

## HAVERFORD TOWNSHIP FREE LIBRARY BUILDING PROGRAM

This building program is for the renovation of the Haverford Township Free Library located in Havertown, Pennsylvania. The renovation will take place within the existing footprint of the Library. Although the need for a considerably larger facility has been clearly documented and, in the professional opinion of this consultant, is well justified, multiple efforts to secure a larger space either by building a new library or renovating a larger existing structure have failed in the past. This program is an effort to afford the Library the greatest opportunities for quality public library service as possible in the amount of space available.

It should be noted that some significant compromises are required to achieve a reasonable balance between and among spaces for collections, public seating, meeting spaces and staff workspace. Specifically, adult collection sizes would need to be reduced in size by approximately 6,000 volumes primarily to allow more space for customer seating and for the seated use of the Library's Wi-Fi network using personal devices (laptops, tablets and smart phones). The program details 19,784 net assignable square feet (NASF). The total building size including restrooms, wall thickness, corridors, etc. is approximately 23,741 building gross square feet (BGSF) of space.

This building program statement includes 51 individual assignable spaces to be occupied. A summary of spaces follows in Table A.

**Table A**  
**Summary of Net Assignable Spaces**

<i>Space</i>	<i>Space No.</i>	<i>NASF</i>
<b><i>Administrative Offices</i></b>		
Business Office	Space 1	200
Director's Office	Space 2	200
Secure Document Storage	Space 3	<u>160</u>
<b><i>Administrative Offices Sub-Total</i></b>		<b><i>560 NASF</i></b>
<b><i>Adult Fiction</i></b>		
Adult Fiction and Genre Collections	Space 4	1,395
Adult Casual Seating – Adult Fiction	Space 5	225
Adult Study Seating – Adult Fiction	Space 6	300
Counter Computer Seating – Adult Fiction	Space 7	75
Tutoring/Quiet Study Room – Adult Fiction	Space 8	<u>110</u>
<b><i>Adult Fiction Sub-Total</i></b>		<b><i>2,105 NASF</i></b>

<b>Adult Non-Fiction</b>		
Adult Non-Fiction and Biography Collections	Space 9	1,339
Adult Casual Seating – Adult Non-Fiction	Space 10	225
Adult Study Seating – Adult Non-Fiction	Space 11	250
Counter Computer Seating – Adult Non-Fiction	Space 12	125
Tutoring/Quiet Study Room – Adult Non-Fiction	Space 13	<u>110</u>
<b>Adult Non- Fiction Sub-Total</b>		<b>2,049 NASF</b>

<b>Adult Reference and Public Computers</b>		
Adult Reference Collection	Space 14	120
Adult Public Computing and Reference Seating	Space 15	420
Adult Reference Desk	Space 16	<u>180</u>
<b>Adult Reference and Public Computers Sub-Total</b>		<b>720 NASF</b>

<b>Adult “Community Living Room”</b>		
Adult Magazines/Periodicals Collection	Space 17	200
Adult Casual Seating – Community Living Room	Space 18	450
Counter Computer Seating – Community Living Room	Space 19	<u>75</u>
<b>Adult “Community Living Room” Sub-Total</b>		<b>725 NASF</b>

<b>Other Adult Collections</b>		
Adult Media/Non-Print Collections	Space 20	680
Adult Large Print Collection	Space 21	<u>220</u>
<b>Other Adult Collections Sub-Total</b>		<b>900 NASF</b>

<b>Children’s Services</b>		
Children’s Services Desk	Space 22	200
Children’s Pre-School/Primary Collections	Space 23	377
Children’s Intermediate Collections	Space 24	1,320
Children’s Other Collections	Space 25	352
Children’s Pre-School Seating	Space 26	420
Children’s Primary Casual Seating	Space 27	120
Children’s Primary Study Seating	Space 28	160
Children’s Intermediate Casual Seating	Space 29	80
Children’s Intermediate Study Seating	Space 30	160
Children’s Multigenerational Seating	Space 31	180
Children’s Public Computer Seating	Space 32	<u>180</u>
<b>Children’s Services Sub-Total</b>		<b>3,549 NASF</b>

<b>Young Adult Services – Collection Area</b>		
Young Adult Collections	Space 33	341
Young Adult Casual Seating	Space 34	160
Young Adult Study Seating	Space 35	<u>100</u>
<b>Young Adult Services Sub-Total</b>		<b>601 NASF</b>

**Circulation/Other Staff Work Areas**

Circulation Desk and Public Queuing	Space 36	480
Circulation Workroom	Space 37	380
Reference/Adult Services Workroom	Space 38	600
Children's/Youth Services Workroom	Space 39	310
Technical Services Workroom	Space 40	<u>750</u>
<b>Circulation/Other Staff Work Areas Sub-Total</b>		<b>2,520 NASF</b>

**Public Meeting Space**

Community Room	Space 41	2,000
"Hub" Meeting Room	Space 42	825
"Teen Underground" Meeting Space	Space 43	510
Board/Conference Room	Space 44	<u>550</u>
<b>Public Meeting Space Sub-Total</b>		<b>3,885 NASF</b>

**Miscellaneous Spaces**

Friends of the Library Book Sale and Sorting Space	Space 45	570
Meeting Room Pre/Post Function Space	Space 46	200
Entrance Lobby/Porch	Space 47	250
General Storage Room 1	Space 48	200
General Storage Room 2	Space 49	400
Staff Lunchroom	Space 50	400
Staff Locker Area	Space 51	150
<b>Miscellaneous Spaces Sub-Total</b>		<b>2,170 NASF</b>

Sub-Total All Net Assignable Square Feet **19,784 NASF**

\*20% Allowance for Unassigned Space (Restrooms, Corridors  
Mechanical Rooms, etc.) **3,957 SF**

TOTAL BUILDING GROSS SQUARE FEET (BGSF) **23,741 GSF**

\*A 20% allowance (rather than a larger percentage) is provided because many circulation (people movement) paths have already been factored into the net assignable square footage allocation provided for each component area.

**A NOTE REGARDING SHELVING:** *The majority of the shelving required for this project is be double-faced, cantilever-type steel library shelving. However, to aid in the visualization of the nature of shelving in specific areas, descriptions indicate the number of single-faced sections and the number of shelves per single-faced section. The number of single-faced sections is then restated in terms of number of double-faced sections that represents since the vast majority of the shelving used is, and will continue to be, double-faced units.*

**Space Code: Space 1**

**Name of Area: Business Office**

**General Area: Administrative Offices**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 200 NASF**

The function of this space is to:

provide a location where processes related to the operation of the Library can take place. Examples include accounting and human resources management. This office also functions as a reception area for individuals visiting the Director.

A summary of the square footage allocation for the Business Office area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Business Office	1	200	<u>200</u>
TOTAL NSF			200

### **Typical Occupancy**

From one to four staff, volunteers, customers and/or visitors depending upon the activity level and time of day/week. Occupied by one person for the majority of time that the office is open.

### **Preliminary Listing of Furnishings and Equipment**

- 1 Executive Desk/Workstation with ergonomic arm chair
- 2 File cabinets
- 1 Copy machine
- 2 Side Chairs

### **Spatial Relationships**

*Adjacent to:* Director's Office (Space 2) and Secure Document Storage (Space 3)

*In Close Proximity to:* Board/Conference Room (Space 44)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 30 – 35. Walls should achieve a sound transmission class (STC) rating of 45 – 50.

*Finishes:* This area acts as the reception area to the Director's office. Consequently, finishes and furnishings should project a dignified, professional look and feel.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided.

*Electrical:* Provide duplex outlet for a surge protector for a computer, printer, scanner and other small office electronics. Provide a separate circuit for a copy machine.

*Data Needs:* Provide a minimum of one (ideally two) data drops in this area to allow flexibility in computer placement.

*Communications:* A telephone should be provided in the desk.

*Security:* Since fines and other receipts are handled in this office, the area should be included in a closed circuit television security system.

**Space Code: Space 2**  
**Name of Area: Director's Office**  
**General Area: Administrative Offices**  
**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 200 NASF**

The function of this space is to:

provide a location where the Director of the Library can carry out administrative tasks and can hold private meetings with Board members, staff members and the public.

A summary of the square footage allocation for the Director's Office area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Director's Office	1	200	<u>200</u>
TOTAL NASF			200

### **Typical Occupancy**

From zero to five staff, volunteers, customers and/or visitors (5 seated), depending upon the activity level and time of day/week Occupied by one or two people for the majority of time that the office is open.

### **Preliminary Listing of Furnishings and Equipment**

- 1 Executive Desk/Workstation with ergonomic armchair
- 1 Credenza with file drawers
- 1 Conference table with 4 side chairs

### **Spatial Relationships**

*Adjacent to:* Business Office (Space 1) and Secure Document Storage (Space 3)

*In Close Proximity to:* Board/Conference Room (Space 44)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 30 – 35. Walls should achieve a sound transmission class (STC) rating of 50.

*Finishes:* This is an executive office and the Director will host important meetings with public officials, vendors and staff in this space. The finishes and furnishings in this office should project a dignified, professional look and feel.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided.

*Electrical:* Provide duplex outlet for a surge protector for a computer, printer, scanner and other small office electronics. Provide a separate circuit for a copy machine.

*Data Needs:* Provide a minimum of one (ideally two) data drops in this area to allow flexibility in computer placement.

*Communications:* A telephone should be provided on the desk.

**Space Code: Space 3**  
**Name of Area: Secure Document Storage**  
**General Area: Administrative Offices**  
**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 160 NASF**

The function of this space is to:

provide a secure environment where financial and personnel records can be stored and accessed by authorized individuals.

A summary of the square footage allocation for the Secure Document Storage area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Secure Document Storage	1	160	<u>160</u>
TOTAL NASF			160

### **Typical Occupancy**

From zero to two staff. This area will typically be unoccupied and will be visited by authorized staff only for short periods to retrieve and/or to file documents and other materials.

### **Preliminary Listing of Furnishings and Equipment**

Metal shelving units – confer with staff regarding quantities and type

File cabinets – confer with staff regarding quantities and type

### **Spatial Relationships**

*Adjacent to:* Business Office (Space 1) and Director’s Office (Space 2)

*Separated from:* General public areas.

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40. Walls should achieve a sound transmission class (STC) rating of 45 – 50.

*Finishes:* This is essentially a storage room; however, given the nature of the materials housed here, consideration should be given to fire safety. A fire extinguisher should be provided in the area.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided. Occupancy sensors should be provided to reduce energy consumption.



*Electrical:* Provide standard duplex outlets at regular intervals according to code.

*Security:* Consider the inclusion of the entrance to this area when camera positions are determined for a closed circuit television security system

**Space Code: Space 4**

**Name of Area: Adult Fiction and Genre Collections**

**General Area: Adult Fiction**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 1,395 NASF**

The function of this space is to:

provide an area in which to house, display and provide convenient public access to adult fiction and genre fiction (e.g., mysteries, science fiction, etc.) materials.

A summary of the square footage allocation for the Adult Fiction and Genre Collections area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Fiction and Genre Collections	1	1,395	<u>1,395</u>
TOTAL NASF			1,395

### **Typical Occupancy**

From zero to twelve (12) or more customers, staff, volunteers, and other visitors depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 125 Sections of 90" single-faced (sf) cantilever-style steel library shelving; allow 1,375 NASF (11 NASF per section) Note that most of this shelving will be double-faced (df) units (58 df units = 116 sf sections) plus 9 wall-mounted single-faced units.
- 2 Sections of 40" single-faced (sf) cantilever-style steel library shelving; allow 20 NASF (10 NASF per section) These sections are one side of a double-faced unit shared with the reference area. The other two sections (on the other side) of this 2 df unit will be used to house reference materials.

These shelving sections will support the active housing of approximately 23,000 volumes not in circulation (total collection of about 26,500 volumes) if the seven (7) shelves in most sections are loaded at 80 %.

