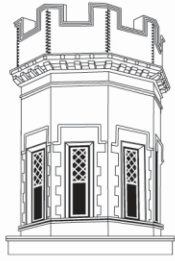


2023

# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM



15 North Main Street  
Uxbridge, Massachusetts 01569



# UXBRIDGE FREE PUBLIC LIBRARY

## BUILDING PROGRAM

APRIL 2023

Prepared by  
**Mary E. Braney**  
Library Consultant

### **Library Trustees**

Mark Francis, Chairman  
Judith Lynch, Vice-Chairman  
Cristina Silva, Treasurer  
Mary Anderson, Secretary  
Ellen Kroll  
Mark Wickstrom  
MaryJo Murray  
Barbara Hall  
Lisa Bertonazzi  
Ann Fields  
Allison Lurie  
Gerald Lemire

### **Library Staff**

Chris Powloka, Director  
Sonya Campbell, Assistant Director  
& Youth Services Librarian  
Judy Byrnes  
Susan Bedard  
Cathijo Goodwin  
Zach Parrish  
Auden Boatman  
Emily Cole

**UXBRIDGE FREE PUBLIC LIBRARY  
BUILDING PROGRAM  
2023**

**CONTENTS**

<b>Executive Summary</b>	<b>1</b>
<b>Introduction</b>	<b>2</b>
<b>Town of Uxbridge</b>	<b>4</b>
History	4
Demographics	4
Planning	7
Town Services and Education	7
Culture and Recreation	8
<b>The Uxbridge Free Public Library</b>	<b>10</b>
The Site	13
The Physical Plant	16
<b>Needs Assessment</b>	<b>33</b>
<b>Area Designations</b>	<b>35</b>
Introduction	35
Main Entrance	37
Exterior Book Retrieval	38
Vestibule	39
Main Service Point/Circulation Desk	40
Automated Library Materials Return System	42
Public Services Workroom	43
Systems Room/Telecommunications Services	45
Library of Things	46
Reference Desk	47
<b>Flexible Collection and Comfortable Seating</b>	
New Materials/Periodicals/Adult Non-print	49
Adult Fiction	51
Adult Graphic Novels	52
Adult Mass Market Paperbacks	53
Large Print	54
<b>Adult Study and Quiet Seating</b>	
Adult Non-Fiction	55
Biography	56
Seating	57
Study Rooms	58
Technology Commons	59
Business Pod	60
Local History Room	61
<b>Youth Services</b>	
Youth Services Librarian/Assistant Director Office	63
Youth Services Workroom	64
Children's Room	65
Story Hour/Craft Room	68
Young Adult	70

# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

<b>Staff</b>		
	Director's Office	72
	Administration Office	73
	Department Supervisor Office	74
	Custodian's Work Area	75
	Staff Room	76
	Friends of the Library Room	77
	Trustees Room (Small Meeting Room)	78
	Creative Technology Lab	79
	Audio/Video Recording and Local Cable Broadcast Studio	81
	Auditorium	82
	Kitchen	84
	Casual Social Space	85
	Restrooms	86
	General Library Display	87
	General Library Storage	88
	Outdoor Program Space	89
	Parking	90
	Delivery Entrance	91
	Landscaping	92
<b>Appendix I</b>	Space Projections	
<b>Appendix II</b>	Survey and Focus Group Results	
<b>Appendix III</b>	ADA Report	
<b>Appendix IV</b>	National Register Application	



# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

## EXECUTIVE SUMMARY

In its 2020-2024 Long Range Plan, the Uxbridge Free Public Library establishes specific mission, vision, values, goals, objectives and actions that recognize the need for a library building that will provide service and support to the town and its citizens. Its vision statement says, in part, *the Uxbridge Free Public Library will be the gateway to lifelong learning by offering a full spectrum of services, materials, and events to all community members.* The first goal expressed is: *The Library will continue to serve as a welcoming community center space for all.* Its two related objectives are to explore Americans with Disabilities Act (ADA) compliance and to create a more welcoming physical environment.

The vision, goals and objectives stated in the Long-Range Plan continued to be reflected in the conversations with staff and patrons; focus group and public forum findings and survey results which informed the development of this building program. Input reflected opinions and needs expressed in The Building Program written in 1999, stating emphatically that the library would be used more if it was accessible to all. Respondents appreciate the historic building, which was very thoughtfully designed to be a public library and an important Town building, yet lamented the challenges inherent in using the space. The uneven front stairs and the spiral stairs inside are difficult to negotiate for many and present insurmountable obstacles for others.

This building program presents a framework which will guide the library as it grows from a facility well and carefully designed for an up-and-coming town in 1894 to one destined to meet the requirements of the townspeople in 2054, a population projected to be 17,300. It identifies the need to expand from some 9,600 square feet to 17,800 net useable square feet and 23,700 gross square feet in a building that is fully accessible to all patrons. The recommendations propose a structure that will be flexible and adaptable as the scope of library services evolves over three decades.

The library will offer space for some 65,000 items, 98 patron seats, 22 computer seats, a creative technology space, quiet study rooms, and a social space that encourages conversation. The Auditorium will be only 20 square feet larger than what is existing, at 1,560 square feet, but the 120 seats it contains will be accessible to all. Staff space and storage will grow to support the larger collection and services and transform as technology and patron needs change. The many and varied programs presently offered can be increased and held in the library, not at other venues. Library patrons will receive the services they need in a facility designed with sufficient space and parking to accommodate patrons, staff and community members. Most importantly the library will meet all ADA requirements, making it welcoming to every citizen.

This building program calls for an accessible library facility that serves as a social, cultural, and educational center in the community for patrons of all ages. It would not have been complete without the hard work and cooperation of Library Director Christopher Powloka and his staff. Public input, obtained via a survey conducted November, 2022 through January 2023, two public forums and two focus groups, summarized in Appendix II, was also critical to completing the picture.

# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

## INTRODUCTION

When considering space requirements for a public library, it is helpful to examine two areas in addition to the existing structure. The first is the collection and resources; the second is service available to patrons, both what is currently provided and what could potentially be provided or be provided better with an improved building. A review of those two components often brings into very clear focus the strengths and weaknesses of the physical plant. Library Space: A Planning Resource for Librarians published in 2021 by the Massachusetts Board of Library Commissioners highlights key considerations to be thought about during the planning process. An inclusive, functional, flexible facility; a viable location and site; and a building that provides spaces for diverse programming are iterated. Coupling those guidelines with the mission, vision and values of the Uxbridge Free Public Library and incorporating input from staff, patrons and citizens, this Building Program will describe the elements needed in the library building to allow it to continue to carry out the library mission, fulfill its vision and support its values for at least the next three decades.

