department visual alarm panel

The lobby should allow enough area outside of library circulation security system for gathering of school groups, tours and groups coming out of the meeting rooms at the same time. Provision for community bulletin board and access to meeting rooms with restrooms is necessary.

Sound absorbent baffles, acoustic sponges or similar materials should be considered for this space.

5.12   Library Store - 600 Square Feet

This is a new small merchandizing area for the sale of library items, selected books, note paper, posters and other items. The space will contain a secure area with small

service desk, shelving and counters. It should be accessible from the lobby with no direct access to library.

5.13 Coffee Bar - 250 Square Feet

A new informal area for beverage and food service with small tables and seating for 10. Includes small serving kiosk. It should be accessible from the lobby with no direct access to library. Specific furniture and equipment needs should be reviewed with staff at time of design development.

5.14 Store Room – 150 Square Feet

Small store room for coffee kiosk. A sink is required along with shelves along one wall.

5.21 Public Circulation Control Areas - Total 2,762 Square Feet

The public circulation area is often the busiest, and noisiest, service point in the library. Here patrons check out all materials, pay fines, pick up reserved items, and negotiate returns problems.

The various functions of circulation are not always well understood by library users, so this desk needs to be designed with furniture, lighting, and clearly defined signage so patrons can easily determine what the queuing pattern is. The queues should be placed so they do not hamper the flow of people going in and out of the library. This area should not be intimidating to approach, and patrons should have some privacy as they transact their business. The queue area needs to include a counter or table or some place for patrons to put down their belongings while getting their library card out for use.

Patrons will return materials in return slots leading directly to the adjacent workroom.

5.211 <u>Circulation Desk and Reception - 1,153 Square Feet</u>

<u>Reception Desk – 100 Square Feet</u>
Single station desk immediately visible upon entering library. Depending on design of entrance and circulation desk area, this desk may be free standing or part of the circulation desk.

<u>Circulation Desk - Check Out -913 Square Feet</u>
(Four stations with terminals.) Ideally check-out is located to be most accessible to patrons leaving the library. This desk area should be designed so patrons can tell where to get in line. All patrons, including children and the handicapped, check out materials at these stations, and this fact should be taken into design consideration. Patrons will also pick up reserves and books secured through interlibrary loan at this desk location, so room behind the desk to accommodate four sections of shelving is required. This desk also monitors the security gates and the remote control security gate release is to be located here.

Four exit self-charge out stations are to be located adjacent to the check out desk on adjustable tables for patron express self-charge. They will have their own exit lane. They require a different type of terminal but the power and data requirement are the same as other terminals.

The desk designs are to be planned with the library staff so that all necessary requirements for terminals, drawers, files, shelves, in-desk files, cash register and electrical and telephone connections are met. Staff work stations must be adjustable with articulated keyboards and mouse trays. If a standard manufactured unit is not used, the desk should be designed by the architect with library staff input on design and detailing, and finish should match other library furnishings and decor. If built in, it may be included in the mill work contract if high quality construction can be guaranteed. If free standing, it should go in the special furnishings contract.

The standard circulation desks are various heights and should represent the best ergonomic practices for desk heights with a counter surface with a minimum of 24" wide. The staff desk chairs must be of appropriate ergonomic design and be compatible with the desk design. Free standing configurations may be considered.

The desk should be designed to minimize steps from one work station to another, and staff should be able to move into public space without walking around a long desk. Staff input in design is a must.

Copy Center: One photocopy machine, a counter or small table, paper storage and a change-making machine should be located adjacent to the circulation area but within the control of the library materials security system.

FUNCTION	SQ. FT.	QTY.	PROGRAM SQ. FT.
Reception Desk w/terminal	100	1	100
Check Out Stations ea. w/terminals, cash register	100	4	400
Queuing Lines	--	--	300
Self-charge Stations w/terminals	50	4	200
Book Truck Storage	12	4	48
Shelving Sections (Reserves)	12	5	60
Copy Machine, Change, Paper (counter/table)	45	--	45
Security detection screens with electrical power - locate at exits	NA	NA	NA
Total Public Service Desk Area			**1,153**

5.212 Circulation Work Room - 1,609 Square Feet

This work room is one of the most important work and service areas of the library and will provide for several important functions. The work room must be located adjacent to the circulation desk with a partially glazed wall or other method to provide a view from work room to desk area. It is recognized that this placement requirement puts some restrictions on the architect, but the efficient functioning of these services is essential to the library.