### **Spatial Relationships**

*Adjacent to:* Adult Casual Seating – Adult Fiction (Space 5), Adult Study Seating – Adult Fiction (Space 6), Counter Computer Seating – Adult Fiction (Space 7) and Tutoring/Quiet Study Room – Adult Fiction (Space 8)

*In Close Proximity to:* Circulation Desk and Public Queuing (Space 36)

*Visual Supervision of Area from:* Circulation Desk and Public Queuing (Space 36)

*Separated from:* Children's Services Areas (Spaces 22 - 32) and Young Adult Services Areas (Spaces 33 – 35)

## **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Areas subject to abuse such as columns and wall corners along the path of book truck movement must have industrial type finish, up to and including stainless steel wainscot and corner protectors.

*Lighting:* Bookstacks should be lit adequately so customers can find books and also so staff can shelve books without visual discomfort. Evenness of illumination across the stack face is more important than achieving a high lighting level at any single point. More specifically, the lighting level should be 6 foot-candles (ft-c) minimum measured on the stack face (that is, vertically) at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.

*Electrical:* Provide electrical outlet at end of one prominent stack range for the installation of a standup online public access catalog terminal.

*Data Needs:* Provide a data drop at end of one prominent stack range for the installation of a standup online public access catalog terminal.

**Space Code: Space 5**

**Name of Area: Adult Casual Seating – Adult Fiction**

**General Area: Adult Fiction**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 225 NASF**

The function of this space is to:

provide an area in which adults can sit and read for an extended period of time in comfortable surroundings.

A summary of the square footage allocation for the Adult Casual Seating – Adult Fiction area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Casual Seating – Adult Fiction	1	225	<u>225</u>
TOTAL NASF			225

### **Typical Occupancy**

From zero to seven (7) customers (up to five seated) depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 5 Lounge chairs, 2 or 3 with tablet arms; allow 225 NASF (45 NASF each)
- 2 Occasional tables with duplex electrical outlets on surface; allow 00 NASF (Space for the tables and movement around the lounge chairs and table is included in the allocation for the lounge chairs.)

### **Spatial Relationships**

*Adjacent to:* Adult Fiction and Genre Collections (Space 4), Adult Study Seating – Adult Fiction (Space 6), Counter Computer Seating – Adult Fiction (Space 7) and Tutoring/Quiet Study Room – Adult Fiction (Space 8)

*In Close Proximity to:* Circulation Desk and Public Queuing (Space 36)

*Visual Supervision of Area from:* Circulation Desk and Public Queuing (Space 36)

*Separated from:* Children’s Services Areas (Spaces 22 - 32) and Young Adult Services Areas (Spaces 33 – 35)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Furnishings should be selected for their durability and ease of cleaning in addition to comfort. Avoid light fabrics and materials that are easily stained.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at armchair height should be provided.

*Electrical:* Provide electrical power to occasional tables to allow customers to plug in laptop computers and other hand-held devices without running cords across pathways. Provide an outlet in the position for the online public access catalog.

*Data Needs:* Provide a data drop for the online public access catalog.

**Space Code: Space 6**

**Name of Area: Adult Study Seating – Adult Fiction**

**General Area: Adult Fiction**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 300 NASF**

The function of this space is to:

provide an area in which adults who are studying and/or conducting research can spread out their materials on a flat surface and do their work.

A summary of the square footage allocation for the Adult Study Seating – Adult Fiction area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Study Seating – Adult Fiction	1	300	<u>300</u>
TOTAL NASF			300

### **Typical Occupancy**

From zero to twelve customers (twelve seated) depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 2 4 - place study tables, each with four (4) chairs; allow 200 NASF (25 NASF per seating position)
- 2 2 - place study tables, each with two (2) chairs; allow 100 NASF (25 NASF per seating position)

### **Spatial Relationships**

*Adjacent to:* Adult Fiction and Genre Collections (Space 4), Adult Casual Seating – Adult Fiction (Space 5), Counter Computer Seating – Adult Fiction (Space 7) and Tutoring/Quiet Study Room – Adult Fiction (Space 8)

*In Close Proximity to:* Circulation Desk and Public Queuing (Space 36)

*Visual Supervision of Area from:* Circulation Desk and Public Queuing (Space 36)

*Separated from:* Children’s Services Areas (Spaces 22 - 32) and Young Adult Services Areas (Spaces 33 – 35)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Furniture should be chosen for its durability as well as comfort. Reinforced chairs

designed to prevent splitting from “rocking back” on the back legs should be selected .

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided.

*Electrical:* Provide two duplex outlets on the 4-place tables and one duplex outlet on the 2-place tables to allow customers to plug in their laptops and other hand-held devices.

**Space Code: Space 7**

**Name of Area: Counter Computer Seating – Adult Fiction**

**General Area: Adult Fiction**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 75 NASF**

The function of this space is to:

provide a location where individuals can plug in and use their own personal devices such as laptops, netbooks, tablet and smartphones.

A summary of the square footage allocation for the Counter Computer Seating – Adult Fiction area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Counter Computer Seating – Adult Fiction	1	75	<u>75</u>
TOTAL NASF			75

### **Typical Occupancy**

From zero to five (5) customers, staff, volunteers, and visitors (3 seated) depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 1 Bar-height counter at least 20” deep
- 3 Bar-height swivel chairs with backs; allow 25 NASF per seating position

### **Spatial Relationships**

*Adjacent to:* Adult Fiction and Genre Collections (Space 4), Adult Casual Seating – Adult Fiction (Space 5), Adult Study Seating – Adult Fiction (Space 6), and Tutoring/Quiet Study Room – Adult Fiction (Space 8)

*In Close Proximity to:* Circulation Desk and Public Queuing (Space 36)

*Visual Supervision of Area from:* Circulation Desk and Public Queuing (Space 36)

*Separated from:* Children’s Services Areas (Spaces 22 - 32) and Young Adult Services Areas (Spaces 33 – 35)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Counter should be made of a durable material that is easy to clean. Do not use laminate top that will wear out from repeated sliding back-and-forth of devices such as laptops.



*Lighting:* An overall lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided. Glare reduction is a primary concern in areas designed for computer use. Consider glare on computer screens in determining the type and placement of lighting fixtures.

*Electrical:* Provide one duplex outlet for each chair position (3).

**Space Code: Space 8**

**Name of Area: Tutoring/Quiet Study Room – Adult Fiction**

**General Area: Adult Fiction**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 110 NASF**

The function of this space is to:

provide a quiet, relatively private area that is conducive to tutoring or to the study activities of one to three individuals.

A summary of the square footage allocation for the Tutoring/Quiet Study Room – Adult Fiction area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Tutoring/Quiet Study Room – Adult Fiction	1	110	<u>110</u>
TOTAL NASF			110

### **Typical Occupancy**

From zero to three (3) customers (three seated) depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 1 Round study table with three (3) ergonomic chairs; allow 75 NASF (25 NASF per seating position)
- 1 Circulation (movement around table) space; allow 35 NASF

### **Spatial Relationships**

*Adjacent to:* Adult Fiction and Genre Collections (Space 4), Adult Casual Seating – Adult Fiction (Space 5), Adult Study Seating – Adult Fiction (Space 6) and Counter Computer Seating – Adult Fiction (Space 7)

*In Close Proximity to:* Circulation Desk and Public Queuing (Space 36)

*Visual Supervision of Area from:* Circulation Desk and Public Queuing (Space 36)

*Separated from:* Children’s Services Areas (Spaces 22 - 32) and Young Adult Services Areas (Spaces 33 – 35)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 25.

*Finishes:* Furniture should be selected for durability an ease of cleaning as well as comfort.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided. Occupancy sensors should be provided to reduce energy consumption.

*Electrical:* Provide a duplex outlet on the tabletop to allow customers to plug in laptop computers and other handheld devices.

*Security:* This area should be included in a closed circuit television security system.

**Space Code: Space 9**

**Name of Area: Adult Non-Fiction and Biography Collections**

**General Area: Adult Non-Fiction**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 1,339 NASF**

The function of this space is to:

provide an area in which to house, display and provide convenient public access to adult non-fiction and biography materials.

A summary of the square footage allocation for the Adult Non-Fiction and Biography Collections area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Non-Fiction and Biography Collections	1	1,339	<u>1,339</u>
TOTAL NASF			1,339

### **Typical Occupancy**

From zero to twelve (12) or more customers, staff, volunteers, and other visitors depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 119 Sections of 90" single-faced (sf) cantilever-style steel library shelving; allow 1,309 NASF (11 NASF per section) Note that most of this shelving will be double-faced (df) units (53 df units = 106 sf sections) plus 13 wall-mounted single-faced units.
- 3 Sections of 40" single-faced (sf) cantilever-style steel library shelving; allow 30 NASF (10 NASF per section) These sections are one side of a double-faced unit shared with the reference area. The other two sections (on the other side) of this 3 df unit will be used to house reference materials.

These shelving sections will support the active housing of approximately 22,500 volumes not in circulation (approximately 25,875 volume collection) if the seven (7) shelves in most sections are loaded at 80 %.

### **Spatial Relationships**

*Adjacent to:* Adult Casual Seating – Adult Fiction (Space 5), Adult Study Seating – Adult Fiction (Space 6), Counter Computer Seating – Adult Fiction (Space 7) and Tutoring/Quiet Study Room – Adult Fiction (Space 8)

*In Close Proximity to:* Circulation Desk and Public Queuing (Space 36)

*Visual Supervision of Area from:* Circulation Desk and Public Queuing (Space 36)

*Separated from:* Children's Services Areas (Spaces 22 - 32) and Young Adult Services Areas (Spaces 33 – 35)

## **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Areas subject to abuse such as columns and wall corners along the path of book truck movement must have industrial type finish, up to and including stainless steel wainscot and corner protectors.

*Lighting:* Bookstacks should be lit adequately so customers can find books and also so staff can shelve books without visual discomfort. Evenness of illumination across the stack face is more important than achieving a high lighting level at any single point. More specifically, the lighting level should be 6 foot-candles (ft-c) minimum measured on the stack face (that is, vertically) at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.

*Electrical:* Provide electrical outlet at end of one prominent stack range for the installation of a standup online public access catalog terminal.

*Data Needs:* Provide a data drop at end of one prominent stack range for the installation of a standup online public access catalog terminal.

**Space Code: Space 10**

**Name of Area: Adult Casual Seating – Adult Non-Fiction**

**General Area: Adult Non-Fiction**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 225 NASF**

The function of this space is to:

provide an area in which adults can sit and read for an extended period of time in comfortable surroundings.

A summary of the square footage allocation for the Adult Casual Seating – Adult Non-Fiction area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Casual Seating – Adult Non-Fiction	1	225	<u>225</u>
TOTAL NASF			225

### **Typical Occupancy**

From zero to seven (7) customers (up to five seated) depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 5 Lounge chairs, 2 or 3 with tablet arms; allow 225 NASF (45 NASF each)
- 2 Occasional tables with duplex electrical outlets on surface; allow 00 NASF (Space for the tables and movement around the lounge chairs and table is included in the allocation for the lounge chairs.)

### **Spatial Relationships**

*Adjacent to:* Adult Reference Desk (Space 16), Adult Non-Fiction and Biography Collections (Space 9), Adult Study Seating – Adult Non-Fiction (Space 11), Counter Computer Seating – Adult Non-Fiction (Space 12) and Tutoring/Quiet Study Room – Adult Non-Fiction (Space 13)

*In Close Proximity to:* Circulation Desk and Public Queuing (Space 36)

*Visual Supervision of Area from:* Adult Reference Desk (Space 16) and Circulation Desk and Public Queuing (Space 36)

*Separated from:* Children’s Services Areas (Spaces 22 - 32) and Young Adult Services Areas (Spaces 33 – 35)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Furniture should be chosen for its durability as well as comfort. Reinforced chairs designed to prevent splitting from “rocking back” on the back legs should be selected

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided.

*Electrical:* Provide two duplex outlets on the 4-place tables and one duplex outlet on the 2-place tables to allow customers to plug in their laptops and other hand-held devices.

**Space Code: Space 11**

**Name of Area: Adult Study Seating – Adult Non-Fiction**

**General Area: Adult Non-Fiction**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 250 NASF**

The function of this space is to:

provide an area in which adults who are studying and/or conducting research can spread out their materials on a flat surface and do their work.