### **Mission Statement**

The mission of the Uxbridge Free Public Library is to provide community members with global access to informational, educational, and recreational resources in order to meet their cultural and social needs. The library will fulfill this mission and achieve the following:

- Encourage and promote literacy for children, teens, and adults
- Provide exploration of the community through historical, artistic, and informative programs
- Educate patrons about the multiple collaborative library networks that are available for research and enjoyment.
- Maintain a well-informed staff that is enthusiastic and dedicated to patron needs

### **Vision Statement**

The Uxbridge Free Public Library will be the gateway to lifelong learning by offering a full spectrum of services, materials, and events to all community members. We are dedicated to providing:

- Accessibility to the building that will include expanded parking and handicap access, both inside and out
- Technology to extend and enhance patron experience
- Partnerships with the community and its organizations for the best possible services

### **Values Statement**

The Uxbridge Free Public Library -- its Board of Library Trustees, Friends of the Library, and staff -- are committed to upholding the following values:

- Provide equal, respectful, inclusive, and friendly service to all
- Promote a welcoming, inviting, and safe place for all
- Be active members of the community

## **UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023**

The first goal of the Uxbridge Public Library Long Range Plan 2020-2024 is:

**Goal:** The Library will continue to serve as a welcoming community center space for all.

Objective: The Library will explore opportunities regarding patron accessibility and Americans with Disabilities Act (ADA) compliance.

- Activity: Evaluate feasibility of access ramps and elevator.
- Activity: Reconfigure interior layout to satisfy ADA regulations.
- Activity: Explore the budget possibilities for increased hours of operation.
- Activity: Seek out additional parking opportunities.
- Activity: Research grant funding opportunities.

Objective: The Library will create a more welcoming physical environment.

- Activity: Explore the budget possibilities for modernized furnishing options.
- Activity: Develop areas for passive programming.
- Activity: Advertise the Library as a public meeting space for outside organizations.
- Activity: Explore the budget possibilities for study space and computer workstation expansion.

# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

## THE TOWN OF UXBRIDGE

### HISTORY

Located at the confluence of the Blackstone, Mumford, and West Rivers in Worcester County, Uxbridge marks the center of the Blackstone River Valley Heritage Corridor. Prior to colonial settlement, the area that became Uxbridge was the ancestral land of the Nipmuc people. Before the town's incorporation in 1727, it was the western portion of nearby Mendon. Robert Taft, Sr., patriarch of the Taft family in America, established a homestead in 1680 in an area of Mendon that later was incorporated as Uxbridge.

Uxbridge is known for its place in the industrial history of the Blackstone Valley. One of the earliest woolen mills in America was constructed in Uxbridge by Daniel Day in 1810. The Capron Mill, constructed in 1820, was the home of the first satinet power looms in America. The construction of the Blackstone Canal in 1828 and the completion of the Providence and Worcester Railroad in 1848 bolstered Uxbridge's development as an active industrial center. This early industrial growth continued through the 20th century. In the 1950s, the Bachman Uxbridge Worsted Company (the former Capron Mill) was considered one of the most successful woolen and worsted mills in New England. Notably, the first U.S. Air Force dress uniform known as "Uxbridge Blue" was manufactured there.

Quaker citizens of Uxbridge played a critical role in the Town's early history and in the Underground Railroad. Prominent mill owner Effingham Capron was an Underground Railroad station master and the vice-president and founding member of the National Anti-Slavery Society. George Southwick founded the Uxbridge Social and Instructive Library in 1775 and a grammar school in 1788. The Friends Meetinghouse, built in 1770, is located in what was once known as "Quaker City" and is maintained by the Uxbridge Quaker Meeting House Association.

Uxbridge is a growing community that finds ways to breathe new life into its history. The Crown and Eagle Mill was constructed between 1825-1827 and was considered a hallmark among Blackstone Valley textile mills. It suffered an extensive fire in 1975 but was restored in 1984 to serve as senior housing. The nearby Blanchard School, constructed in 1873 and closed in 2002, was renovated and expanded in 2019 to provide affordable housing. The Uxbridge Common District, home to the Uxbridge Free Public Library and numerous other historic buildings, is listed on the National Register of Historic Places and remains the heart of the center of Uxbridge.

The town adopted a home rule charter form of government in 2002 which specifies an open town meeting, a 5-member Board of Selectman and a Town Manager. Town meeting acts as the legislative branch and the Board of Selectmen serves as the town's chief executive office. The Town Manager has broad powers of organization, oversight, and planning.

### DEMOGRAPHICS

#### Geography and Location

The town of Uxbridge contains 29.5 square miles of land area, about 8% of which is permanently protected open space. Situated in the Blackstone Valley, it is 38 miles southwest of Boston, 15 miles south of Worcester and 25 miles north of Providence, Rhode Island. The town is bisected by three rivers; the Blackstone, the Mumford and the West. Transportation to and from Uxbridge is aided by easy access to the Massachusetts Turnpike (I-90), I-495 and I-395. State highways 16, 98, 122 and 146 also serve the town.

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

### Population

The following information was obtained from the United States Bureau of the Census, <https://data.census.gov>, and from Uxbridge town documents.

The population of Uxbridge grew by just under 5% between the federal census years of 2010 and 2020 to 14,162. It is estimated by the Central Massachusetts Regional Planning Commission (CMRPC) that the Uxbridge population will be 17,300 by 2050, based on the 2020 census. An estimate done in 2019 based on the 2010 census put the population estimate slightly higher, at 23,390. In 2000 the population estimate for 2020 was 17,000, which has not yet been reached. The population estimate for this building program is 17,300.

95% of Uxbridge residents identify as Caucasian; the median age of Uxbridge residents is 43.4 years compared to a state average of 39.9 and the age range has been steadily skewing older. In 2000 10% of the population was over sixty-five, in 2010 it was 12.5%, and in 2020 it was 17%. The population of residents under eighteen years of age has decreased by 4% from 80% in 2010 to 76% in 2020. Using most recent projections provided by the UMass Donahue Group the expectation is that in 2050 14% of the population will be 19 years of age or younger and 39% will be over 65.

<b>Town of Uxbridge Population - Race</b>	<b>2020 Actual</b>	<b>Percent of Total Population</b>
White or Caucasian	13,458	97.7%
Black or African American	101	0.7%
Asian	65	0.5%
Some other race	192	1.4%
Two or more races	331	2.3%

<b>Town of Uxbridge Population - Age</b>	<b>2020 Actual</b>	<b>Percent of Total Population</b>
Total population	14,159	
Citizen, 18 and over population	11,330	80%
Under 5 years	856	6.0%
5 to 9 years	705	4.9%
10 to 14 years	813	5.7%
15 to 19 years	758	5.3%
20 to 24 years	773	5.4%
25 to 34 years	1,526	10.7%
35 to 44 years	1,937	13.6%
45 to 54 years	1,962	13.8%
55 to 59 years	1,449	10.2%
60 to 64 years	975	6.8%
65 to 74 years	1,241	8.7%
75 to 84 years	691	4.8%
85 years and over	473	3.3%

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

### Education, Employment, Income

The vast majority of Uxbridge adult residents have a high school education or greater. The following education statistics indicate that slightly fewer Uxbridge residents hold college or advanced degrees than does the general Massachusetts population.

Education	Uxbridge	Massachusetts
High school or higher	95.4%	91.2%
Bachelor's degree or higher	37.8%	45.2%
Graduate or professional degree	12%	21.3%

According to 2021 information, 7,844 Uxbridge residents are employed. Over 87% work in 8 employment sectors. 85% of workers commute to their jobs by car, van, or truck, with the average commute time being just under 35 minutes. 12.2% of employees report that they work from home.