All materials charged out of the library will be returned here for discharge, inspection when necessary, sorting, and return to the shelves. In addition, all overdues, reserve/request items must be controlled from this area. The supervision of these functions requires three enclosed offices to allow privacy not only for personnel matters, but also for dealing with overdues, patron complaints, etc., which can be expected to arise in any active service facility.

The area will contain specific assigned work stations and general multi-purpose work stations.

A. Materials Return and Check-in:

The bulk of materials returned by patrons do not need to be handled by desk staff. Ideally patrons will return books directly into the Circulation Work Room by chute or conveyor, near the check-in work stations. Separate returns for books and secure returns for AV materials are required. The AV returns should protect video and fragile CD cases. If the returns use book bins (depressible book trucks), not conveyors, storage for a second set of bins will be needed. Book and media returns will be needed on the exterior of the building--also emptying into this work room if possible--and also provided with storage for an extra set of book bins. Automated return systems should be considered during the design stage.

All materials are returned to the Circulation Work Room and checked in on the computer system. Check in stations are required, each with a computer terminal with ample room to maneuver book bins and trucks. These work stations need to be close to shelving for reserve books, damaged materials, etc. Sorting table will also be needed.

B. Receiving for Reshelving:

All returned materials must be sorted. Shelves for sorting should be located in close proximity to the check-in stations.

C. Patron Registration/Billing:

Data entry of patron registration, entering changes of address, handling claimed returns, and other data base work will take place at a work station with a terminal and printer in the work room.

D . Interlibrary Loan:

A work station with terminal will be required for loan activity between libraries. Require work station and book truck.

E.   Other Work:

Review and processing of overdue notices, processing of reserved books, and check-in of video collections will take place in the Work Room

FUNCTION	SQ. FT.	QTY.	PROGRAM SQ. FT.
Circulation Work Room:			
Office (Circ Supervisors)	100	3	300
Work Station w/pc	60	6	360
In Process Sorting:			
6-shelf sections	12	12	144
Sorting Table	50	1	50
Book Truck Staging	12	10	120
Book Truck Storage	12	20	240
ILL Work Station	80	1	80
Supply Cabinets	14	2	28
Administrative Files	12	2	24
Work Counter w/sink; FAX machine-8 l.f.	48	1	48
Conveyor track allowance	100	1	100
Photocopy machine	45	1	45
Lockers	7	10	70

Total Circulation Work Area: **1,609**

5.30 <u>Information Services – 5,217 Square Feet</u>

The public service information area is a vital area in the library. The key to this area is the information desk/counter (two-level) which should be visually apparent and easily approachable by all library users. This should be a three-station desk. The personnel at this service desk provide assistance with the location, evaluation and use of all kinds of information and library materials both in and out of the library.

The service desk and staff chairs should reflect the best ergonomic design and flexibility.

The information service area will contain the non-circulating reference book collection and specialized reference files, indexes, and microforms. The online catalog will require a minimum of ten computer terminals, each requiring electrical, data lines and telephone. In addition, there will be a 30-station Internet Center located in close proximity to this area.

The information desk should be the focal point of the information services area with the various indexes, catalog terminals, reference collection, directories, etc., fanning out from it. A multi-line telephone and a computer terminal should also be provided at each work station at the information desk. One microfiche reader will be needed at the information desk.

The area immediately adjacent to the desk should consist of (45") counter height shelving for the 5,000 volume reference collection. This would also include space for various catalogs, indexes, computer and microform equipment.

FUNCTION	SQ. FT.	QTY.	PROGRAM SQ. FT.
Information Services Area (Public)			
Information Service Desk--2 level (3 stations) Computer Terminals w/printer	150	3	450
Online Database Stations	40	4	160
Index Counter/tables, 60 lineal counter feet at 36" height or 30" tables with two shelves above	100	2	200
Reference & Directory Shelving - counter height, 3-shelf sections - (5,000 vols.) 45" 20" deep d.f.	24	42	1,008
Vertical Files - 3-drawer/legal	12	8	96
Map Cases - 5-drawer each (stacked 2 high/20 drwr)	50	2	100
Networked Printers - stacked by 2	50	1	50
Atlas case	40	1	40
Photocopy Machines (alcove area) w/table or counter	45	4	180
Change Making Machine	20	1	20
Vending machine, paper, pencils	50	1	50
General Reference Seating (interspersed w/ref shelving)			
One-place table/carrels	40	30	1,200
Two-place tables	55	5	275
Four-place tables	110	2	220
Small study/tutorial rooms:			
2-person	60	4	240
6-person	100	1	100
OPAC Terminals w/network printers - catalog only	35	10	350
Microfilm/microfiche Readers and/or Printers	55	6	330
Microfilm/microfiche Cases	12	4	48
Assistive Technology Stations	50	2	100
Total:			**5,217**