A summary of the square footage allocation for the Adult Study Seating – Adult Non-Fiction area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Study Seating – Adult Non-Fiction	1	250	<u>250</u>
TOTAL NASF			250

### **Typical Occupancy**

From zero to twelve customers (twelve seated) depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 1 Study table with four (4) chairs; allow 100 NASF (25 NASF per seating position)
- 3 Study tables, each with two (2) chairs; allow 150 NASF (25 NASF per seating position)

### **Spatial Relationships**

*Adjacent to:* Adult Reference Desk (Space 16), Adult Non-Fiction and Biography Collections (Space 9), Adult Casual Seating – Adult Non-Fiction (Space 10), Counter Computer Seating – Adult Non-Fiction (Space 12) and Tutoring/Quiet Study Room – Adult Non-Fiction (Space 13)

*In Close Proximity to:* Circulation Desk and Public Queuing (Space 36)

*Visual Supervision of Area from:* Adult Reference Desk (Space 16) and Circulation Desk and Public Queuing (Space 36)

*Separated from:* Children’s Services Areas (Spaces 22 - 32) and Young Adult Services Areas (Spaces 33 – 35)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Furniture should be chosen for its durability as well as comfort. Reinforced chairs designed to prevent splitting from “rocking back” on the back legs should be selected



*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided.

*Electrical:* Provide two duplex outlets on the 4-place tables and one duplex outlet on the 2-place tables to allow customers to plug in their laptops and other hand-held devices.

**Space Code: Space 12**  
**Name of Area: Counter Computer Seating – Adult Non-Fiction**  
**General Area: Adult Non-Fiction**  
**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 125 NASF**

The function of this space is to:

provide a location where adults can plug in and use their own computers, netbooks, tablets and smartphones to access the Library’s Wi-Fi network and to use personally-owned software and applications.

A summary of the square footage allocation for the Counter Computer Seating – Adult Non-Fiction area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Counter Computer Seating – Adult Non-Fiction	1	125	<u>125</u>
TOTAL NASF			125

**Typical Occupancy**

From zero to eight (8) customers, staff, volunteers, and visitors (5 seated) depending upon the activity level and time of day/week

**Preliminary Listing of Furnishings and Equipment**

- 1 Bar-height counter at least 20” deep
- 5 Bar-height swivel chairs with backs; allow 25 NASF per seating position

**Spatial Relationships**

*Adjacent to:* Adult Fiction and Genre Collections (Space 4), Adult Casual Seating – Adult Fiction (Space 5), Adult Study Seating – Adult Fiction (Space 6), and Tutoring/Quiet Study Room – Adult Fiction (Space 8)

*In Close Proximity to:* Circulation Desk and Public Queuing (Space 36)

*Visual Supervision of Area from:* Circulation Desk and Public Queuing (Space 36)

*Separated from:* Children’s Services Areas (Spaces 22 - 32) and Young Adult Services Areas (Spaces 33 – 35)

**Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Counter should be made of a durable material that is easy to clean. Do not use laminate top that will wear out from repeated sliding back-and-forth of devices such as laptops.

*Lighting:* An overall lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided. Glare reduction is a primary concern in areas designed for computer use. Consider glare on computer screens in determining the type and placement of lighting fixtures.

*Electrical:* Provide one duplex outlet for each chair position (3).

**Space Code: Space 13**

**Name of Area: Tutoring/Quiet Study Room – Adult Non-Fiction**

**General Area: Adult Non-Fiction**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 110 NASF**

The function of this space is to:

provide a quiet, relatively private area that is conducive to tutoring or to the study activities of one to three individuals.

A summary of the square footage allocation for the Tutoring/Quiet Study Room – Adult Non-Fiction area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Tutoring/Quiet Study Room – Adult Non-Fiction	1	110	<u>110</u>
TOTAL NASF			110

### **Typical Occupancy**

From zero to three (3) customers (three seated) depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 1 Round study table with three (3) chairs; allow 75 NASF (25 NASF per seating position)
- 1 Circulation (movement around table) space; allow 35 NASF

### **Spatial Relationships**

*Adjacent to:* Adult Non-Fiction and Biography Collections (Space 9), Adult Casual Seating – Adult Non-Fiction (Space 10), Adult Study Seating – Adult and Counter Computer Seating – Adult Non-Fiction (Space 12)

*In Close Proximity to:* Adult Reference Desk (Space 16) and Circulation Desk and Public Queuing (Space 36)

*Visual Supervision of Area from:* Adult Reference Desk (Space 16) and Circulation Desk and Public Queuing (Space 36)

*Separated from:* Children’s Services Areas (Spaces 22 - 32) and Young Adult Services Areas (Spaces 33 – 35)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 25.

*Finishes:* Furniture should be selected for durability an ease of cleaning as well as comfort.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided. Occupancy sensors should be provided to reduce energy consumption.

*Electrical:* Provide a duplex outlet on the tabletop to allow customers to plug in laptop computers and other handheld devices.

*Security:* This area should be included in a closed circuit television security system.

**Space Code: Space 14**

**Name of Area: Adult Reference Collection**

**General Area: Adult Reference and Public Computers**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 120 NASF**

The function of this space is to:

provide an area in which to house, display and provide convenient public access to adult reference materials.

A summary of the square footage allocation for the Adult Reference Collection area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Reference Collection	1	120	<u>120</u>
TOTAL NASF			120

### **Typical Occupancy**

From zero to six (6) or more customers, staff, volunteers, and other visitors depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 5 Sections of 90" single-faced (sf) cantilever-style steel library shelving; allow 60 NASF (12 NASF per section)
- 5 Sections of 40" single-faced (sf) cantilever-style steel library shelving; allow 60 NASF (12 NASF per section) These sections are one side of double-faced units shared with the Adult Fiction and Adult Non-Fiction areas. The other five sections (on the opposite sides) of these 2 df and 3 df unist will be used to house Fiction and Non-Fiction materials.

These shelving sections will support the active housing of approximately 1,000 volumes if the seven (7) shelves in the 90" sections and the two (2) shelves in the 40" sections are loaded at 80 %.

### **Spatial Relationships**

*Adjacent to:* Adult Reference Desk (Space 16)

*In Close Proximity to:* Adult Non-Fiction and Biography Collections (Space 9)

*Visual Supervision from:* Adult Reference Desk (Space 16)

*Separated from:* Children's Services Areas (Spaces 22 - 32) and Young Adult Services Areas (Spaces 33 - 35)

## **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Areas subject to abuse such as columns and wall corners along the path of book truck movement must have industrial type finish, up to and including stainless steel wainscot and corner protectors.

*Lighting:* Bookstacks should be lit adequately so customers can find books and also so staff can shelve books without visual discomfort. Evenness of illumination across the stack face is more important than achieving a high lighting level at any single point. More specifically, the lighting level should be 6 foot-candles (ft-c) minimum measured on the stack face (that is, vertically) at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.

**Space Code: Space 15**

**Name of Area: Adult Public Computer and Reference Seating**

**General Area: Adult Reference and Public Computers**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 420 NASF**

The function of this space is to:

provide a location where adults can use Library-owned computers to access the Internet and use productivity software such as word-processing and spreadsheet applications.

A summary of the square footage allocation for the Adult Public Computer Seating area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Public Computing Seating	1	420	<u>420</u>
TOTAL NASF			420

### **Typical Occupancy**

From zero to twelve customers, staff, volunteers, and visitors (10 seated), depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 2 Six-sided (six position) computer workstation units; allow 420 NASF (35 NASF per position)
- 10 Ergonomic task chairs; NASF included in the space allowance for the workstation units. Note that two of the positions will not have public access computers. One of these stations will house a print station and the other will house either a computer reservation terminal or a scanner.

### **Spatial Relationships**

*Adjacent to:* Adult Reference Desk (Space 16)

*In Close Proximity to:* Adult Non-Fiction and Biography Collections (Space 9)

*Visual Supervision from:* Adult Reference Desk (Space 16)

*Separated from:* Children's Services Areas (Spaces 22 - 32) and Young Adult Services Areas (Spaces 33 - 35)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 40.



*Finishes:* Workstation units should be extremely durable, Consider the selection of units that are modular in construction and that allow for alternate configurations.

*Lighting:* An overall lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided. Glare reduction is a primary concern in areas designed for computer use. Consider glare on computer screens in determining the type and placement of lighting fixtures.

*Electrical:* Provide electrical service and outlets to supply an uninterruptable power supply/surge protector or power supplies/surge protectors with sufficient capacity to serve the ten computers and peripheral devices.

*Data Needs:* Provide at least 14 data drops (12 positions plus two alternates).

**Space Code: Space 16**  
**Name of Area: Adult Reference Desk**  
**General Area: Adult Reference and Public Computers**  
**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 180 NASF**

The function of this space is to:

provide a highly visible location from which Library reference staff can offer information and reference assistance to the public and can monitor and assist adults using Library-owned computers.

A summary of the square footage allocation for the Adult Reference Desk area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Reference Desk	1	180	<u>180</u>
TOTAL NASF			180

**Typical Occupancy**

From zero to four (4) customers, staff, volunteers, and visitors (1 seated), depending upon the activity level and time of day/week

**Preliminary Listing of Furnishings and Equipment**

- 1 Two-position Reference Desk with two ergonomic task chairs and one customer chair; allow 120 NASF (50 NASF per staff position and 20 NASF for a customer chair)
- 4 Single-faced (sf) Sections 40” cantilever-style steel library shelving; allow 40 NSF

**Spatial Relationships**

*Adjacent to:* Adult Reference Collection (Space 14), Adult Non-Fiction and Biography Collections (Space 9), Adult Public Computer Seating (Space 15), Adult Casual Seating – Adult Non-Fiction (Space 10), Adult Study Seating – Adult Non-Fiction (Space 11),

*In Close Proximity to:* Counter Computer Seating – Adult Non-Fiction (Space 7) and Tutoring/Quiet Study Room – Adult Non-Fiction (Space 13)

**Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Provide a durable wide workspace equipped with a computer with two monitors (one for staff use and one for the customer to watch the search process).

*Lighting:* The lighting level should be 40 - 50 foot-candles (ft-c) on the desk. This can be achieved through a general lighting scheme or by providing approx. 30 ft-c of general illumination and additional task lighting at the portions of the desk where paper-based tasks are performed. The lighting should be located so it does not cause glare on computer screens. If down lights are located above the desk, they should have lenses or diffusers to soften the light that occurs directly over the staff member's or customer's head.

*Electrical:* Provide electrical outlet to supply power to the computer and peripherals.

*Data Needs:* Provide a data drop.

*Communications:* A telephone should be provided at the desk. Consider a phone with wireless capability that would allow the reference librarian to use a headset while "on the floor."

**Space Code: Space 17**

**Name of Area: Adult Magazines/Periodicals Collection**

**General Area: Adult "Community Living Room"**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 200 NASF**

The function of this space is to:

provide an area in which to house, display and provide convenient public access to magazines and newspapers.

A summary of the square footage allocation for the Adult Magazines/Periodicals Collection area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Magazines/Periodicals Collection	1	200	<u>200</u>
TOTAL NASF			200

### **Typical Occupancy**

From zero to three (3) customers, staff, volunteers, and visitors depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

13 Single-faced sections of 90"H steel cantilever library shelving with back panels, each single-faced section with two 12"D adjustable shelves over one 12"D fixed base shelf (a total of 117 linear feet of shelving). One additional shelf in each section can serve as a cap. Shelves should be fitted with slant-front display units to hold the current issues. Shelves are for housing approximately 117 periodical and newspaper titles. Recent back issues will be housed on the flat shelves under the slant-front display units. Allow 156 NASF(12 NASF per shelving unit). NOTE: upper area of finished back will be used for display purposes. These units are actually double-faced (df) units and the opposite side will be used to house other materials.