Employment Sector	Estimate	Percent
Educational Services and Health Care	1,892	22.1%
Manufacturing	1,118	14.2%
Retail Trade	1,405	17.9%
Scientific, Professional, Management, Administration	754	9.6%
Construction	479	6.1%
Arts, Entertainment and Recreational Services	518	6.6%
Wholesale Trade	366	4.6%
Finance, Insurance, Real Estate	369	4.8%
Other	943	12%
<b>Total</b>	<b>7,844</b>	<b>100% (rounded)</b>

The estimated median household income is \$115,890, which is more than \$26,000 above the state median of \$89,645. 3.7% of Uxbridge citizens live below the poverty level compared to 13.1% of the statewide population.

### Housing

Of the 5,744 housing units in town, 5,373 are occupied. 4,445 are owner occupied while 928 housing units are rented. The median value of owner-occupied housing units in Uxbridge is \$362,700.

### Energy-related goals

Uxbridge is a Green Community as designated by the Commonwealth of Massachusetts, which will ensure new construction activities are in compliance with the Stretch Energy Code. It is launching an electricity aggregation program, known as Uxbridge Community Electricity, in March 2023. The program, approved by residents at Town Meeting and by the Department of Public Utilities, is designed to provide more electricity options for residents and businesses in Uxbridge. The Town also participates in the Municipal Vulnerability Preparedness (MVP) Program and has three current grants. One grant will include a review of local bylaws for consideration of green infrastructure and nature-based solutions.

# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023 PLANNING

In 2020 the Town of Uxbridge completed the *McCloskey Building Site and Repurposing Study*, including a condition study, to determine the usefulness of the former Uxbridge High School. The building was constructed in 1936 and additions were completed in 1988 and 1998. The intent was to ascertain whether the building could be renovated and repurposed to be used for town offices and departments. The library was not included in the study but several of the findings, including build-out projections for the town and the need for large auditorium space, informed the library building program. Projections used in the McCloskey study stated:

*A build-out analysis completed by the Central Massachusetts Regional Planning Commission for The Massachusetts Executive Office of Environmental Affairs in 2000 indicated that there were 11,147 developable acres in Uxbridge. If built out, this could result in a total population of 23,390 plus an additional 5.5 million square feet of commercial and industrial space. Due to its proximity to urban centers and available land, Uxbridge is likely to experience substantial additional commercial, industrial and residential development. Undeveloped parcels of 10 acres or more total more than 1,200 acres. Using CMRPC population projections, the Town will come close to the total build-out population by 2050. (p.4)*

An [\*Open Space and Recreation Plan\*](#) was developed by The Town of Uxbridge Open Space Committee and Central Massachusetts Regional Planning Commission (CMRPC) in 2021. This plan

- *Looks at Uxbridge through a bigger picture of regional issues, historical perspective and development patterns to see how, when and why change occurs;*
- *Reviews environmental and natural issues to better understand how we are affected by, and how we impact the natural world;*
- *Outlines existing conservation and recreation holdings, facilities and opportunities;*
- *Identifies community needs to better prepare for future change;*
- *Presents a specific set of goals and objectives to implement change.(p.7)*

Underway at this time are a Regional Housing Study including the adjoining towns of Mendon and Douglas and a [\*Main Street\*](#) study conducted by the Uxbridge Department of Economic Development and Community Planning. The Main Street study seeks to make Main Street a center of community life based on...design that has blended the reuse of traditional commercial buildings with creative economic and community development activities. The study is examining the built environment, including roads, facades and signage; the generation of economic development; and the implications of moving Town Hall and the Senior Center off Main Street to the McCloskey Building. This may affect the library due to its prominent location on Main Street. The potential for mixed-used development, bringing housing back to the central Uxbridge area, is under consideration as a component. An Uxbridge Community Television program, [\*F.Y.I. Uxbridge Community Planning Update: /fall, 2021\*](#) has further information.

A recently completed [\*ADA Self-Evaluation and Transition Plan\*](#) prepared by the Central Massachusetts Regional Planning Commission presented a detailed and extensive list of needs of the library. See the Needs Assessment and the Appendix for details.



# **UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023 TOWN SERVICES AND EDUCATION**

The Uxbridge Police Department maintains coverage 24 hours a day and houses the Town of Uxbridge Emergency Communication Center (911 Center), which also dispatches Uxbridge Fire and EMS. The Uxbridge Fire Department is a full-service fire/rescue and EMS combination department, operates from a newly constructed headquarters and a small substation. The department provides EMS services at the paramedic level.

The Uxbridge Council on Aging / Senior Center serves an over-65 population that now includes 17% of Uxbridge citizens, an increase of 5% since 2019. The Center provides a variety of services such as an in-house hot lunch program on weekdays, Meals on Wheels, flu clinics, and outreach services. Seniors are also offered transportation to medical appointments. A variety of social activities and programs take place at the Center, including library programs, as well as sponsored field trips and excursions.

The Uxbridge Public Schools have a current enrollment of 1,644 students in preschool through grade 12. The Earl D. Taft Elementary Learning Center houses preschool through grade 3 and is home to 521 students in the current academic year. Whitin Intermediate School houses 590 students in grades 4 through 7. Enrollment at the Uxbridge High School is comprised of 495 students in grades 8 through 12. The Gateway to College has 38 students. The new high school, built in 2012, was named an Innovative Pathway School by the Massachusetts Department of Elementary and Secondary Education in 2018. The Independence Project, a program of Uxbridge High School for students ages 18-22 with disabilities, is a transitional program focusing on life and vocational skills.

There are also several alternative educational opportunities available to Uxbridge students. Our Lady of the Valley is a preschool through grade 8 private school associated with St. Mary Parish. Whitinsville Christian School in Whitinsville offers a private preschool through grade 12 college preparatory program. The Blackstone Valley Regional Vocational Technical High School in Upton offers a technical education to students from the 13 Blackstone Valley towns.

## **CULTURE AND RECREATION**

Uxbridge is part of the John H. Chaffee National Heritage Corridor, which includes the Blackstone River and Canal Heritage State Park. The park features a historic towpath along the Blackstone Canal and a visitor center at River Bend Farm. The West Hill Dam recreational area, managed by the U.S. Army Corps of Engineers, offers swimming in a small natural pool and woodland trails for walking, biking, and birding. Both facilities offer a variety of educational programs for children and adults. Pout Pond offers swimming during the summer months.

Residents may also take advantage of the Blackstone Valley Greenway, which will eventually be a 48-mile bikeway connecting Worcester to Providence. This effort is a legacy project of the Heritage Corridor in partnership with state transportation and environmental agencies.

Equestrians, bikers, cross country skiers, and bicyclists can enjoy entrances to the Southern New England Trunkline Trail. The trail runs 22 miles from Douglas to Franklin through 6 area towns. Nearby conservation properties include Cormier Woods, owned and managed by the Trustees of Reservations, and Meadow Brook Woods, owned by the town of Mendon and located just north of Cormier Woods. Both of these locations offer opportunities for walking or hiking in pristine landscapes.