5.31 Internet Center - 1,280 Square Feet

This is a greatly expanded area of thirty individual Internet stations with 4 networked printers. Locate in proximity to Information Services Desk

FUNCTION	SQ. FT.	QTY.	PROGRAM SQ. FT.
Individual Stations - Internet Terminals	35	30	1,050
Network print release stations			
Include monitor and printer	40	4	160
Self scheduling internet stations	35	2	70
Total:			**1,280**

5.32 Information Services Work Room - 955 Square Feet

This is an enclosed staff work room providing work stations for professional public service staff and clerical back-up. The area will provide for separate but related functions, miscellaneous shelving, an office for Head of Reference, counter with sink, bulletin board, computer terminals and administrative files, etc.

The work room should have as direct and convenient access as possible to the Information Services Area, but is considered secondary rather than primary space.

FUNCTION	SQ. FT.	QTY.	PROGRAM SQ. FT.
Information Services Work Room			
Private Office w/Multi-media PC	120	1	120
Screen Work Station w/PCs	85	4	340
Open Work Stations w/terminals and printers	60	2	120
Counter w/sink - 6 l.f. - FAX machine			
Storage Cabinets	15	4	60
Vertical File Cabinets	12	4	48
Shelving Sections (7 shelf)	12	6	72
High Speed Printer Networked to PCs	40	2	80
Copy machine	45	1	45
Lockers	7	10	70
Total:			**955**

5.33   Periodicals – 2,624 Square Feet

This area will provide for the display of current issues of approximately 300 periodical titles and newspapers and seating for 54 readers.

The periodicals and newspapers should be displayed on sloping periodical shelving with standard single-faced dimensions of 60" high x 16" deep. Each section is 36" wide and, with four sloping shelves per section can accommodate 12 to 15 titles per section face.

The seating should provide for 8 readers at four-place tables, 16 readers at two-place tables, and 30 readers at lounge chairs.

The back files of periodicals, while not a part of the current collection, should be available in an area adjacent to both the current periodicals and information services.

This area should be adjacent to the Information Services area and photocopy machines will be shared by Information Services and Periodicals.

FUNCTION	SQ. FT.	QTY.	PROGRAM SQ. FT.
Periodicals Area			
Display Shelving w/flat shelves (300 periodical titles and newspapers)	12	24	288
Lounge Seating	40	30	1,200
Table Seating for 8 (four-place)	110	2	220
Table Seating for 16 (two-place)	55	8	440
Periodical Back Files			
Bound volumes – 90" shelving	24	2	48
Unbound – 90" shelving	24	12	288
OPAC Terminals w/network printers	35	4	140
Total:			**2,624**

5.34 General Adult Collections and Seating – 16,967 Square Feet

Virtually all of the library's adult collection will be on standard shelving units easily accessible to the public. The collection will contain non-fiction and several separate fiction genre such as mysteries and science fiction. These may be shelved in separate portions of the general shelving. The Large Print volumes will also be shelved in this area. (See shelving type and requirements stated previously.) Individual and grouped seating should be interspersed with the shelving to avoid a study hall look and to place seating convenient to shelving. Fiction shelving to contain 80% of a 80,000 volume collection.

5.341 New Book Area - 220 Square Feet

Prominently visible area featuring 60" height display shelving and special lighting. Shelving will contain new adult fiction and non-fiction, special collection, etc. Should be located near library entrance.

FUNCTION	SQ. FT.	QTY.	PROGRAM SQ. FT.
Shelving Sections - Display d.f. at 60" - Shelve 800 of 1,500 volumes	30	6	220
Total:			**220**

5.342 General Adult Collection - 15,382 Square Feet

The general collections are divided into several categories as listed below. Both inventory and capacity numbers are listed for each category. Seating should be interspersed with shelving in a logical manner. Unless noted otherwise, all shelving is calculated at six shelf height, double-faced.

FUNCTION	SQ. FT.	QTY.	PROGRAM SQ. FT.
Non-fiction - 103,300 vols. of 121,500	24	344	8,256
Fiction – 64,000 vols. of 80,000	24	213	5,112
Paperbacks – 3,500 vols. of 5,000, display-type shelves	30	17	510
Special insert audio-visual units for:			
Books on Tape – 3,500 of 7,000	24	6	144
Books on CD – 13,500 of 22,400	24	22	528
Music CD – 8,800 of 13,500	24	14	336
DVD – 3,600 of 6,000	24	9	216
OPAC Terminals w/network printers (dispersed by pairs)	70	4 pairs	280
Total:			**15,382**

5.343 General Adult Seating – 1,365 Square Feet

General seating is to be interspersed with the shelving ranges to provide for a total number of 41 readers divided between various types of seating.