1 Circulation (movement around table) space; allow 35 NASF

### **Spatial Relationships**

*Adjacent to:* Adult Casual Seating – Community Living Room (Space 18) and Counter Computer Seating – Community Living Room (Space 19)

*In Close Proximity to:* Adult Media/Non-Print Collection (Space 20) and Young Adult Services Area (Spaces 33, 34 and 35)

*Visual Supervision from:* Circulation Workroom (Space 37) via closed circuit television security system

*Separated from:* Children's Services Area (Space 22 - 32)

## **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Areas subject to abuse such as columns and wall corners along the path of book truck movement must have industrial type finish, up to and including stainless steel wainscot and corner protectors.

*Lighting:* Bookstacks should be lit adequately so customers can find books and also so staff can shelve books without visual discomfort. Evenness of illumination across the stack face is more important than achieving a high lighting level at any single point. More specifically, the lighting level should be 6 foot-candles (ft-c) minimum measured on the stack face (that is, vertically) at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.

**Space Code: Space 18**

**Name of Area: Adult Casual Seating – Community Living Room**

**General Area: Adult “Community Living Room”**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 450 NASF**

The function of this space is to:

provide an area in which adults can converse with others as well as sit and read for an extended period of time in comfortable surroundings.

A summary of the square footage allocation for the Adult Casual Seating – Living Room is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Casual Seating – Community Living Room	1	450	<u>450</u>
TOTAL NASF			450

### **Typical Occupancy**

From zero to seven (7) customers (up to five seated) depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 10 Lounge chairs, 6 with tablet arms; allow 450 NASF (45 NASF each)
- 3 Occasional tables with duplex electrical outlets on surface; allow 00 NASF (Space for the tables and movement around the lounge chairs and table is included in the allocation for the lounge chairs.)

### **Spatial Relationships**

*Adjacent to:* Adult Magazines/Periodicals Collection (Space 17) and Counter Computer Seating – Community Living Room (Space 19)

*In Close Proximity to:* Adult Media/Non-Print Collection (Space 20) and Young Adult Services Area (Spaces 33, 34 and 35)

*Visual Supervision from:* Circulation Workroom (Space 37) via closed circuit television security system

*Separated from:* Children’s Services Area (Space 22 - 32)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Finishes in this area should project the image of an up-scale café. Furnishings should be selected for durability and ease of cleaning as well as for comfort. Avoid using light fabrics.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided.

*Electrical:* Provide two duplex outlets on the 4-place tables and one duplex outlet on the 2-place tables to allow customers to plug in their laptops and other hand-held devices.

**Space Code: Space 19**

**Name of Area: Counter Computer Seating – Community Living Room**

**General Area: Adult “Community Living Room”**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 75 NASF**

The function of this space is to:

provide a location where adults can plug in and use their own computers, netbooks, tablets and smartphones to access the Library’s Wi-Fi network and to use personally-owned software and applications.

A summary of the square footage allocation for the Counter Computer Seating – Living Room area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Counter Computer Seating	1	75	<u>75</u>
TOTAL NASF			75

### **Typical Occupancy**

From zero to five (5) customers, staff, volunteers, and visitors (3 seated) depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 1 Bar-height counter at least 20” deep
- 3 Bar-height swivel chairs with backs; allow 25 NASF per seating position

### **Spatial Relationships**

*Adjacent to:* Adult Magazines/Periodicals Collection (Space 17) and Adult Casual Seating – Community Living Room (Space 18)

*In Close Proximity to:* Adult Media/Non-Print Collection (Space 20) and Young Adult Services Area (Spaces 33, 34 and 35)

*Visual Supervision from:* Circulation Workroom (Space 37) via closed circuit television security system

*Separated from:* Children’s Services Area (Space 22 - 32)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.



*Finishes:* Counter should be made of a durable material that is easy to clean. Do not use laminate top that will wear out from repeated sliding back-and-forth of devices such as laptops.

*Lighting:* An overall lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided. Glare reduction is a primary concern in areas designed for computer use. Consider glare on computer screens in determining the type and placement of lighting fixtures.

*Electrical:* Provide one duplex outlet for each chair position (3)

**Space Code: Space 20**

**Name of Area: Adult Media/Non-Print Collections**

**General Area: Other Adult Collections**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 460 NASF**

The function of this space is to:

provide an area in which to house, display and provide convenient public access to adult media/non-print collections such as DVDs and audiobooks.

A summary of the square footage allocation for the Adult Media/Non-Print Collections area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Media/Non-Print Collections	1	680	<u>680</u>
TOTAL NASF			680

### **Typical Occupancy**

From zero to eight (8) customers, staff, volunteers, and visitors depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 39 Sections of 90" single-faced (sf) cantilever-style steel library shelving; allow 390 NASF (10 NASF per section) Note that most of this shelving will be double-faced (df) units (13 df units = 26 sf sections) plus 13 additional single-faced units. Five of the sf units will be wall-mounted. The eight additional sf units will actually be the backside of double-faced units used for housing magazines in the community living room area.
- 29 Sections of " single-faced (sf) existing built-in library shelving; allow 290 NASF (10 NASF per section). These are existing non-standard shelving units that will be reused.

This area is designed to house approximately 12,500 media/non-print items including DVDs, audio books and music audio CDs.

### **Spatial Relationships**

*Adjacent to:* Adult Community Living Room (Spaces 17, 18 and 19)

*In Close Proximity to:* Young Adult Services (Spaces 33, 34 and 35)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Areas subject to abuse such as columns and wall corners along the path of book

truck movement must have industrial type finish, up to and including stainless steel wainscot and corner protectors.

*Lighting:* Bookstacks should be lit adequately so customers can find materials and also so staff can shelve materials without visual discomfort. Evenness of illumination across the stack face is more important than achieving a high lighting level at any single point. More specifically, the lighting level should be 6 foot-candles (ft-c) minimum measured on the stack face (that is, vertically) at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.

*Security:* This area should be included in a closed circuit television security system.

### **Other Comments**

Consideration may be given to the reuse of "wire" media racks currently in use; however, while this may have some advantages in terms of "browsability," some storage capacity will be lost.

**Space Code: Space 21**

**Name of Area: Adult Large Print Collection**

**General Area: Other Adult Collections**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 220 NASF**

The function of this space is to:

provide an area in which to house, display and provide convenient public access to large print materials.

A summary of the square footage allocation for the Adult Large Print Collection area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Adult Large Print Collection	1	220	<u>220</u>
TOTAL NASF			220

### **Typical Occupancy**

From zero to four (4) customers, staff, volunteers, and visitors depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

20 single-faced sections of 90" single-faced (sf) of cantilever-style steel library shelving (10 double-faced sections); allow 220 NASF (11 NASF per section)

This space is designed to accommodate a collection of 3,000 Large Print volumes.

### **Spatial Relationships**

*Adjacent to:* Community Living Room (Spaces 17, 18 and 19)

*In Close Proximity to:* Adult Media/ Non-Print Collections (Space 20)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Areas subject to abuse such as columns and wall corners along the path of book truck movement must have industrial type finish, up to and including stainless steel wainscot and corner protectors.

*Lighting:* Bookstacks should be lit adequately so customers can find books and also so staff can shelve books without visual discomfort. Evenness of illumination across the stack face is more important than achieving a high lighting level at any single point. More specifically, the lighting level should be 6 foot-candles (ft-c) minimum measured on the stack face (that is,

vertically) at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.

*Security:* This area should be included in a closed circuit television security system.

**Space Code: Space 22**

**Name of Area: Children’s Services Desk**

**General Area: Children’s Services**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 200 NASF**

The function of this space is to:

provide a highly visible location from which Library youth services staff can offer information, reference and readers’ advisory assistance to children, their caregivers and to educators. The Children’s Services Desk also provides a vantage point from which staff can monitor and assist children and families using Library-owned computers as well as supervise the activities in the entire youth services area.

A summary of the square footage allocation for the Children’s Services Desk area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Children’s Services Desk	1	200	<u>200</u>
TOTAL NASF			000

### **Typical Occupancy**

From zero to six (6) customers, staff, volunteers, and visitors depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 1 Two-position Children’s Services Desk with two ergonomic task chairs and one customer chair; allow 160 NASF (70 NASF per staff position and 20 NASF for a customer chair)
- 4 Single-faced (sf) Sections 40” cantilever-style steel library shelving; allow 40 NSF

### **Spatial Relationships**

*Adjacent to:* All Children’s Services Areas (Spaces 23 – 32)

*In Close Proximity to:* “Hub” Meeting Room (Space 42)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Provide a durable wide workspace equipped with a computer with two monitors (one for staff use and one for the customer to watch the search process)

*Lighting:* The lighting level should be 40 - 50 foot-candles (ft-c) on the desk. This can be achieved through a general lighting scheme or by providing approx. 30 ft-c of general illumination and additional task lighting at the portions of the desk where paper-based tasks are

performed. The lighting should be located so it does not cause glare on computer screens. If down lights are located above the desk, they should have lenses or diffusers to soften the light that occurs directly over the staff member's or customer's head.

*Electrical:* Provide electrical outlet to supply power to the computer and peripherals.

*Data Needs:* Provide a data drop.

*Communications:* A telephone should be provided at the desk. Consider a phone with wireless capability that would allow the reference librarian to use a headset while "on the floor."

**Space Code: Space 23**

**Name of Area: Children’s Pre-School/Primary Collections**

**General Area: Children’s Services**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 377 NASF**

The function of this space is to:

provide an area in which to house, display and provide convenient public access to children’s pre-school and primary collections such as board books, picture books and “readers.”

A summary of the square footage allocation for the Children’s Pre-School/Primary Collections is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Children’s Pre-School/Primary Collections	1	377	<u>377</u>
TOTAL NASF			377

### **Typical Occupancy**

From zero to twenty (20) or more customers, staff, volunteers, and other visitors depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 15 Sections of 80” (existing) single-faced (sf) wall shelving; allow 165 NASF (11 NASF per section)
- 12 Sections of 42” single-faced (sf) cantilever-style steel library shelving with finished caps; allow 132 NASF (11 NASF per section) Note that most of this shelving will be double-faced (df) units (56 df units = 112 sf sections).

These shelving sections will support the active housing of approximately 13,500 volumes if five (5) shelves in most sections are loaded at 80 %. Collections included are juvenile “Easy” (picture books), juvenile Readers and juvenile paperbacks. NOTE: These materials should really be on much shorter shelves. Pre-school children cannot reach higher than the bottom three shelves in use. More appropriate shelving is suggested in the building program for a new, larger facility.

- 4 Browser bin sections for board books; allow 80 NASF (20 NASF per unit)

### **Spatial Relationships**

*Adjacent to:* Children’s Pre-School Seating (Space 26), Children’s Multigenerational Seating (Space 31), Children’s Primary Casual Seating (Space 27) and Children’s Primary Study Seating (Space 28)



*In Close Proximity to:* Children's Public Computer Seating (Space 32) and Children's Other Collections (Space 25)

*Visual Supervision from:* Children's Services Desk (Space 22)

*Separated from:* All Adult and Young Adult service areas

## **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* This area should be whimsical and should appeal to the child's eye. Use colorful finishes and fabrics and look for opportunities to make the area a "learning space by incorporating primary colors, super-graphics of numbers and letters and other points of interest. Areas subject to abuse such as columns and wall corners along the path of book truck movement must have industrial type finish, up to and including stainless steel wainscot and corner protectors.

*Lighting:* Bookstacks should be lit adequately so customers can find books and also so staff can shelve books without visual discomfort. Evenness of illumination across the stack face is more important than achieving a high lighting level at any single point. More specifically, the lighting level should be 6 foot-candles (ft-c) minimum measured on the stack face (that is, vertically) at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.

*Electrical:* Provide electrical outlet at end of one prominent stack range for the installation of a standup online public access catalog terminal.

*Data Needs:* Provide a data drop at end of one prominent stack range for the installation of a standup online public access catalog terminal.

*Security:* This area should be included in a closed circuit television security system.

**Space Code: Space 24**

**Name of Area: Children's Intermediate Collections**

**General Area: Children's Services**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 1,320 NASF**

The function of this space is to:

provide an area in which to house, display and provide convenient public access to children's fiction, non-fiction and biography materials.