## **UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM**

**2023**

The town has many well-maintained fields for soccer, baseball and football as well as basketball courts, tennis courts, and a skatepark. The Uxbridge Dog Park, opened in 2020, is used by residents throughout the Blackstone Valley. Uxbridge Community Gardens has operated on town-owned land since 2012, offering up to 100 plots for residents to organically grow fruits, vegetables and flowers.

The Blackstone Valley Art Association, based in Uxbridge, holds hands-on demonstrations and workshops and displays exhibits at the Uxbridge Community Gallery. The Community Gallery is also home to an employment program run by Open Sky Community Services.

There are seven churches in Uxbridge: Valley Chapel, Cornerstone Church, Faith Fellowship Church, First Congregational Church, St. Mary Roman Catholic Church, Congregation Maranatha, Inc., and St. Shenouda and St. Karas Coptic Orthodox Church.

# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

## THE UXBRIDGE FREE PUBLIC LIBRARY

As stated in the Long-Range Plan 2020-2024, Uxbridge has a long tradition of library service. The Uxbridge Social and Instructive Library was organized in 1775 as a storefront subscription library. In 1812 the Uxbridge Second Social Library succeeded the original. The Uxbridge Library Association was founded in 1828 and eventually offered its collection to the town with the proviso that a free public library be supported. The town accepted the offer on April 6, 1874, and with the approval of voters, six trustees were elected. The dog fund, which provided \$275 in library support, was then appropriated, and the Uxbridge Free Public Library opened to the public on January 20, 1875 in the F.W. Barnes jewelry store, where it was housed for fourteen years. The library collection comprised the holdings of both Uxbridge Library Association and the Uxbridge Agricultural Library Association.

By the early 1890s, it was clear that a more commodious building was necessary for community members. In 1893 Mr. Edward Carrington Thayer of Keene, New Hampshire, a native of Uxbridge, proposed to build and donate a library to the town in memory of his parents. His conditions for the maintenance and use of the building were met with unanimous approval. Mr. Thayer's stipulations form the basis of the library's current by-laws. In 1894, a little over a year after the town meeting ratification, the town had a beautifully furnished new library building of an estimated 5,400 useable square feet. In 1965 a children's room was added in the basement and then expanded in 1980 and 1996 to accommodate patron use and holdings. This increased the useable square footage by some 2,380 square feet, to bring the library to approximately 7,780 useable square feet and 9,970 gross square feet. In 1999, because the library had outgrown its space, a Building Program was commissioned. Based on that program a schematic design was developed by Burt Hill Kosar Rittleman Associates but the project failed to secure necessary support at Town Meeting in May, 2002. In 2007, the basement was again renovated to provide a space for teens, due to increased interest from young adults.

The Uxbridge Free Public Library is governed by a Board of Library Trustees. Six are elected by Uxbridge voters for three-year terms, and six more are Life Trustees appointed when a vacancy occurs by the remaining Life Trustees. The design of the Board was a stipulation in the original grant of the building. The Board of Library Trustees develops and maintains library policies, sponsors adult and children's programs, purchases museum discount passes, purchases material for the collection, and pays for repairs and renovations from restricted Trust Funds outside of the library's municipal appropriation.

Per the July, 2022 Annual Report Information Survey (ARIS) conducted by The Massachusetts Board of Library Commissioners (MBLC) the library has 6.7 full-time equivalent employees, a total of eight regular employees plus four pages. The Director, Assistant Director and two staff members are full time. The remaining eight staff members work part time. The library is open forty hours per week, Monday through Thursday and Saturday, including Monday and Thursday evenings until 8 pm, closing at 5:30 on Tuesday and Wednesday. There are 6,559 registered borrowers of whom 5,254 are residents of Uxbridge.

The library holds 37,600 books, over 1,500 audio items, 5,000 videos and subscribes to thirty-three periodicals. It provides ten electronic databases in addition to state subscriptions. Total holdings numbering some 230,000 items include electronic resources owned by the library and others provided through local and state sharing services.

Total Circulation of Materials in FY 2022 was 77,317 items of which 60,617 were physical items. Forty percent of overall circulation was of children's items. Seventy percent of the physical items circulated were books. Broken down by age, 40.7% of books were borrowed by adults, 5.7% by young adults and

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

53.5% by children. By comparison adults borrowed over 60% of non-print items and ninety percent of e-books while young adults borrowed 10% of non-print and 4.3% of e-books. Children borrowed 28% of non-print and 6.2% of e-books. When circulation is compared to holdings, the adult book collection accounts for 49% of book holdings and 41% of book circulation; YA 6% of book holdings and 5.7% of book circulation; and children’s collection 45% of book holdings and 53.5 % book circulation. Analysis of these numbers was important in informing the determination of collection size and composition going forward.

Programming at the Uxbridge Free Public Library is strong and varied and has continued to grow over the years as the table below illustrates. Over sixty virtual programs were held garnering 334 attendees in FY 2022 in addition to the live programs listed below. The onset of COVID-19 in 2020 affected programming and attendance in FY20 through FY22, but participation is steadily rebounding. Programming and attendance continue to improve as shown by FY2023 year to date totals. Just under three quarters of the way through the year there are seven fewer live programs than the previous year, but attendance has exceeded FY22 total.

	FY 10 (FY11 ARIS)		FY 15 (FY16 ARIS)		FY 19 (FY20 ARIS)		FY 22 (FY23 ARIS)		FY 23 YTD (As of 3/23)	
	P	A	P	A	P	A	P	A	P	A
CHILDREN	40	1072	193	2,338	317	4894	177	1506	167	1495
YA	19	127	22	81	38	274	25	205	28	104
ADULT	70	445	93	1072	208	2255	131	963	82	819
ALL AGES							8	658	56	1055
TOTAL	129	1644	308	3491	563	7423	340	3332	333	3473

P=Programs; A=Attendance

Recurring adult library programs include three in-person book clubs, one of which is conducted at the Senior Center; a monthly cardmaking workshop run by a staff member; weekly Yoga and a twice-yearly Zentangle craft program. Library staff brings pop-up book displays to the Senior Center to promote library programs/services and to allow library card sign-ups. Pop-ups are being planned for other locations.

Among the many offerings for youth are story times for babies and toddlers, currently held twice per month and Music and Movement with Deb Hudgens, also held twice each month. Plans are to resume weekly story times in the near future.

School-age children may participate in a drop-in weekly craft program; LEGO club; and Yoga. Additional craft programs targeting different age groups from first graders through teens are held on a sign-up basis. Monthly Fortnite gaming programs and ASL for families continue to be popular.

Previously held seasonal and special programs, such as cooking, lectures on various topics (gardening, local history, genealogy), historical impressions/portrayals, which were suspended during the COVID-19 pandemic are resuming. Spring 2023 highlights are: The Art of Pysanky: Ukrainian Easter Eggs;



## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

Embroidery 101; Egg Hunt Hop; Sprout into Spring: Hands on Gardening Workshop for Families; and Introduction to American Sign Language.