FUNCTION	SQ. FT.	QTY.	PROGRAM SQ. FT.
General Adult Seating			
Individual One-place Tables or Carrels	35	15	525
Two-place Tables	55	8	440
Lounge chairs	40	10	400
Total:			**1,365**

5.40   Quiet Study Room – 1,050 Square Feet

This is a new self-policing quiet study area for twenty-eight persons. Room to be enclosed but with glass wall on one or two sides to allow for both visual relief for the users and also for visual control by staff.

FUNCTION	SQ. FT.	QTY.	PROGRAM SQ. FT.
Lounge Chairs	40	14	560
One-place Tables	35	14	490
Total:			**1,050**

5.50   Teen Center – 1,373 Square Feet

A separate informal alcove area for young adults located adjacent to the adult and media collection and consisting primarily of selected titles (sometimes duplicated in the main collection) with heavy emphasis on paperbacks. Table and informal seating for 18 persons is desired with a general non "study hall" look with possible diner booth, bench seating, etc. Create a "Hang-out" atmosphere. Stands or overall area should allow poster display.

FUNCTION	SQ. FT.	QTY.	PROGRAM SQ. FT.
Teen Center			
3,450 volumes of 4,800 volume - fiction/non-fiction			
Display Type Shelving at 60" height	24	17	408
Paperback display shelving – 1,500 vols. of 2,500 vols.	30	7	210
Media inserts in display shelving for 1,200			
of 2,000 music CDs	24	4	96
Four-Place Tables	110	3	330
One-Place Tables	35	3	105
Lounge Chairs	40	3	120
Periodical Shelving/12 titles	24	1	24
OPAC terminals w/network printers	40	2	80
Total:			**1,373**

5.60   Children's Services – 8,183 Square Feet

All children's services and collections, with the exception of circulation functions, take place in this area. This should be visually distinctive and child-like in its design. It should have direct access from the Circulation area without having to go through the adult area. This area should be a separate semi-enclosed area defined by shelving, visual screens or decorative device. At time of design it may be decided that the area will require full enclosure.

The children's services department should have a sense of identity and a sense of separation from the adult portions of the library. The architect is to explore a thematic treatment for the room with library staff.

This area will have many sub-areas: picture book area, primary grade area, intermediate grade area, audio visual media, display, rest rooms, etc.

All furniture and shelving in this area should be scaled to accommodate the younger children. Every attempt should be made to design the area in a small scale, light, imaginative way to provide a child-like feeling of exploration and adventure. An "imagination/fantasy" play area will be included in the children's services area.

The public service desk and staff chairs should reflect the best ergonomic design and flexibility.

Provide separate children's uni-sex rest room with easily supervised entrance.

The total open shelf children's collection will be 102,300 items of which 15-40% (depending upon type) is anticipated to be in circulation. Shelving to be at 60" height, with picture book bins in addition to shelving.

Children's seating for school visits should be four-place tables for 32 children and two special purpose seating units in a specially created area.

Program room adjacent to children open area to contain low height wall counters (24") with supply cabinets above, one counter with sink. Details to be determined at time of design development.

Children's Services requires a significant amount of storage for program activities and special events and activities. The storage space needs to be adjacent to both the children's program room and the work room.

FUNCTION	SQ. FT.	QTY.	PROGRAM SQ. FT.
Children's Services Area			
Service Desks - low office type, double			
w/multi-media terminal and printer	100	2	200
OPAC Terminals w/network printers	40	8	320
Reference Collection – 48" high shelves, 1,000 vols.	24	6	144
Picture Book Collection – 18,850 volumes of			
29,000 volume collection/picture book bins & shelves	20	40	800
	10	87	870
Shelving Sections - Fiction & Non-fiction			
4 shelf - 60" high (39,750 of 50,000)	20	132	2,640
Paperback Display Racks (carousels) (1,400 vols. of 2,000)	12	2	24
CD Shelving Units (2,400 of 4,000)	30	3	90
Music CD Shelving (1,800 of 3,000)	30	2	60
Music Tapes (700 of 1,000)	24	2	48
Books on Tape (1,400 of 2,000)	24	2	48
Videos (600 of 1,000)	24	3	72
Easy Readers – 48" high (4,400 of 6,800)	24	14	336
DVD's (1,500 of 2,500)	30	3	90
Book Truck Storage	12	2	24
Seating			
Picture Book Area:			
Tables 25" high x 30" x 60" w/4 chairs each	110	2	220
Two-place low lounge seating for adult and			
child or several children	60	2	120
Primary Area:			
Tables 25" high x 30" x 60" w/4 chairs each	110	6	660
Juvenile Lounge Chairs	30	4	120
Nursing Room connected w/rest room			
Chair - changing counter	60	1	60
Family Rest Room - with changing counter and			
shelves	60	2	120
Toddler Play Area	100	1	100
Periodical Display Shelving (30 titles)	12	4	48
Photocopy Machine	45	1	45