A summary of the square footage allocation for the Children's Intermediate Collections area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Children's Intermediate Collections	1	1,320	<u>1,320</u>
TOTAL NASF			1,320

### **Typical Occupancy**

From zero to twenty (20) or more customers, staff, volunteers, and other visitors depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

120 Sections of 66" single-faced (sf) cantilever-style steel library shelving; allow 1,320 NASF (11 NASF per section) Note that most of this shelving will be double-faced (df) units (60 df units = 120 sf sections).

These shelving sections will support the active housing of approximately 30,000 volumes if the five (5) shelves in most sections are loaded at 70 %. Collections included are juvenile fiction, juvenile non-fiction, juvenile graphic novels, juvenile world languages, holiday books and fairy tales.

### **Spatial Relationships**

*Adjacent to:* Children's Intermediate Casual Seating (Space 29) and Children's Intermediate Study Seating (Space 30)

*In Close Proximity to:* Children's Public Computer Seating (Space 32) and Children's Other Collections (Space 25)

*Visual Supervision from:* Children's Services Desk (Space 22)

*Separated from:* All Adult and Young Adult service areas

## **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Areas subject to abuse such as columns and wall corners along the path of book truck movement must have industrial type finish, up to and including stainless steel wainscot and corner protectors.

*Lighting:* Bookstacks should be lit adequately so customers can find books and also so staff can shelve books without visual discomfort. Evenness of illumination across the stack face is more important than achieving a high lighting level at any single point. More specifically, the lighting level should be 6 foot-candles (ft-c) minimum measured on the stack face (that is, vertically) at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.

*Electrical:* Provide electrical outlet at end of one prominent stack range for the installation of a standup online public access catalog terminal.

*Data Needs:* Provide a data drop at end of one prominent stack range for the installation of a standup online public access catalog terminal.

**Space Code: Space 25**

**Name of Area: Children’s Other Collections**

**General Area: Children’s Services**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 660 NASF**

The function of this space is to:

provide an area in which to house, display and provide convenient public access to children’s reference materials, media/non-print collections and “parenting” materials.

A summary of the square footage allocation for the Children’s Other Collections area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Children’s Other Collections	1	352	<u>352</u>
TOTAL NASF			352

**Typical Occupancy**

From zero to twenty (20) or more customers, staff, volunteers, and other visitors depending upon the activity level and time of day/week

**Preliminary Listing of Furnishings and Equipment**

20 Sections of 66” single-faced (sf) cantilever-style steel library shelving; allow 220 NASF (11 NASF per section) Note that most of this shelving will be double-faced (df) units (10 df units = 20 sf sections). Most sections should be populated with 3 media bins. Confer with staff to ascertain the appropriate mix of bins to use. Four sections should be outfitted to house juvenile kits.

These shelving sections will support the active housing of approximately 4,300 non-print/media volumes if the three (3) media bin inserts are used in each section. Shelf loading is calculated at 70%. Collections included are juvenile DVDs, juvenile audio books, juvenile music CDs, juvenile Playaways, juvenile video game and juvenile kits.

8 Sections of 66” single-faced (sf) cantilever-style steel library shelving; allow 88 NASF (11 NASF per section) Note that most of this shelving will be double-faced (df) units (6 df units = 12 sf sections). These sections will house the Parent/Teacher collection and the Children’s Reader Development collection.

4 Sections of 40” – 42” single-faced (sf) cantilever-style steel library shelving; allow 44 NASF (11 NASF per section) Note that most of this shelving will be double-faced (df) units (6 df units = 12 sf sections). These sections will house up to 20 current juvenile magazines/periodicals.

## **Spatial Relationships**

*Adjacent to:* Children's Pre-School/Primary Collections (Space 23), Children's Intermediate Collections (Space 24), and Children's seating areas (Spaces 26 – 31)

*In Close Proximity to:* Children's Services Desk (Space 22)

*Separated from:* All Adult and Young Adult service areas

## **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Areas subject to abuse such as columns and wall corners along the path of book truck movement must have industrial type finish, up to and including stainless steel wainscot and corner protectors.

*Lighting:* Bookstacks should be lit adequately so customers can find books and also so staff can shelve books without visual discomfort. Evenness of illumination across the stack face is more important than achieving a high lighting level at any single point. More specifically, the lighting level should be 6 foot-candles (ft-c) minimum measured on the stack face (that is, vertically) at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.

*Electrical:* Provide electrical outlet at end of one prominent stack range for the installation of a standup online public access catalog terminal.

*Data Needs:* Provide a data drop at end of one prominent stack range for the installation of a standup online public access catalog terminal.

**Space Code: Space 26**

**Name of Area: Children's Pre-School Seating & Creative Play Area**

**General Area: Children's Services**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 420 NASF**

The function of this space is to:

provide an area in which pre-school children can sit and read in a comfortable, stimulating, supervised environment.

A summary of the square footage allocation for the Children's Pre-School Seating area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Children's Pre-School Seating	1	420	<u>420</u>
TOTAL NASF			420

### **Typical Occupancy**

From zero to fifteen customers, staff, volunteers, and visitors (8 seated), depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 8 Creative floor seats designed for pre-school children; allow 120 NASF (15 NASF per seat)
- 1 Creative play area; allow for 300 NASF and include manipulative play centers (busy boxes, magnetic play boxes, puppet theater, etc.)

### **Spatial Relationships**

*Adjacent to:* Children's Pre-School/Primary Collections (Space 23)

*In Close Proximity to:* Children's Primary Casual Seating (Space 27) and Children's/Youth Services Programming/Craft Room (Space 42)

*Visual Supervision from:* Children's Services Desk (Space 22)

*Separated from:* All Adult and Young Adult service areas

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* This area should be a colorful, fun, whimsical area. Furnishings should be very durable and should be easy to clean since "accidents" are inevitable.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at armchair height should be provided.

*Security:* This area should be included in a closed circuit television security system.

**Space Code: Space 27**

**Name of Area: Children’s Primary Casual Seating**

**General Area: Children’s Services**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 120 NASF**

The function of this space is to:

provide an area in which primary-aged children (roughly grades K – 3) can sit and read in a comfortable, stimulating, supervised environment.

A summary of the square footage allocation for the Children’s Primary Casual Seating area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Children’s Primary Casual Seating	1	120	<u>120</u>
TOTAL NASF			120

### **Typical Occupancy**

From zero to twenty customers, staff, volunteers, and visitors (6 seated), depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

6 Primary-sized lounge chairs; allow 120 NSF (20 NASF per chair)

### **Spatial Relationships**

*Adjacent to:* Children’s Pre-School/Primary Collections (Space 23), Children’s Primary Study Seating (Space 28) and Children’s Multigenerational Seating (Space 31)

*In Close Proximity to:* Children’s Pre-School Seating (Space 26)

*Visual Supervision from:* Children’s Services Desk (Space 22)

*Separated from:* Adult Services (Spaces 4 - 21) and Young Adult Services (Spaces 33 – 35)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* This area should be a colorful, fun, whimsical area. Furnishings should be very durable and should be easy to clean since “accidents” are inevitable.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at armchair height should be provided.

*Security:* This area should be included in a closed circuit television security system.



**Space Code: Space 28**

**Name of Area: Children’s Primary Study Seating**

**General Area: Children’s Services**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 160 NASF**

The function of this space is to:

provide an area in which primary-aged children (roughly grades K – 3) can read, study and work together in a comfortable, stimulating, supervised environment.

A summary of the square footage allocation for the Children’s Primary Study Seating area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Children’s Primary Study Seating	1	160	<u>160</u>
TOTAL NASF			160

### **Typical Occupancy**

From zero to ten (10) customers, staff, volunteers, and visitors (8 seated), depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

2 4-place primary-sized tables; allow 160 NASF (80 NSF per table and four chairs)

### **Spatial Relationships**

*Adjacent to:* Children’s Pre-School/Primary Collections (Space 23), Children’s Primary Casual Seating (Space 27) and Children’s Multigenerational Seating (Space 31)

*In Close Proximity to:* Children’s Pre-School Seating (Space 26)

*Visual Supervision from:* Children’s Services Desk (Space 22)

*Separated from:* Adult Services (Spaces 4 - 21) and Young Adult Services (Spaces 33 – 35)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* This area should be a colorful, fun, whimsical area. Furnishings should be very durable and should be easy to clean since “accidents” are inevitable.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at armchair height should be provided.

*Security:* This area should be included in a closed circuit television security system.

**Space Code: Space 29**

**Name of Area: Children’s Intermediate Casual Seating**

**General Area: Children’s Services**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 80 NASF**

The function of this space is to:

provide an area in which intermediate-aged (roughly grades 4 – 8) children can sit and read in a comfortable, stimulating, supervised environment.

A summary of the square footage allocation for the Children’s Intermediate Casual Seating area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Children’s Intermediate Casual Seating	1	80	<u>80</u>
TOTAL NASF			80

### **Typical Occupancy**

From zero to six (6) customers, staff, volunteers, and visitors (4 seated), depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

4 Intermediate-sized lounge chairs; allow 80 NASF (20 NASF per chair)

### **Spatial Relationships**

*Adjacent to:* Children’s Intermediate Collections (Space 24), Children’s Intermediate Study Seating (Space 30) and Children’s Public Computer Seating (Space 32)

*In Close Proximity to:* Children’s Primary Seating (Spaces 27 and 28)

*Visual Supervision from:* Children’s Services Desk (Space 22)

*Separated from:* Adult Services (Spaces 4 - 21) and Young Adult Services (Spaces 33 – 35)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* This area should be a colorful, fun, whimsical area. Furnishings should be very durable and should be easy to clean. Intermediate seating should be distinct from primary seating in some way other than size to give it a unique appeal.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at armchair height should be provided.

**Space Code: Space 30**

**Name of Area: Children's Intermediate Study Seating**

**General Area: Children's Services**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 160 NASF**

The function of this space is to:

provide an area in which intermediate-aged children (roughly grades 4 – 8) can read, study and work together in a comfortable, stimulating, supervised environment.

A summary of the square footage allocation for the Children's Intermediate Study Seating area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Children's Intermediate Study Seating	1	160	<u>160</u>
TOTAL NASF			160

### **Typical Occupancy**

From zero to ten (10) customers, staff, volunteers, and visitors (8 seated) depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

2 4-place intermediate-sized tables; allow 160 NASF (80 NSF per table and four chairs)

### **Spatial Relationships**

*Adjacent to:* Children's Intermediate Collections (Space 24), Children's Intermediate Casual Seating (Space 29) and Children's Public Computer Seating (Space 32)

*In Close Proximity to:* Children's Primary Seating (Spaces 27 and 28)

*Visual Supervision from:* Children's Services Desk (Space 22)

*Separated from:* Adult Services (Spaces 4 - 21) and Young Adult Services (Spaces 33 – 35)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* This area should be a colorful, fun, whimsical area. Furnishings should be very durable and should be easy to clean. Intermediate seating should be distinct from primary seating in some way other than size to give it a unique appeal.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at armchair height should be provided.

**Space Code: Space 31**  
**Name of Area: Children’s Multigenerational Seating**  
**General Area: Children’s Services**  
**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 180 NASF**

The function of this space is to:

provide an area in which parents/caregivers and their children can sit and read together in a comfortable, stimulating environment.

A summary of the square footage allocation for the Children’s Multigenerational Seating area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Children’s Multigenerational Seating	1	180	<u>180</u>
TOTAL NASF			180

**Typical Occupancy**

From zero to eight (8) customers, staff, volunteers, and visitors (6 seated), depending upon the activity level and time of day/week

**Preliminary Listing of Furnishings and Equipment**

3 Oversized lounge chairs or “chair-and-a-half” chairs; allow 180 NASF (60 NASF per chair)

**Spatial Relationships**

*Adjacent to:* Children’s Pre-School Seating (Space 26), Children’s Pre-School/Primary Collections (Space 23), Children’s Primary Study Seating (Space 28) and Children’s Multigenerational Seating (Space 31)

*Visual Supervision from:* Children’s Services Desk (Space 22)

*Separated from:* Adult Services (Spaces 4 - 21) and Young Adult Services (Spaces 33 – 35)

**Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* This area should be a colorful, fun, whimsical area. Furnishings should be very durable and should be easy to clean since “accidents” are inevitable.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at armchair height should be provided.