The Library often partners with local organizations to host community events. In March 2023, acclaimed historian Nathaniel Philbrook spoke about his book *Travels with George* and the importance of preserving local history in a program cosponsored by the Uxbridge Historical Society and the Board of Library Trustees. Throughout 2023, the Library has been a stop on the Shawna Foundation's Library Poetry Tour. This poetry series is cosponsored by the Milford Cultural Council, the Uxbridge Cultural Council and the Massachusetts Cultural Council. In April, Catherine Marengi, author of the memoir *Glad Farm*, was the featured poet. These events could not be held at the library due to accessibility limitations.

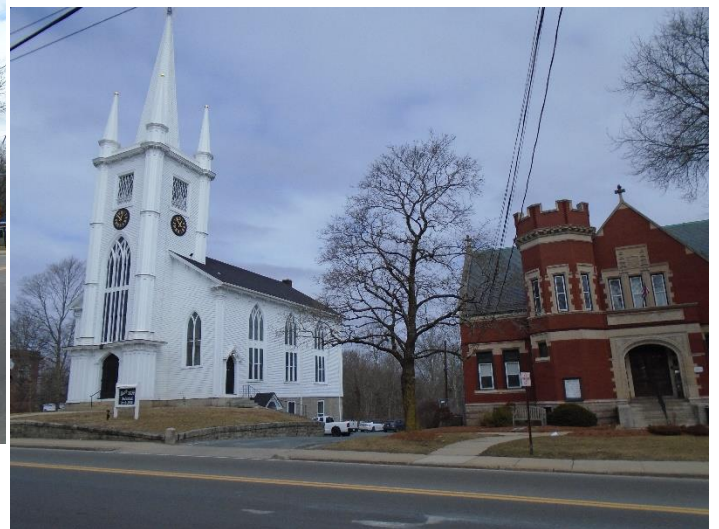
# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023 THE SITE



The Uxbridge Free Public Library, officially named the Thayer Memorial Building, is centrally located in downtown Uxbridge near the intersection of Routes 16 and 122. It sits between the Cove Insurance property and the former Unitarian Church on an 18,000 square foot plot, in the Uxbridge Common Historic District (2004) and is listed as part of the National Register District (01/20/1984). ([MACRIS](#))

Per the Dedication program:

*Mr. Thayer was fortunate in his selection of a site for the building, and Mr. Henry Capron may be said to be fortunate in the sale of it for that purpose. Situated on Main Street, just south of the Unitarian Church, with the beautiful village green on the opposite side of the way, and near the central point of business yet sufficiently removed from it, the building, while adorning the neighborhood, is in turn adorned by all its surroundings.*





## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023



The Cove Insurance Building is located in the former Deacon William Capron House built in 1821, and contains several business offices. The building houses the Uxbridge Public Schools District Administrative Office and Beginning Bridges, a family support organization that often co-sponsors programs with the library. It is believed the house was a stop on the Underground Railroad. Henry Capron donated the land for the library. William Capron was his father, giving the properties a strong connection.

Parking for the Cove Building is located behind the Cove Building and it extends behind the library. Library patrons park in the Cove parking lot, which is bounded on the south by railroad tracks, but there is no pathway to the library. The library lot line is close to the library building.



The library and the former Unitarian Church, now owned by the Arthur R. Taft Trust, share ownership of a driveway and parking lot with twenty-two spaces. The library owns a large portion of the driveway while the Taft Trust owns the parking lot.

## **UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023**



Because the library is built into the side of a hill a portion of the lower level is above ground. Visible here is the access from the parking lot, and the only handicapped-accessible entry.

The driveway to North Main Street is steep. When leaving the main entrance on Main Street after dark, walking down the driveway to the parking lot can be treacherous due to both the grade of the driveway and the uneven lighting along the path. An additional concern is the overgrown vegetation between the church parking and the Cove parking which could conceal animals or persons who might offer safety threats.



# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

## THE PHYSICAL PLANT

The Uxbridge Free Public Library has been housed in the Thayer Memorial Building for one hundred thirty years. During that time the building, designed by the highly regarded Worcester architectural firm Fuller and Delano, has been well-maintained but has remained substantially unchanged on the main floor and the second floor. A portion of the basement was converted to a Children's Room in 1965 and expanded twice, once in 1980 and again in 1996. In 2007 another basement renovation created space for young adults, resulting in a total area of nine thousand nine hundred seventy (9,970) net square feet. The basement is the only space accessible to patrons with physical limitations.

The Town of Uxbridge, assisted by the Central Massachusetts Regional Planning Council (CMRPC) created a comprehensive town-wide ADA Self-Evaluation and Transition Plan which detailed the status of accessibility in all town facilities. The library is covered on pages 71-85 of that plan which is attached as an appendix of this document.

The donor of the building, Edward Carrington Thayer, and the townspeople were proud of the grand edifice and held a dedication featuring much pomp and circumstance on June 30, 1894. The dedication ceremony and the building were memorialized in a pamphlet which incorporated the order of program, the guests, the speeches and letters from those who could not attend. Also detailed were the design features, the sizes and descriptions of each space, descriptions of the electrical work and heating system, and a furniture inventory, all attributed to their respective tradespeople. The building remains so faithful to the original that the narrative in the dedication program describes most spaces as they are in the library today and will be quoted in italics as appropriate in the following descriptions. Mr. Thayer was credited with selecting an excellent location for the building on an 18,002 square foot lot adjoining the Unitarian Church and across the street from the Village Green in the center of town.



**UXBRIDGE FREE PUBLIC LIBRARY  
BUILDING PROGRAM  
2023**



*The style of the building is of modified English architecture, 70 by 80 feet, a story and a half high, with large gables at front and ends.*

*The foundation is built of granite, in which Milford pink is conspicuous, the superstructure being of red Roman brick with buff Indiana trimmings, making a very pleasing contrast. An octagonal tower some 40 feet high, runs up at little to the left of the center of the structure, with a castellated parapet wall at the top. The windows have limestone trimmings, and the gables are surmounted with carved limestone finials. (Dedication p. 41)*

*The entrance from the sidewalk is made by passing up a semi-circle concrete walk to a flight of seven stone steps, through a carved and rounded limestone elliptical arch. The landing is on a mosaic floor under the arch, directly over which is the inscription, "THAYER MEMORIAL LIBRARY BUILDING," arranged to be lighted at night with a full moon electric light.*

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023



*After passing through the double doors, the visitor enters into the front hall ... A counter runs across the entire length ... separating the main corridor from the book department, today's adult fiction and non-fiction stacks.*



*On the right [of the entrance] is the Reading Room ... There is a fireplace and a mantle there, and a door that leads to a Reference Room in the rear.*