Display Kiosk	12	2	24
Program Room (with counter & sink; cupboards, and portable puppet stage)	500	1	500
Store Room adjacent to Program Room	250	1	250
Computer Media Area for 6	150	1	150
Total:			**8,183**

5.62 <u>Children's Services Work Room - 1,368 Square Feet</u>

This work room is a non-public area but needs to be located so staff has easy access to the public service areas. It should contain a mixture of private offices and open work stations and have a connected store room for supplies, library pamphlets and folders, story hour and craft materials.

FUNCTION	SQ. FT.	QTY.	PROGRAM SQ. FT.
<u>Children's Work Room</u>			
Private Office w/multimedia PC	120	1	120
General Work Stations w/PCs & 1 networked printer	85	6	510
Teen Librarian Work Station w/files, shelving (2)	100	1	100
Vertical File	12	3	36
Shelving Sections	12	4	48
Book Truck Storage	10	4	40
Work Table	50	1	50
Supply Cabinets	15	2	30
Counter w/sink, cupboards above and below, 1 section of 30" deep flat drawers - 8 lineal feet	--	1	48
Copy Machine, collator table	80	1	80
Lockers	7	8	56
Store Room connected to Work Room	250	1	250
Total:			**1,368**

5.70 Meeting Room Complex – 5,250 Square Feet

The meeting room complex consists of two large meeting rooms and two conference rooms. The complex should be located in the building so that it can be entered from the library entrance proper (with a separate direct entrance from the children's area to the main meeting room if design places them on the same floor), and also from a separate entrance which can be used when the library is closed. When the library is closed, access from the meeting room complex to the library should be blocked. Rest rooms must be adjacent or available to the meeting rooms. Coat and hat facilities should be inside of each room.

The components of the meeting room complex should be as follows.

5.71 Meeting Room A – 2,000 Square Feet

This is a new seating space for 150 persons on stacking chairs. Flat floor to allow multi-purpose use of space. A small raised two-step stage should be provided. The ceiling height must be sufficient to allow ease of viewing video projection, films, slides, etc., and not restrict viewing area. The room is not intended to meet performing standards.

The room must include many special electrical connections. Located at the front of the room should be microphone input jacks, remote control jack for slides, remote control for projector on/off switch, override light control switch, two large wall-mounted stereophonic speakers, monaural speakers for public address system, computer projector and DVD player.

For telecommunication and distance learning classes and lectures the room must contain not only receiving video and audio equipment, but video/audio output equipment to allow two-way activity. Two large video screens mounted on side walls should provide adequate viewing range in addition to front mounted screen.

The front of the room should be designed to allow multiple projection on the wall surface itself. Side and rear walls should have complete tackable surfaces and hanger rails at 6' height should be provided for display purposes.

Variable lighting, as approved by library staff, is required and could include spot lighting and tray lighting, all of which should be separately switched..

All meeting rooms should have direct access to a double door, 300 square foot storage room for chairs and tables and to a separate room containing a kitchen unit with sink and serving counter. It is very desirable but not mandatory, that the storage room also be directly accessible from the lobby described below.

Electrical wire molding should be along the projection counters and separate circuits should be provided for the amplifier/sound system and the projection equipment.

5.72   Meeting Room B - 1,100 Square Feet

This is existing seating space for 85 persons on stacking chairs. Equipped as is Room A.

5.73 &
5.74   Conference Rooms – 800 Square Feet

Variable size rooms as a part of the meeting room complex. In these smaller rooms, seating for 25 and 12 people respectively. Each room will contain a display/white board and display rails should be provided on at least two walls. The rooms should be entered off the lobby serving the large meeting room.

Within the rooms should be a sound speaker and a video monitor, each zoned from a separate jack at the amplifier and switcher in the control room. To allow two-way communication for distance learning and telecommunication. The rooms should also contain video connections and a television camera and audio connection to camera.