*Security:* This area should be included in a closed circuit television security system.

**Space Code: Space 32**

**Name of Area: Children’s Public Computer Seating**

**General Area: Children’s Services**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 180 NASF**

The function of this space is to:

provide a location where children and their parents/caregivers can use Library-owned computers to access the Internet and can play computer-based educational games.

A summary of the square footage allocation for the Children’s Public Computer Seating area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Children’s Public Computer Seating	1	180	<u>180</u>
TOTAL NASF			180

### **Typical Occupancy**

From zero to eight (8) customers, staff, volunteers, and visitors (6 seated) depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 1 Six-position intermediate height workstation cluster; allow 180 NASF (60 NASF per seating position)

### **Spatial Relationships**

*Adjacent to:* Children’s Intermediate Collections (Space 24), Children’s Intermediate Casual Seating (Space 29), and Children’s Intermediate Study Seating (Space 30)

*In Close Proximity to:* Children’s Primary Seating (Spaces 27 and 28)

*Visual Supervision from:* Children’s Services Desk (Space 22)

*Separated from:* Adult Services (Spaces 4 - 21) and Young Adult Services (Spaces 33 – 35)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* This area should be a colorful, fun, whimsical area. Furnishings should be very durable and should be easy to clean. Intermediate seating should be distinct from primary seating in some way other than size to give it a unique appeal.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at armchair height should be provided.

**Space Code: Space 33**  
**Name of Area: Young Adult Collections**  
**General Area: Young Adult Services – Collection Area**  
**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 341 NASF**

The function of this space is to:

provide an area in which to house, display and provide convenient public access to young adult materials.

A summary of the square footage allocation for the Young Adult Collections area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Young Adult Collections	1	341	<u>341</u>
TOTAL NASF			341

**Typical Occupancy**

From zero to four (40 customers, staff, volunteers, and visitors, depending upon the activity level and time of day/week

**Preliminary Listing of Furnishings and Equipment**

32 Sections of 90” single-faced (sf) cantilever-style steel library shelving; allow 352 NASF (11 NASF per section) Note that most of this shelving will be double-faced (df) units (9 df units = 18 sf sections) plus 14 single-faced units. Note that 9 of these sections are wall-mounted and 5 are one side of double-faced units that are used to house magazines/periodicals in the “Community Living Room.”

These shelving sections will support the active housing of approximately 6,250 volumes if the seven (7) shelves are loaded at 80 %.

**Spatial Relationships**

*Adjacent to:* Young Adult Casual Seating (Space 34) and Young Adult Study Seating (Space 35)

*In Close Proximity to:* Community Living Room (Spaces 17 – 19) and Adult Media/Non-Print Collections (Space 20)

*Separated from:* Adult Services (Spaces 4 – 21 with the exception of Space 20 – Adult Media/Non-Print Collections) and Children’s Services (Spaces 22 – 32)

**Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Areas subject to abuse such as columns and wall corners along the path of book truck movement must have industrial type finish, up to and including stainless steel wainscot and corner protectors.

*Lighting:* Bookstacks should be lit adequately so customers can find books and also so staff can shelve books without visual discomfort. Evenness of illumination across the stack face is more important than achieving a high lighting level at any single point. More specifically, the lighting level should be 6 foot-candles (ft-c) minimum measured on the stack face (that is, vertically) at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.

*Security:* This area should be included in a closed circuit television security system.

**Space Code: Space 34**

**Name of Area: Young Adult Casual Seating – Collections**

**General Area: Young Adult Services – Collection Area**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 160 NASF**

The function of this space is to:

provide an area in which young adults (roughly grades 9 – 12) can converse and read for an extended period of time in comfortable surroundings.

A summary of the square footage allocation for the Young Adult Casual Seating – Collections area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Young Adult Casual Seating - Collections	1	160	<u>160</u>
TOTAL NASF			160

### **Typical Occupancy**

From zero to six (6) customers (up to four seated) depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 4 Lounge chairs, all with tablet arms; allow 160 NASF (40 NASF each)
- 1 Occasional table with duplex electrical outlets on surface; allow 00 NASF (space for the tables and movement around the lounge chairs and table is included in the allocation for the lounge chairs.

### **Spatial Relationships**

*Adjacent to:* Young Adult Collections (Space 33) and Young Adult Study Seating (Space 35)

*In Close Proximity to:* Community Living Room (Spaces 17 – 19) and Adult Media/Non-Print Collections (Space 20)

*Separated from:* Adult Services (Spaces 4 – 21 with the exception of Space 20 – Adult Media/Non-Print Collections) and Children’s Services (Spaces 22 – 32)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* The teen area should have a “young” look and feel. The use of dramatic color combinations and creative furnishings is encouraged.



*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at armchair height should be provided.

*Electrical:* Electrical power should be provided to the occasional table to allow customers to plug in their laptop computer and/or other handheld devices without running cords across pathways.

*Security:* This area should be included in a closed circuit television security system.

**Space Code: Space 35**

**Name of Area: Young Adult Study Seating - Collections**

**General Area: Young Adult Services – Collection Area**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 100 NASF**

The function of this space is to:

provide an area in which young adults (roughly grades 9 – 12) can study, read and work together in comfortable surroundings.

A summary of the square footage allocation for the Young Adult Study Seating – Collections area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Young Adult Study Seating - Collections	1	100	<u>100</u>
TOTAL NASF			100

### **Typical Occupancy**

From zero to five (5) customers (up to 4 seated) depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

2 or 3 Small study tables on wheels that can be reconfigured to form a larger study table with four (4) chairs; allow 100 NASF (25 NASF per seating position)

### **Spatial Relationships**

*Adjacent to:* Young Adult Collections (Space 33) and Young Adult Casual Seating (Space 34)

*In Close Proximity to:* Community Living Room (Spaces 17 – 19) and Adult Media/Non-Print Collections (Space 20)

*Separated from:* Adult Services (Spaces 4 – 21 with the exception of Space 20 – Adult Media/Non-Print Collections) and Children’s Services (Spaces 22 – 32)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* *Finishes:* The teen area should have a “young” look and feel. The use of dramatic color combinations and creative furnishings is encouraged.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at desktop/tabletop height should be provided.

*Electrical:* One of the small tables should be stationary and should include an outlet to allow for the charging of laptop computers and/or other handheld devices.

*Security:* This area should be included in a closed circuit television security system.

**Space Code: Space 36**

**Name of Area: Circulation Desk and Public Queuing**

**General Area: Circulation/Other Staff Work Areas**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 480 NASF**

The function of this space is to:

provide a highly visible area at which the public can apply for a library card, check out and return materials, pay fines and receive directional assistance. The area also provides space for the public to queue in an organized fashion while waiting for staff assistance and offers a work environment for circulation staff in which they can manage a wide variety of transactions and supervise both the Library entrance and nearby adult services areas.

A summary of the square footage allocation for the Circulation Desk and Public Queuing area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Circulation Desk and Public Queuing	1	480	<u>480</u>
TOTAL NASF			480

**Typical Occupancy**

From zero to a dozen or more customers, staff, volunteers, and visitors depending upon the activity level and time of day/week

**Preliminary Listing of Furniture and Equipment**

- 1 Modular-designed, Circulation Desk with space and outlets for three PCs (flat screen monitors), bar code scanners with receipt printers and access to the cash management system, one ergonomic task chair. The desk should be designed in a manner that it is friendly to adults, children, and the physically challenged (incorporate two different counter heights with a portion at standing height and a portion at sitting height); allow 240 NASF for staff service desk workspace and another 60 NASF for the under-desk book drops (designed so customers can return books through slots on the front of the desk). Three slots and bins should be provided (Adult and Teen Books, Children’s Books and Non-Print Media).
- 1 Floor space for public queuing with theatre/airport-styles flexible belt queuing stanchions; allow 100 NASF.
- 1 Express (self-checkout) station; allow 30 NASF (30 NASF each). Space should be provided for this service even if it isn’t initially installed.
- 5 Sections (72 linear feet) of 66”H, cantilever type steel, bookstack shelving with five adjustable 10-inch shelves over one fixed 10-inch base shelf (18 linear feet per section), for 600 books and other items on reserve ("holds") allow 50 NASF (10 NASF per section). (NOTE: Consult with management to determine whether holds will be on the staff side or public side of the desk.)

## **Spatial Relationships**

*Adjacent to:* Entrance Lobby/Porch (Space 47)

*In Close Proximity to:* Adult Fiction areas (Spaces 4 – 8), Adult Non-Fiction areas (Spaces 9 – 13) and Adult Media/Non-Print Collections (Space 20)

## **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 40.

*Finishes:* Provide hard-surface flooring on the public side of the desk (alternatively, provide carpet tiles that can be easily exchanged as the carpet wears in front of the desk). Provide additional padding under the carpeting on the staff side of the Desk or fatigue mats over the carpeting or floor tile inasmuch as staff often must stand for several hours at a time while providing service. If carpeting is used on the public side of the desk, consider a separate pattern for this area inasmuch as this area will wear out and need to be replaced before other areas of the building will need to be re-carpeted. Areas subject to abuse such as columns and wall corners along the path of book truck movement must have industrial type finish, up to and including stainless steel wainscot and corner protectors.

*Lighting:* The lighting level should be 40 - 50 foot-candles (ft-c) on the desk. This can be achieved through a general lighting scheme or by providing approx. 30 ft-c of general illumination and additional task lighting at the portions of the desk where paper-based tasks are performed. The lighting should be located so it does not cause glare on computer screens. If down lights are located above the desk, they should have lenses or diffusers to soften the light that occurs directly over the staff member's or customer's head.

*Electrical:* Provide wiring, power, data network outlets, and cable management system for three (3) circulation workstations and peripherals including barcode scanners and printers, and two (2) express check station(s). Provide wiring and power for one electronic cash drawer and the library materials security system (even if one is not initially selected). Provide wiring for video surveillance system in this area.

*Data Needs:* Provide a total of six (6) data drops in this area. Work with staff to design desk and locations for three circulation (charge and discharge) workstations, two (2) self-check stations and one auxiliary drop location.

*Communications:* Two telephones should be included in this area. Work with staff to determine locations.

*Security:* This area should be included in a closed circuit television security system. . Provide a panic alarm system.

*Temperature:* Provide adequate supply and return air to avoid heat build-up as the staff will be very active in this area much of their normal work day. Ensure that design of Entrance Lobby (Space 47) does not result in drafts and extreme temperatures at the circulation desk.

**Space Code: Space 37**  
**Name of Area: Circulation Workroom**  
**General Area: Circulation/Other Staff Work Areas**  
**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 380 NASF**

The function of this space is to:

provide a location where Library circulation department staff can perform a variety of circulation related functions such as discharging materials and organizing materials for reshelving.

A summary of the square footage allocation for the Circulation Workroom area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Circulation Workroom	1	380	<u>380</u>
TOTAL NASF			380

**Typical Occupancy**

From zero to five (5) staff members depending upon the activity level and time of day/week

**Preliminary Listing of Furnishings and Equipment**

- 4 Office systems furniture type workstations with file drawers and ergonomic task chairs; allow 320 NASF (80 NASF per workstation)
- 6 Sections of wall-mounted cantilever type steel library book shelving. At least four sections should utilize media browsing bins for access to circulating DVDs; allow 60 NASF. (10 NASF per section)

**Spatial Relationships**

*Adjacent to:* Circulation Desk and Public Queuing (Space 36) and Reference/Adult Services Workroom (Space 38)

**Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Areas subject to abuse or along the path of book truck movement must have industrial type finish, up to and including stainless steel wainscot and corner protectors.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided. Provide task lighting as necessary for individual processes.

*Electrical:* Provide wiring for four workstations and peripheral devices. Confer with staff regarding locations for computers, bar-code scanners and printers.

*Data Needs:* Data drops should be provided for four computers (one at each workstation).

*Communications:* Two telephones should be provided in this area. Confer with staff to determine which workstations should have the telephones.

**Space Code: Space 38**

**Name of Area: Reference/Adult Services Workroom**

**General Area: Circulation/Other Staff Work Areas**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 600 NASF**

The function of this space is to:

provide a location where adult services/reference staff can carry out off-desk duties such as materials selection, planning and program preparation.