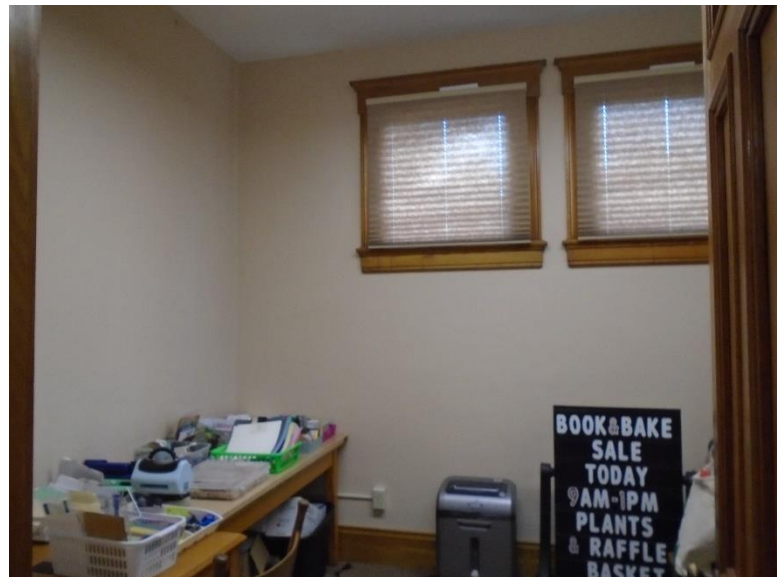
## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

The furnishings described in the dedication have been replaced with the nook referred to as “Technical Services”, and



a bank of patron computers and free-standing non-print revolving displays.

The Reference Room is used for small programs and storage.



## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023



*At the left [of the entrance] are the trustees' and ladies' rooms, ... fitted up with ... a fireplace and mantle. The "ladies" has been dropped from the title. The room, now called simply the "Trustees Room," features perimeter shelving and a conference table and ten chairs.*

*Doors [from the Trustees Room] lead to a lavatory and closet and the librarian's private room in the rear. The lavatory boasts original fixtures but does not meet ADA standards. Although it is the only restroom on the first or second floor it is not open to the public due to its lack of accessibility. Patrons and staff must use the gender-neutral restroom in the basement.*



*The librarian's private room is still used as the Library Director's Office, a narrow space less than one hundred square feet in size that barely allows for a desk and chair for the librarian, a file cabinet and a small chair for visitors.*



## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023



*The book department is in the center of the rear part, ... with 12 double racks ... in the middle, and also racks around the outside, affording a capacity for storing some 18,000 items. If additional room is ever required, provision has been made to supply it by fitting up overhead, doubling the accommodations. Current capacity of the colorful orange stacks, which are clearly not original, is approximately 13,000 adult volumes. The perimeter shelving has been removed.*



The centerpiece of the room is a double skylight atop a lightwell in the roof. It is not currently prominent or noticeable unless attention is called to it but it was mentioned proudly in the section of the dedication program describing the finishes. (p.43)

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM

2023



*Entrance to the second floor is gained by a flight of stairs in the tower, landing in a room 15 feet square.*



The Town ADA report summary states in no uncertain terms: **The stairs are the only means of access to the second floor. The spiral stairs to the main (second) level are wholly non-compliant with varying tread widths, risers that are too high, unbeveled nosings, railings on only one side of the stairs and with no extensions at the top and the bottom. (pp.71-72) (bold face from ADA report)**



**UXBRIDGE FREE PUBLIC LIBRARY  
BUILDING PROGRAM  
2023**



*In the rear is an anteroom 12 by 15, currently used for storage and displays of historic portraits. Nominal natural light is provided via a window which opens to a lightwell connected to the skylight.*



## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

[A]t the left a room about 20 feet square, houses the local history and archival collections. It features perimeter base cabinets topped with shelves and has *two closets for clothing*, although shelves have since been installed for oversized materials.





## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023



...  
*on the right is the Assembly Hall, 35 by 44, that can be used for lectures, literary entertainments and the like.*  
The Assembly Hall, now referred to as the Auditorium, continues to be used for programs including children's events, Yoga and other presentations. It seats fifty on ten long benches. Additional seating is provided by folding chairs. A banquet table and eight chairs are located to the left of the entry door. It is not accessible nor is it air conditioned.

Note that no youth services were provided for in the original building.

Access to the basement is via equally non-ADA compliant spiral stairs.



## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

The only mention of the basement in the dedication program is in the section titled *Heating*. It states that *the basement ...is divided into five apartments*, and contains the heating resources. The basement continues to contain the mechanicals. The five “apartments” now house the Children’s Room, The Young Adult Room, the staff lunch room, the furnace room and an entry corridor with the communications closet.



The Children’s Room Service and Circulation Desk

Note the CCTV monitor in the upper right that provides surveillance for the basement.



The left photo above shows the view from the Children’s Room to the lower level entry. The photo on the right is taken from the same spot and shows the view to the Service Desk. Note the CCTV screen in the top photo and the bottom right photo which shows the relationships of the spaces. The Restroom entrance is outside the door on the left.



**UXBRIDGE FREE PUBLIC LIBRARY  
BUILDING PROGRAM  
2023**



Picture Books and table for six preschool children.

The Emergency Exit to the right of the Exit sign above cannot be seen from anywhere in the library except the end of the aisle leading to it.



Magazines and Non-print material

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023



Intermediate fiction and non-fiction



Intermediate non-print and door to Staff Room.

Table and chairs used by school-aged children for study and staff for materials processing. The doorway leads to the Young Adult Room.





# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

Young Adult Room



Youth Services Librarian/Assistant Director's  
Office



**UXBRIDGE FREE PUBLIC LIBRARY  
BUILDING PROGRAM  
2023**



Staff Lunch Room

The red door leads to the furnace room



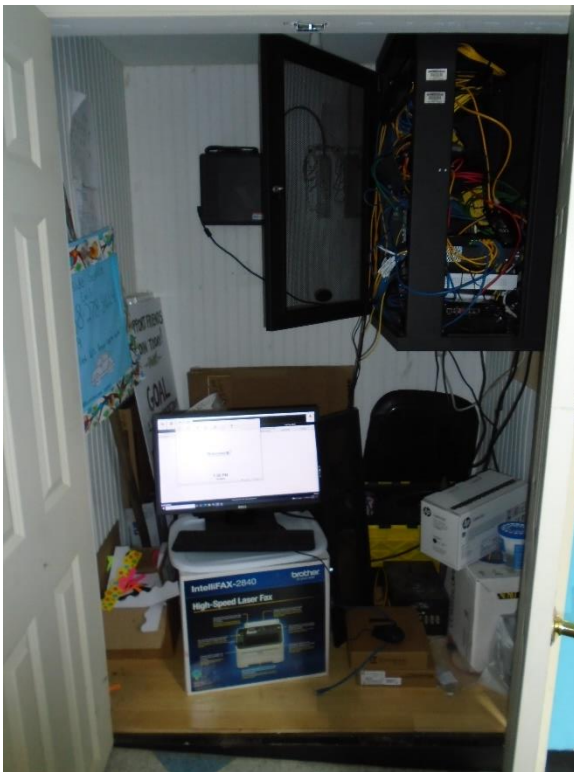
Furnace Room

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

Entry foyer to the basement from ground level.