Variable lighting should all be switched separately. Each room should have individual heating and cooling zone controls.

5.75   Store Room – 500 Square Feet

Would be best located to serve all meeting room storage, but particularly the two largest rooms.

5.76 <u>Kitchen - 250 Square Feet</u>

A kitchen is to serve the meeting room complex. The kitchen is not intended for food preparation but for catered food service. Equipment is to include a full size refrigerator, counter with one deep 30" wide stainless steel sink with bar faucet and disposal, dishwasher, microwave, and cupboards. Allow room for three service carts.

5.77 <u>Entrance/Lobby/Vestibule - 600 Square Feet</u>

The large meeting room should be entered from a public lobby area with tackable surface walls and free standing, moveable exhibit cases. This lobby should not only provide vestibule access to the public rest rooms and direct access into the library circulation area, but also should provide alternative direct access to the outside during the hours when the library is closed. This may pose special problems in design due to the possibility of the meeting rooms being located on another level from the circulation area and gates or screens may not adequately direct and control library access. In the event double access is not possible, it may be necessary to eliminate direct access to the library circulation entrance.

FUNCTION	SQ. FT.	QTY.	PROGRAM SQ. FT.
Meeting Room A – 150 person (New)	--	1	2,000
Meeting Room B – 85 person (Existing)	--	1	1,100
Conference Room A – 25 person (New)	--	1	500
Conference Room B – 12 person (New)	--	1	300
Stacking Chairs for 275			
3-place seminar 18" tables for 150			
Square tables for 100			
Free standing lectern w/microphone		2	
Wheeled presentation boards		2	
Media carts		3	
Screens		3	
Media Projection equipment		1	
Portable two-step stage		1	
Storage Room			500
Kitchen			250
Refrigerator, microwave, sink, disposal, dishwasher			
Lobby			600
Total:			**5,250**

5.80 Public Restrooms – Unassignable Square Footage

Public restrooms should be as unobtrusive as possible but with clearly visible entrance. Ideally one set of public restrooms for each floor with men, women and smaller companion rest room (maximum of two sets plus the restrooms listed for children) would serve the library and meeting rooms. If the meeting room access problem results in separate areas not available at all hours, separate restrooms for the meeting room complex and the library may be necessary. It is the consultant's experience (as reflected in all our programs) that in the majority of new public libraries the restrooms are larger than the need requires. Careful review of local code requirements must be considered in view of the normally minimal demand for restrooms in a library in relation to the size of the building.

The materials on the floor and walls of the restrooms should be ceiling height ceramic tile or similar hard glazed and easily maintained surface. Floor tiles are to be no less than 4" square with dark color grout. Each restroom should contain: required plumbing fixtures, floor drain, mirrors, shelf and coat hook units with 12" rack for books and briefcases and a stainless steel baby changing unit recessed into the wall. The women's restroom should provide for coin operated sanitary napkin and tampon dispenser and disposal unit and include a small shelf in each stall.

The entrance to the restrooms, with the exception of those in the Children's Services Area, should be doorless, turnback vestibule type.

One handicapped stall must be provided in each restroom.

5.82 Janitor's Closets – Unassignable Square Footage

Allowance for a small utility type janitor's closet with water supply and slop sink on each floor.

6.0 RECOMMENDED ADMINISTRATION AND TECHNICAL SERVICES SPACE ALLOCATION

Efficiency of operations would dictate that the administrative offices be located in one complex which should be easily accessible by the public, but may be located in secondary rather than primary space. It would be most efficient if there is only one public entrance to the Administrative Area with a secondary staff entrance. The expansion design may or may not result in the relocation of some or all of these functions.

The Administrative Area will house the Library Director, Assistant Director, Business Office, Marketing/Public Relations Office and support staffs.

FUNCTION	SQ. FT.	QTY.	PROGRAM SQ. FT.

6.10 Administration Office Area – 2,583 Square Feet

Specific furniture and equipment needs for all of the areas below will be detailed at the time of final interior design.

6.11	Reception Area				300
	Open waiting area. Small table and three side chairs.				

6.12	Director's Office				300
	Desk and credenza area plus conference area for 6, misc. furniture.				

6.13	Assistant Director				200
	Private office. Furniture detail at time of interior design.				

6.14	Library Records Storage				300
	Details at time of design.				

6.15	Business Office	SqFt	Qty	Prog SqFt	427
	Work Stations	85	2	170	
	PCs w/printers	40	2	80	
	Copier	40	1	40	
	Vertical Files	12	6	72	
	Safe	35	1	35	
	Supply Cabinets	15	2	30	

6.16 Marketing/Public Relations Office   300
Two station w/file. Detail at time of design.

6.19 Conference Room   500
Board room adjacent to Director's Office;
conference for 24 with side chairs. Enter from reception area.
One display wall with tackable surface and
display rails. One wall with counter & storage
beneath.