A summary of the square footage allocation for the Reference/Adult Services Workroom area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Reference/Adult Services Workroom	1	600	<u>600</u>
TOTAL NASF			600

### **Typical Occupancy**

From zero to eight (8) staff and volunteers depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 6 Office systems furniture type workstations with file drawers and ergonomic task chair; allow 480 NASF (80 NASF per workstation)
- 4 Sections of 90" high x 12" deep wall-mounted cantilever type steel library book shelving; allow 40 NASF. (10 NASF per section)
- 1 4-place worktable with 2 ergonomic task chairs (shared with Circulation Dept.); allow 80 NASF

### **Spatial Relationships**

*Adjacent to:* Circulation Workroom (Space 37)

*In Close Proximity to:* Circulation Desk and Public Queuing (Space 36)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Areas subject to abuse or along the path of book truck movement must have industrial type finish, up to and including stainless steel wainscot and corner protectors.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided. Provide task lighting as necessary for individual processes.



*Electrical:* Provide wiring for six workstations and peripheral devices. Confer with staff regarding locations for computers, scanners, printers and other peripherals.

*Data Needs:* Data drops should be provided for six computers (one at each workstation).

*Communications:* Two telephones should be provided in this area. Confer with staff to determine which workstations should have the telephones.

**Space Code: Space 39**

**Name of Area: Children's/Youth Services Workroom**

**General Area: Circulation/Other Staff Work Areas**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 310 NASF**

The function of this space is to:

provide a location where youth services staff can carry out off-desk duties such as materials selection, planning and program preparation.

A summary of the square footage allocation for the Children's/Youth Services Workroom area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Children's/Youth Services Workroom	1	310	<u>310</u>
TOTAL NASF			310

### **Typical Occupancy**

From zero to four (4) staff and volunteers depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 4 Office systems furniture type workstations with file drawers and ergonomic task chair; allow 280 NASF (70 NASF per workstation)
- 3 Sections of 90" high x 12" deep wall-mounted cantilever type steel library book shelving; allow 30 NASF. (10 NASF per section)

### **Spatial Relationships**

*Adjacent to:* Children's Services area (Spaces 22 - 32)

*In Close Proximity to:* Circulation Desk and Public Queuing (Space 36)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Areas subject to abuse or along the path of book truck movement must have industrial type finish, up to and including stainless steel wainscot and corner protectors.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided. Provide task lighting as necessary for individual processes.

*Electrical:* Provide wiring for four (4) workstations and peripheral devices. Confer with staff regarding locations for computers, scanners, printers and other peripherals.

*Data Needs:* Data drops should be provided for four computers (one at each workstation).

*Communications:* Two telephones should be provided in this area. Confer with staff to determine which workstations should have the telephones.

**Space Code: Space 40**

**Name of Area: Technical Services Workroom**

**General Area: Circulation/Other Staff Work Areas**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 750 NASF**

The function of this space is to:

provide a location where technical services staff can perform functions related to the acquisition, cataloging and processing of materials as well as maintenance of bibliographic records in the online catalog.

A summary of the square footage allocation for the Technical Services Workroom area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Technical Services Workroom	1	750	<u>750</u>
TOTAL NASF			750

### **Typical Occupancy**

From zero to six staff and volunteers depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 5 Office systems furniture type workstations with file drawers and ergonomic task chair; allow 450 NASF (90 NASF per workstation)
- 10 Sections of 90" high x 12" deep wall-mounted cantilever type steel library book shelving; allow 100 NASF. (10 NASF per section)
- 1 Standing height work island with storage cabinets for supplies underneath flat surface. Provide two duplex outlets on the top of the work island to plug in small electronic devices. Provide two adjustable bar-height ergonomic stools with backs for using work island as a work station. Provide two knee-holes to allow for this use. Allow 140 NASF
- 6 Booktrucks; allow 60 NASF (10 NASF per booktruck)

### **Spatial Relationships**

*Adjacent to:* Service Elevator

*In Close Proximity to:* Children's Services area (Spaces 22 - 32)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Areas subject to abuse or along the path of book truck movement must have

industrial type finish, up to and including stainless steel wainscot and corner protectors.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided. Provide task lighting as necessary for individual processes.

*Electrical:* Provide wiring for five (5) workstations and peripheral devices. Confer with staff regarding locations for computers, scanners, printers and other peripherals.

*Plumbing:* Provide a small, but deep sink with a gooseneck faucet.

*Data Needs:* Data drops should be provided for five computers (one at each workstation).

*Communications:* Two telephones should be provided in this area. Confer with staff to determine which workstations should have the telephones.

**Space Code: Space 41**  
**Name of Area: Community Room**  
**General Area: Public Meeting Space**  
**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 2,000 NASF**

The function of this space is to:

provide a location for holding meetings with medium and large attendance including those that are Library sponsored and those that are organized by public groups. Access to this space should ideally be available before, during and after regular Library hours.

A summary of the square footage allocation for the Community Room area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Community Room	1	2,000	<u>2,000</u>
TOTAL NASF			2,000

### **Typical Occupancy**

From zero to 150 staff, volunteers and visitors (2 seated), depending upon the activity level and time of day/week

The Community Room complex consists of meeting space, storage space for equipment related to meeting room use and a kitchenette. The large meeting space should accommodate an audience of approximately 160 – 175 people. The room should be designed so that it can be subdivided into two unequal parts (creating two smaller meeting rooms with different seating capacities) by using high-quality, easy to move, sound-transference rated dividers .

### **Preliminary Listing of Furnishings and Equipment**

- 2 Sections of portable stage risers
- 175 Stacking chairs with rolling chair carts
- 20 Folding tables (consider 5' and 6' length Miti-Lite molded ABS plastic type)
- 1 Portable podium
- 1 Ceiling mounted data projector
- 1 Portable data projector on AV cart suitable for use with a laptop computer
- 1 Ceiling mounted projection screens (consider motorized screen). Screen should be approximately 8' X 8' in size.
- 1 Portable public address system

- 1 Large screen (42" or larger) flat panel television on an AV cart with Blu-Ray/DVD player
- 2 Portable white board (large – on wheels)
- 4 Flipchart stand

## **Spatial Relationships**

*Adjacent to:* Meeting Room Pre/Post Function Space (Space 46)

*In Close Proximity to:* Main public elevator, stairs NOTE: Room should be designed to allow for use before, during and after regular library hours. Both stairs and elevator must be outside a secure perimeter to allow Community Room use without compromising security of the Library proper.

## **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 30 – 35. Room dividers should achieve a sound isolation rating of 40 – 42.

*Finishes:* Provide chair rails in all areas where chairs are likely to contact the walls. Select a carpet that will disguise spills of juices and other beverages. Consider the use of commercial grade carpet tiles at least in areas that are likely to be heavily trafficked. Because this room is windowless, extra efforts should be made to “brighten” the room through the use of color and lighting.

*Lighting:* The community rooms should have 30-40 ft-c with all lights on, and separately controlled lighting for the podium or front of room. The lighting should be dimmable or switchable to produce approximately 5 ft-c for note taking during AV presentations. The note-taking light should not spill onto the projection screen. To give flexibility, there might be several different types of lighting in the room (down lights, coves, sconces, perimeter lighting, etc.) that can be combined in various ways to suit different activities. Because the walls are often used for displays, separately controlled wall washers or track lights should be provided around the perimeter.

*Electrical:* Exceed code requirements in the provision of duplex electrical outlets to allow for maximum flexibility in arranging the room.

*Data Needs:* Two data drops should be provided (one in each of the two sections that are created by subdividing the larger Community Room).

*Communications:* Consider the inclusion of a silent-ring (light indicator) phone to allow for communication from the meeting room to other parts of the building without the potential for disturbing a meeting in progress.

*Security:* As has already been mentioned, the Community room (including kitchen and storage areas) should be accessible before and after Library hours. If emergency exits into the Library proper are required, these doors should be equipped with crash-bar alarms. The elevator needs to be capable of being “keyed” to allow access only to the lower and first levels before and after Library hours.

**Space Code: Space 42**  
**Name of Area: "Hub" Meeting Room**  
**General Area: Public Meeting Space**  
**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 825 NASF**

The function of this space is to:

provide a location for holding meetings with medium-sized attendance including those that are Library sponsored and those that are organized by public groups. This space will be heavily used for youth services programming and consequently should be designed primarily with small children in mind.

A summary of the square footage allocation for the Hub Meeting Room area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Hub Meeting Room	1	825	<u>825</u>
TOTAL NASF			825

**Typical Occupancy**

From zero to 80 children staff, volunteers and visitors depending upon the activity level and time of day/week

**Preliminary Listing of Furnishings and Equipment**

- 1 Section of portable stage riser
- 40 Stacking chairs with rolling chair carts
- 6 Folding tables (consider 5' and 6' length Miti-Lite molded ABS plastic type)
- 1 Portable podium
- 1 Ceiling mounted data projector
- 1 Portable data projector on AV cart suitable for use with a laptop computer
- 1 Ceiling mounted projection screens (consider motorized screen). Screen should be approximately 6' X 6' in size.
- 1 Portable public address system
- 1 Large screen (42" or larger) flat panel television on an AV cart with Blu-Ray/DVD and VHS video decks
- 1 Portable white board on wheels
- 2 Flipchart stands



## **Spatial Relationships**

*Adjacent to:* Children's Services area (Spaces 22 - 32)

*In Close Proximity to:* Main public elevator.

*Visual Supervision from:* Children's Services Desk (Space 22)

## **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 30 – 35. Room dividers should achieve a sound isolation rating of 40 – 42.

*Finishes:* Provide a chair rail on all wall surfaces that are likely to be impacted by chairs rubbing against the wall. Many of the users of this room will be small children who will sit on carpet squares on the floor for story hour programs. Extra effort should be made to create a lively, stimulating environment.

*Lighting:* The "Hub" Meeting Room space should have 30-40 ft-c with all lights on, and separately controlled lighting for the podium or front of room. The lighting should be dimmable or switchable to produce approximately 5 ft-c for note taking during AV presentations. The note-taking light should not spill onto the projection screen. To give flexibility, there might be several different types of lighting in the room (down lights, coves, sconces, perimeter lighting, etc.) that can be combined in various ways to suit different activities. Because the walls are often used for displays, separately controlled wall washers or track lights should be provided around the perimeter.

*Electrical:* Exceed code requirements in the provision of duplex electrical outlets to allow for maximum flexibility in arranging the room.

*Data Needs:* Two data drops should be provided (one in each of the two sections that are created by subdividing the larger Hub Meeting Room).

*Communications:* Consider the inclusion of a silent-ring (light indicator) phone to allow for communication from the meeting room to other parts of the building without the potential for disturbing a meeting in progress.

*Security:* Consider including this area as a target in the video security system.

**Space Code: Space 43**

**Name of Area: "Teen Underground" Maker Space**

**General Area: Public Meeting Space**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 510 NASF**

The function of this space is to:

provide a location for organized activities for teens. The space should accommodate gaming and "maker space" activities in a relaxed, "edgy" environment.

A summary of the square footage allocation for the Teen Underground Maker Space is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Teen Underground Maker Space	1	510	<u>510</u>
TOTAL NASF			510

### **Typical Occupancy**

From zero to 40 teens staff, and volunteers depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 6 Small wheeled tables that can be used separately or put together to form a large conference table; allow 150 NASF
- 12 Side chairs on large casters; included in NASF for the tables
- 1 Large flat screen monitor (at least 42") that can be used with a variety of devices such as gaming systems, computers, DVD players, etc.; wall mounted
- 6 Lounge chairs on casters with tablet arms; allow 210 NASF (35 NASF per chair)
- 1 Storage cabinet (lockable); allow 25 NASF
- 1 Computer workstation with multiple output screens for use with video editing software; allow 45 NASF
- 1 Small desk with ergonomic task chair for Library staff; allow 80 NASF

### **Spatial Relationships**

*In Close Proximity to:* Community Room (Space 41 )

*Visual Supervision from:* This room will only be used when it is staffed

*Separated from:* Everything!