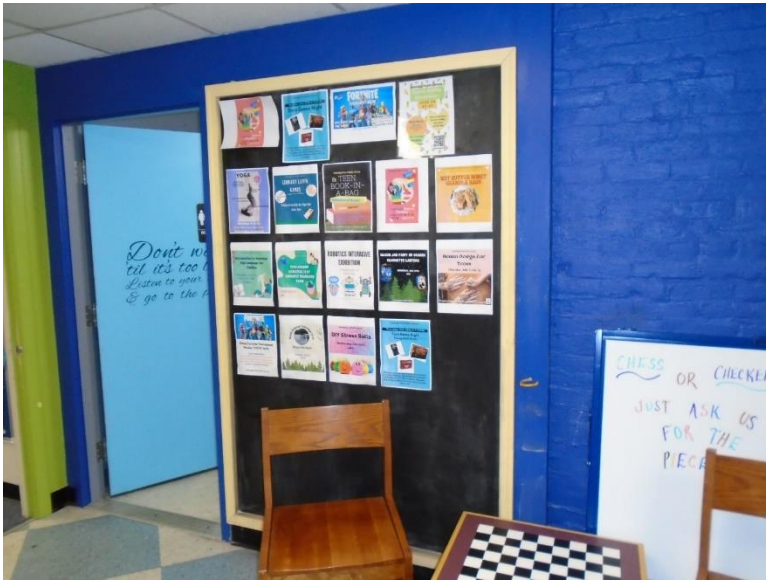
There is some natural light from windows high in the walls and the walls are painted light colors but the ceilings are low and there are no sight lines from the circulation desk to most of the space. Patrons entering from door on the lower are visible to the staff via closed circuit TV.



Communications Closet located to the right of the entry from the outside.



## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023



The only public restroom is tucked at the end of the entry corridor also out of sight of the staff.





# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

## NEEDS ASSESSMENT

That the Uxbridge Free Public Library has many needs is not surprising given that it has been serving the community for one hundred thirty years, however the overwhelming need is that it becomes physically accessible to all. That need both supersedes and drives all other needs. The building has been well maintained and is in good condition but those who cannot climb stairs can only visit the Children's Room in the basement. They cannot browse adult shelves. The uneven stone steps at the front door and the treacherous spiral stairs that connect the basement to the first and second floors are a challenge even to the able-bodied and exclude all those unsteady on their feet. It is not only the elderly but also parents with small children who struggle to climb or descend the flights. Both those who developed the 2020-2024 Long Range Plan and those in town government who wrote the ADA compliance assessment recognize the dire shortcomings.

To be addressed:

1. The need to make the library accessible to all.  
The Town of Uxbridge ADA Self-Evaluation and Transition Plan prepared for the town by The Central Massachusetts Regional Planning Commission covers the library on pages 71-84 and provides specific details of all shortcomings and required remedies. The report is attached.
2. The need to reconfigure existing space making it efficient and effective for staff and patrons.  
The library is divided into small spaces or "rooms", as was common when it was designed. Approximately two thirds of the main floor, the adult service area, appears "open" and the largest separate room, the Trustees Room, is accessed by a large, cased opening.
  - The floor needs to be reconfigured to remove architectural barriers which visually and literally chop up the space and affect the flow of services
  - The main entry needs an air lock
  - The massive Circulation Desk needs to be reconfigured to become more welcoming and easier to use for staff and patrons.
  - The use of permanent shelving as dividers must be addressed.
3. The need for additional space for patrons
  - a. Adults: Additional seating, including appropriate computer seats, tables and comfortable reading space. There are currently eight seats at tables, four computer workstations also at tables and one sofa. A minimum of twenty-four seats at tables, ten quiet seats and lounge seating for sixteen are needed.
  - b. Young Adults: Seats at tables, computer seats and space for activities such as audio-visual production and gaming to supplement the existing beanbag chairs. Space for young adults is located in the basement tucked in a room that is not visible to staff except via close circuit television. It needs clear visibility and a staff workstation. Collection space must be increased by half.
  - c. Children: Children are relegated to a rabbit warren in the basement which has three sections for materials, eight seats for the very youngest at a table and four chairs at a table for middle-grade children, the same table that is often used by staff for processing

## **UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM**

### **2023**

materials. Shelves are crowded and aisles do not meet ADA standards. They are too narrow and they dead end. The needs are:

- i. additional space for seating for the middle-graders and computer seating for all in a bright, open area with appropriate sightlines for staff
  - ii. story area in the Children's Room
  - iii. a dedicated room for story hours and youth programming
- d. All patrons:
- The need for additional restrooms. There is only one restroom located on the ground floor, its entry only superviseable via CCTV. It is also the only source for water on the basement level meaning staff must use it for other library needs including craft programs.
4. The need for sufficient and appropriate shelf space for additional materials, both print and non-print. The adult stack and shelving space must be increased to shelve an additional 11,500 items.
  5. The need for appropriate secure, climate-controlled space for historic and archival materials in a location convenient for staff to assist patrons with its use and to maintain it.
  6. The need for staff space, including a Director's Office, Children's Services Office, Technical Services workroom, secure staff storage and break room. The Director and Assistant Director/Children's Librarian each have a very small office, no other staff members have enclosed workspaces. The three adult services staff members have desks or designated workstations on the main floor in public view meaning that any private records or materials may be visible. There are two workstations at the Children's Desk and four employees. Technical services are all performed on the floor. There is a need for dedicated workspace for separate tasks and secure technical services area.
  7. The need for accessible meeting and programming space with appropriate amenities required for many presentations, including technical and audio-visual support, easy to clean finishes, sinks and storage.
  8. The need for small group/individual study space.
  9. The need for conference room space that can be closed off from the rest of the library.
  10. The need for children's program space in proximity to the Children's Room. Programs are now held on the top floor in the auditorium which requires getting both children and supplies up two flights of the spiral staircase.
  11. The need for teen program space. At this time the well-attended gaming program Fortnite can only be held remotely because the demand for participation far exceeds the space and technology capabilities.
  12. The need for diverse and appropriate and secure storage for staff personal items; ordinary business records; daily supplies; long term items including seasonal and program related supplies; custodial supplies. There is a need for storage on all floors.
  13. The need for air conditioning on the top floor
  14. The need for parking
  15. The need for sufficient and appropriate display space

# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

## AREA DESIGNATIONS INTRODUCTION

The worksheets in this section give specific details which will aid in designing a plan for the library. Some areas overlap, some areas are unique and specific. All observations and suggestions are based on generally accepted state and national library guidelines and standards as stated in [Library Space: a Planning Resource for Librarians](#), Massachusetts Libraries Board of Library Commissioners/Sasaki [2021].

The area designations are presented as they relate to each other, forming major functional components including adult public service and collection space; children's and young adult space; staff space; meeting space and outside space. Because access to information and the way libraries provide that access is evolving rapidly and because the building is expected to serve for at least thirty years, there are several areas within this section that have been deliberately linked to create spaces that can be adapted conveniently. They are ***Flexible Collection and Comfortable Seating; Adult Study and Quiet Seating; and Youth Services***. Those areas, while separated by designations, should also be considered to be units of space that can be easily modified as the years and needs progress. It is unlikely that there will be a need for print periodicals or DVDs thirty years hence, however there may be other media that replace them, so what is required now to make disparate materials available will change.