6.20 Administration Shared Work Area	SqFt	Qty	Prog SqFt	256
Vertical Files	12	8	96	
Copy Machines w/paper supplies	40	2	80	
Work counter/table for Fax, paper cutter, etc.	60	1	60	
Mail Station	20	1	20	

Total: **2,583**

6.40   <u>Technical Services Work Area – 2,057 Square Feet</u>

This work area should be located for easy access to the loading dock. This work area is related to the service entrance because of the delivery of new materials and mail. There should be a convenient flow of deliveries from the Shipping and Receiving area to the Technical Services Department. There should be a physical relationship between Technical Services and the Systems Room. The Donations Sorting Room (see below) should be adjacent to the Technical Services Work Area.

The Department Head will require a private office.

The main functions of the Technical Services Department are Acquisitions, Cataloging, Processing, and Serials.

<u>Acquisitions:</u>
This section is responsible for monitoring selecting, ordering and receiving all library materials and monitoring of materials budget. The order staff consists of support staff for order, accounts payable and ordering periodicals. One work station is required.

<u>Cataloging:</u>
This section is responsible for creating records for library's materials for the library's online catalog. Two work stations for catalogers and support staff are required. Each work station will need a printer. Storage is required for books and other materials waiting to be cataloged.

<u>Processing:</u>
This section is responsible for preparing books and AV materials for circulation. Three work stations are required with storage for standard set of supplies and a flat work surface, and an additional work area for the book jacket laminator. Storage will be needed for books and AV materials awaiting processing.

The Technical Services supply closet will house only frequently used supplies, and convenient quantities of supplies bought in large quantities. Many supplies will be in the library's general supply room, and it would be convenient for Technical Processing to be close to this room.

A shared work area will be needed where boxes of books and AV materials can be unpacked and shelved to await cataloging and processing.

Space allocations and aisles widths must be larger than general office situations because of the movement of a large number of materials on book trucks. All of the diverse work processes must be carefully structured so the total function of the area can be efficiently laid out. Final room layout and relationships must be analyzed by staff during the design process. The total area must remain as flexible as possible to accommodate future changes.

Specific work station needs such as trash containers, stapler, letter holders, etc. will be dealt with during the interior design stage. As stated previously, all work stations, exclusive of processing, must have power, data and telephone connections.

A grid of under-floor electrical and telephone conduit with outlets mounted flush and capped is required in addition to standard wall and counter outlets.

FUNCTION	SQ. FT.	QTY.	PROGRAM SQ. FT.
6.41 Automation/Technical Services Head Office	120	1	120
6.44 Acquisitions & Receiving - 544 square feet			
Acquisitions Work Station	110	1	110
Order/Receiving Work station w/terminal & printer	85	1	85
Unpacking area w/ten shelving sections,			
work table, sink in 6' work counter	208	1	208
Book truck storage	12	8	96
Photocopy Machine	45	1	45
6.45 Serials - 85 square feet	85	1	85
Work station w/terminal and printer			
6.46 Cataloging - 292 square feet			
Cataloging work station w/terminal			
& printer, w/book trucks	110	2	220
Book Truck Storage	12	6	72
6.47 Processing - 560 square feet			
Book Processing work stations w/terminal &			
Printer			
Processing work counter of total 50 l.f. can be			
25 l.f. double face or 50 l.f. single; 30" or 60"			
deep depending upon single or double face.			
Counter will provide for 4 work stations, sink			
and cabinets above and below.	N.A.	1	320
Deep shelving for plastic covers, AV cases, etc	24	2	48
Shared shelving sections	12	8	96
Book truck storage	12	8	96
6.48 Lockers	7	8	56
6.49 Receiving Dock Area - 400 square feet			400
Serves as a mail room, transient storage area; shipments			
of new books will be received here and sent to Technical			
Processing. A connection to the Loading Dock will be			
needed. A sorting work table will be needed as well as			
deep bin-type shelving. Consult with staff when designing			
details. Construction of this room will need to assure			
freedom from drafts from the adjacent loading dock.			

Total: **2,057**

6.50 Systems/Computer Area - 1,145 Square Feet

This new area consists of several connected rooms. One room housing technical computer equipment, and the other work areas for system staff.