## **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40. Walls should achieve a Sound Transmission Class (STC) of 50.

*Finishes:* This area is intended to be unconventional. Involve the teens themselves in its design and furnishings.

*Lighting:* Consider the use of modern commercial/industrial style lighting. Overall lighting level should be in the range of 30 – 35 ft-c with supplemental lighting over central table area to increase lighting to 45 ft-c at tabletop height.

*Electrical:* Provide electrical outlets to support laptops and handheld devices.

*Data Needs:* Two data drops should be provided and Wi-Fi should be available in this area.

*Communications:* Include telephone at the staff desk.

*Security:* This area should be included in a closed circuit television security system.

**Space Code: Space 44**  
**Name of Area: Board/Conference Room**  
**General Area: Public Meeting Space**  
**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 550 NASF**

The function of this space is to:

provide a location for holding meetings with relatively small attendance including those that are Library sponsored and those that are organized by public groups. This room will also serve as the Library Board meeting room and as an executive conference room by the Board and the Library Director.

A summary of the square footage allocation for the Board/Conference Room area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Board/Conference Room	1	550	<u>550</u>
TOTAL NASF			550

### **Typical Occupancy**

From zero to 26 staff, volunteers, and visitors depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 1 Large conference table with 14 ergonomic executive armchairs; allow 300 NASF
- 1 Serving credenza for storage of coffee, tea, napkins and other Board meeting related supplies; allow 50 NSF
- 10 Side chairs; allow 200 NASF (20 NASF per chair)

### **Spatial Relationships**

*Adjacent to:* Director's Office (Space 2)

*In Close Proximity to:* Business Office (Space 1) and Staff Lunchroom (Space 50)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 30 – 35. Walls should achieve a Sound Transmission Class of 50.

*Finishes:* This is an executive conference room and the furnishings and finishes should project a dignified, professional image.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided.

*Electrical:* Provide electrical power to ceiling-mounted data projector or alternatively, provide a large flatscreen monitor for PowerPoint presentations, video presentations, etc. Provide wiring to allow presenters to plug in their laptop computer or tablet into the video system (both power and data connection). Provide an outlet for a single cup coffee/tea-maker such as a Keurig or equivalent.

*Data Needs:* Provide a data drop connection on the top of the conference table. Provide Wi-Fi capability.

*Communications:* Consider the inclusion of a silent-ring (light indicator) phone to allow for communication from the meeting room to other parts of the building without the potential for disturbing a meeting in progress.

**Space Code: Space 45**

**Name of Area: Friends of the Library Book Sale and Sorting Space**

**General Area: Miscellaneous Spaces**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 570 NASF**

The function of this space is to:

provide a location where the Friends of the Library can sort and organize donated and discarded materials in preparation for book sales. The space may also be used for occasional smaller Friends' book sale activities between larger sales that will be held in the Community Room space.

A summary of the square footage allocation for the Friends of the Library Book Sale and Sorting area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Friends of the Library Book Sale and Sorting Area	1	570	<u>570</u>
TOTAL NASF			570

### **Typical Occupancy**

From zero to six customers, staff, volunteers, and visitors (2 seated), depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 20 Single-faced sections (16 double-faced sections) of 90" high x 12" cantilever type steel library book shelving; allow 200 NASF (10 NASF per section)
- 2 Large tables for sorting; allow 180 NSF
- 1 Desk with ergonomic task chair; allow 100 NASF

### **Spatial Relationships**

*In Close Proximity to:* Community Room (Space 41)

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Areas subject to abuse such as columns and wall corners along the path of book truck movement must have industrial type finish, up to and including stainless steel wainscot and corner protectors. This type of protection should also be provided along the path from the Friends of the Library Book Sale and Sorting Space to the Community Room (which will be used for major book sales)

*Lighting:* A lighting level of 35 - 45 foot-candles (ft-c) at the desktop/tabletop should be provided. Lighting levels in bookstack areas should be 10 foot-candles (ft-c) minimum measured on the stack face (that is, vertically) at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.

*Electrical:* Provide outlets according to code.

*Data Needs:* Provide Wi-Fi access in this area.

**Space Code: Space 46**

**Name of Area: Meeting Room Pre/Post Function Space**

**General Area: Miscellaneous Spaces**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 200 NASF**

**NOTE: This space can be shared with other entities**

The function of this space is to:

provide a location where people can gather and converse prior to and after meetings in the Community Room.

A summary of the square footage allocation for the Meeting Room Pre/Post Function area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Meeting Room Pre-Post Function Space	1	200	<u>200</u>
TOTAL NASF			200

### **Typical Occupancy**

From zero to one-hundred or more customers, staff, volunteers, and visitors (almost all standing), depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 1 Large, wall-mounted flat screen monitor (for information about meetings and events); allow 00 NSF (space is included in the overall allocation)
- 1 Benches: allow 10 NSF (10 NASF each)

### **Spatial Relationships**

*Adjacent to:* Community Room (Space 41)

*In Close Proximity to:* Entrance Lobby (Space 47). This area should also be in close proximity to public rest room facilities large enough to accommodate meeting room capacity.

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Finishes should be similar to those used in hotel meeting areas and convention centers. Provision should be made for signage at the doorways to each section of the Community Room for posting the time and nature of events taking place.

*Lighting:* An overall lighting level of 20 - 30 foot-candles (ft-c) at should be provided.

*Electrical:* Provide outlets according to code in locations convenient for cleaners.



*Data Needs:* Provide connections needed for the flat screen monitors.

*Communications:* Public address capability should be provided in this area.

*Security:* This area should be included in a closed circuit television security system.

**Space Code: Space 47**

**Name of Area: Entrance Lobby/Porch**

**General Area: Miscellaneous Spaces**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 250 NASF**

The function of this space is to:

provide a highly visible, welcoming entrance into the Library. The area will serve as a transitional area between the outdoors and the interior of the Library and as such should be designed to minimize drafts entering the building and to diminish dirt, snow, slush and salt from entering the Library interior.

A summary of the square footage allocation for the Entrance Lobby/Porch area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Entrance Lobby/Porch	1	250	<u>250</u>
TOTAL NASF			250

### **Typical Occupancy**

From zero to ten (10) customers, staff, volunteers, and visitors depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 2 Benches; allow 20 NASF (10 NASF per bench)
- 1 Flat screen video monitor (in secure area that can be seen from entrance for announcement of coming events, etc.; included in overall space allowance. Alternatively, this can be located near the circulation desk; however, it should be visible from the entry area.

### **Spatial Relationships**

*Adjacent to:* Circulation Desk and Public Queuing Area (Space 36)

*Visual Supervision from:* Circulation Desk and Public Queuing Area (Space 36)

*Separated from:* Children's Services (Spaces 22 - 32)

### **Environmental and Engineering Needs**

*Acoustics:* Interior space should achieve a Noise Criteria Rating (NCR) of no higher than 45.

*Finishes:* Use materials that are highly vandalism resistant.

*Lighting:* A lighting level of 35 - 45 foot-candles (ft-c) at the desktop/tabletop should be provided. Exterior lights should be highly resistant to vandalism.

*Electrical:* Provide electrical outlet for video monitor if in entry area.

*Data Needs:* Provide data drop for video monitor if located in the entry area.

*Security:* This area should be included in a closed-circuit video security system.

**Space Code: Space 48**  
**Name of Area: General Storage Room 1**  
**General Area: Miscellaneous Spaces**  
**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 200 NASF**

The function of this space is to:

provide a location where book club bags, library supplies, office supplies and seasonal materials can be stored in an organized, secure environment.

A summary of the square footage allocation for the General Storage Room 1 area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
General Storage Room 1	1	200	<u>200</u>
TOTAL NASF			200

**Typical Occupancy**

From zero to two or three staff depending upon the activity level and time of day/week

**Preliminary Listing of Furnishings and Equipment**

- 8 Sections of 24” deep industrial-grade storage shelving; allow 160 NSF (20 NSF per section)
- 1 Circulation space (for movement of people in the room); allow 40 NSF.

**Spatial Relationships**

*Adjacent to:* Service elevator.

*In Close Proximity to:* Administrative Offices (Spaces 1, 2 and 3) and Technical Services Workroom (Space 40)

**Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* This is a storage room and finishes can be simple and practical.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop level should be provided. Occupancy sensors should be provided to reduce energy consumption.

*Electrical:* Provide wall outlets as required by code

**Space Code: Space 49**

**Name of Area: General Storage Room 2**

**General Area: Miscellaneous Spaces**

**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 400 NASF**

The function of this space is to:

provide a location where surplus equipment and materials can be stored in an organized, secure environment.

A summary of the square footage allocation for the General Storage Room 2 area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
General Storage Room 2	1	400	<u>400</u>
TOTAL NASF			400

### **Typical Occupancy**

From zero to two or three staff depending upon the activity level and time of day/week

### **Preliminary Listing of Furnishings and Equipment**

- 14 Sections of 24" deep industrial-grade storage shelving; allow 280 NSF (20 NSF per section)
- 1 Open space (for storage of furniture and other larger items); allow 120 NSF

### **Spatial Relationships**

*Adjacent to:* Service elevator

### **Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* This is a storage room and finishes can be simple and practical.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop level should be provided. Occupancy sensors should be provided to reduce energy consumption.

*Electrical:* Provide wall outlets as required by code.

**Space Code: Space 50**  
**Name of Area: Staff Lunchroom**  
**General Area: Miscellaneous Spaces**  
**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 400 NASF**

The function of this space is to:

provide a location where staff can eat their lunch and take breaks in a comfortable, relaxed environment.

A summary of the square footage allocation for the Staff Lunchroom area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Staff Lunchroom	1	400	<u>400</u>
TOTAL NASF			400

**Typical Occupancy**

From zero to twelve (12) staff and volunteers (up to 10 seated), depending upon the activity level and time of day/week

**Preliminary Listing of Furnishings and Equipment**

- 1 Four-place table with four (4) chairs; allow 100 NASF
- 3 Two-place tables each with two (2) chairs: allow 180 NASF (60 NASF per table and two chairs)
- 2 Lounge chairs; allow 80 NASF (40 NASF per chair)
- 1 Circulation (movement around tables in “bridge” space); allow 40 NASF

**Spatial Relationships**

*Adjacent to:* Staff Locker Area (Space 51)

*Separated from:* All public areas

**Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Provide furnishings and finishes that are durable, yet more homelike. The Staff Lunchroom should provide a respite from work duties and should look and feel differently than work areas.

*Lighting:* A lighting level of 30 - 40 foot-candles (ft-c) at the desktop/tabletop should be provided. Occupancy sensors should be provided to reduce energy consumption.

*Electrical and Plumbing:* Provide required electrical and plumbing required for kitchenette and small appliances.

*Communications:* A telephone should be provided in this area.

*Security:* Ideally, access to the Staff Lunchroom should be by key card or coded lockset.

**Space Code: Space 51**  
**Name of Area: Staff Locker Area**  
**General Area: Miscellaneous Spaces**  
**APPROXIMATE NET ASSIGNABLE SQUARE FEET: 150 NASF**

The function of this space is to:

provide a secure location where staff can store their coats, purses and other belongings during work hours.

A summary of the square footage allocation for the Staff Locker Area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Staff Locker Area	1	150	<u>150</u>
TOTAL NASF			150

**Typical Occupancy**

From zero to eight (8) staff and volunteers depending upon the activity level and time of day/week

**Preliminary Listing of Furnishings and Equipment**

20 lockers; allow 150 NASF (7.5 NASF per locker)

**Spatial Relationships**

*Adjacent to:* Staff Lunchroom (Space 50)

*Separated from:* All public areas

**Environmental and Engineering Needs**

*Acoustics:* Space should achieve a Noise Criteria Rating (NCR) of 35 – 40.

*Finishes:* Provide utilitarian finishes that are durable.

*Lighting:* A overall lighting level of 30 – 35 foot-candles (ft-c) should be provided. Occupancy sensors should be provided to reduce energy consumption.

*Electrical:* Provide duplex outlets on walls according to code

*Security:* This area should be included in a closed circuit television security system.