FUNCTION	SQ. FT.	QTY.	PROGRAM SQ. FT.
6.51 Work Area			745
	SqFt	Qty	Prog SqFt
Private Office	120	1	120
Work Station	85	1	85
File	12	1	12
Table	70	1	70
Shelves - Manuals, white board, etc.	12	2	24
Workbench area with 10 l.f. of work bench, w/storage under	60	1	60
Equipment storage shelf sections – single face	15	4	60
Open storage area	300	1	300
Lockers	7	2	14
6.52 Computer Room	400	1	400
Innovative Interface server and other specific equipment needs will be detailed at time of final design development stage. Room must have surge protected power source and separate heating and cooling zone.			

Total: **1,145**

6.60 Donations Sorting Room – 1,200 Square Feet

One bulk storage for boxes, two sorting tables, 40 d.f. shelving sections and book trucks. Room should also contain one work desk and small open wardrobe. Should be located for easy access from receiving dock.

Total: **1,200**

6.70   Staff Facilities - 1,211 Square Feet

Staff area for light food service in a comfortable atmosphere should be located with consideration to staff entrance and work areas. The area will include a kitchen, lounge chairs, vending machines, as well as seating at tables. One tackable wall will be needed. Two uni-sex rest rooms will be required. A small emergency room with a cot or sofa lounge, toilet, a first aid kit and sink will be needed. Area should be divided into two areas, a preparation and eating area and a lounge area.

FUNCTION	SQ. FT.	QTY.	PROGRAM SQ. FT.
Staff Facilities			
6.71 Staff Room - 856 square feet			
Counter (16 l.f.) w/sink & cabinets and			
w/microwave ovens on counter			
and dishwasher	96	1	96
Refrigerator	24	2	48
Vending Machines	36	2	72
Coffee/tea area	12	1	12
Square Tables w/4 chairs each	72	5	360
Lounge Chairs	35	4	140
One Tackable Wall			
Couch	45	1	45
Telephone Closet or Booth	35	1	35
Box lockers and coat rack unit for 10			
visitors and volunteers	48	1	48
6.72 Rest Rooms, visitor coat rack - 280 square feet			
Uni-Sex Rest Rooms (w/vanity & 8" deep			
parcel shelves) 1 with shower	70	2	140
	140	1	140
6.73 Emergency Room - 75 square feet			
Emergency Room w/cot or sofa			
lounge, sink, toilet, first aid kit	75	1	75
Total:			**1,211**

6.80   Building Maintenance and Storage - 976 Square Feet

FUNCTION	SQ. FT.	QTY.	PROGRAM SQ. FT.
6.81 Janitor's Closets Two janitor's closets for regular maintenance and custodial work. To contain sink, 1 wall shelving for supplies, cleaning equipment.	48	2	96
6.82 Building Supply Storage Deep bin type shelves along two walls Open floor bulk storage			400
6.83 Storage Room: Library - Office Supplies Deep Bin Type Shelves along three walls Open Floor Space			400
6.84 Yard Room Exterior access storage room for equipment and supplies for lawn and exterior maintenance.			80
6.85 Trash and Recycle Area Adjacent to dock area provide space for dumpster and for recycling bins. Design must allow easy access for refuse trucks. No Building Square Feet Required.			
Total:			**976**

7.0 RECOMMENDED RELATIONSHIPS OF ASSIGNABLE SPACES

1/17/03

X = Adjacent   A = Access To   O = Close Proximity   V = Visual

	Lobby	Library Store	Coffee Bar	Circ Services	Info Services	Internet Center	Info Serv Work Rm	Periodical	New Books	Genl Adlt Coll.	Genl Adlt Seating	Quiet Study Rm	Teen Center	Children's Services	Meeting Rooms	Admin Offices	Tech Serv	Systems Computer	Staff Facilities	Bldg Maint	Receiving Dock
Lobby																					
Library Store	X																				
Coffee Bar	X	X																			
Circ Services	A	V	V																		
Info Services				V																	
Internet Center					O																
Info Serv WorkRm					O	O															
Periodicals					X		X														
New Bks				X	O																
Genl Adult Coll					O	V		V	X												
Genl Adult Stg					O	V		V	X	X											
Quiet Study Rm								V		V	V										
Teen Ctr										O	O										
Children's Services				A																	
Meeting Rooms	A																				
Admin Offices	A																				
Tech Serv																					
Systems Computer																	X				
Staff Facilities																O	O				
Bldg Maint	O																O				
Receiving Dock																	X			X	