In addition to the areas described in the following pages, the general concerns bulleted below must be heeded throughout the process.

- Universal Design: Principles of Universal Design, including but not limited to assistive technologies; adaptive technologies; and sensory considerations must be implemented.
- ADA: All work must comply with local, state and federal ADA regulations.
- Visibility: Staff members must have clear lines of sight to all parts of the service area for which they are responsible. Staff work stations must be located in each department to allow unobstructed views throughout the department. If there is to be more than one floor open to the public stairs and elevator must be in view of staff at circulation desk, reference desk, and/or children's room. If there is a basement with only staff access, elevator must be keyed to block use by general public.
- Seating: Seating configurations will change either by desires of new library staff, public demand or changes in usage patterns therefore all seating must be flexible.
- Signage: Signage must be carefully designed to facilitate *wayfinding*, that is to direct patrons in terms that are clear to them rather than in "library vocabulary." Staff must have primary input into design and development. Signs must be abundant and large enough to read easily. Using colors is highly recommended.
- Acoustics: Plans must allow for noise to be absorbed or diffused in order that necessary conversations not distract patrons who need silence. Carpeting, wall, ceiling surfaces and architectural elements must be chosen for their form and function in deadening noise.
- Lighting: Both general and task lighting must be provided. Task lighting must be appropriate and adequate in all areas. Lighting must be flexible to allow different uses of spaces over time. Lights should come on immediately when the switch is flipped, not on a delayed basis such as is the case with some energy saving fixtures. Alcoves must be properly illuminated. LED fixtures are highly recommended. Replacement parts must be easily acquired. Bulbs must be easily reachable to change. Consider motion-activated lights in appropriate areas. See specific notations in Area Designations.
- Daylight: When incorporating natural light, it is important to consider that sunlight harms books, yet is beneficial to humans. Careful attention must be paid to the judicious placement of windows in



## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM

### 2023

areas frequented by people, not dedicated to books. Attention must also be paid to the orientation of the building. East or west-facing windows located improperly cause personal discomfort and interference with ability to read computer screens at certain times of the year as the sun rises and sets.

- Consider light-activated window shades.
- HVAC: All controls must be within the building, not in a remote location off site. Controls must be simple to operate. Pay careful attention to zones and ceiling heights to ensure even heating and cooling. Place thermostats in locations that record overall temperature accurately. All air handling units must operate silently. Consider separating ventilation from air conditioning and heating.
- Air Quality: Ensure that air handling systems meet the most up-to-date capabilities, including proper filtration and air exchange rates to ensure protection from airborne diseases such as COVID-19.
- Electricity: Appropriate and adequate electrical service must be provided. Specific locations for computers must include surge protectors. Receptacles must be located at appropriate heights and in convenient locations for designated uses. Although wireless technology is in use, conduit of sufficient diameter to allow for future wiring and cable of any sort should be included to ensure future technological advances will be executable.
- UPS: An uninterruptible power supply (UPS) for, at minimum, the main network file servers, must be included.
- Computers and networks: Appropriate head end equipment, conduit, wiring, and cabling must be provided for based on present and future requirements for resource-sharing network and LAN service. A technology expert should be consulted to determine specifics.
- Building support: Books are heavy. According to engineering standards, live load must accommodate 150 pounds per square foot.
- Durability of Fabrics and Finishes: All fabrics and finishes must be able to stand up to use by patrons, and should be easy to clean and maintain. Consider carpet tiles for carpeted areas especially those have high traffic (corridors) and high maintenance (children's room) for easy and efficient maintenance.
- Fabrics must meet municipal and state fire codes.
- Storage: Storage needs for specific areas are included in each area description and a general storage area description covers long-term needs. Careful attention must be paid to ensuring that placement of storage is efficient, effective, and secure.
- Flexibility: Above all, plans for the library must be flexible. Modes of access to information are changing rapidly. Needs of patrons will vary as technology evolves. No irrevocable decisions should be made in the design process.
- Uxbridge is a "Green Community" as defined by the Commonwealth of Massachusetts therefore plans must conform state regulations. Green design principles and practices must be integrated throughout the process by using energy efficient windows and mechanicals, optimum insulation, and materials including energy efficient lighting and low VOC fabrics. Strive for LEED gold or Platinum certification and a net-zero building.
- Security: The building must be safe and secure for patrons and staff. Consider a materials security system, CCTV as needed, motion sensors and alarmed doors with direct connection to police and fire departments as identified by staff in the design process.

# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** MAIN ENTRANCE

**Area Required:** Entry/egress as required by state and town Building Codes

**Functions Performed:** Allow patrons to enter and exit library and Auditorium; allow access to lockers and book vending machine outside the library; provide air lock between outside and Vestibule.

**Occupancy:** Staff 0                      **Public** 2 – 5; up to 120 for programs.

**User Seating:** Staff 0                      **Public** 4

**Furnishings:** Outside book return drop; Exterior Book Retrieval (Lockers, Book Vending Machine); Benches

**Storage:**

**Shelving:** 0

**Material capacity:** 0

**Equipment:**

**Adjacent to:** Vestibule; Auditorium entrance

**Close Proximity to:** Parking lot; elevator (if required)

**Distant from:** Quiet areas

**Architectural features:** The main entrance must:

- be clearly evident from the parking area;
- provide clear direction/signage to patrons to library and Auditorium;
- be in clear view of staff at the main service point;
- comply with ADA requirements;
- provide automated doors;
- be designed to facilitate traffic flow to and from outside the library without clogging the doorway;
- allow adequate space for those attending programs to enter and leave comfortably without interfering with regular library operations;
- allow access to the Auditorium when the library is closed;
- allow adequate space for a return book drop outside the main traffic flow. The book drop could be a drive up or walk-up receptacle depending upon the relative locations of the parking lot, driveway and main entry;
- allow adequate space for exterior book retrieval, both a vending machine and lockers where patrons may pick up holds or select materials when library is closed;
- Have 2 benches;
- include an airlock foyer to assist in energy conservation, and an overhang outside for additional protection from the weather;
- Opening and closing of the door should not create uncomfortable conditions, e.g., cold drafts or blasts of hot outside air, for staff or patrons.

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** EXTERIOR BOOK RETRIEVAL  
**Area Required:** 100 sq. ft.

**Functions Performed:** Allow patrons to pick up or select materials without entering the building or when library is closed.

**Occupancy:**                **Staff** 0                                **Public** 1-4

**User Seating:** **Staff** 0                                **Public** 0

**Furnishings:** Self-service book dispenser vending machine; 20 individual lockers

**Storage:**

**Shelving:** 0

**Material capacity:** TBD

**Equipment:** Self-service book dispenser vending machine

**Adjacent to:** Main Entrance

**Close Proximity to:** Parking lot

**Distant from:**

**Architectural features:** Exterior book retrieval may be implemented for two reasons, and each may be treated differently. The installation of lockers will allow contactless retrieval of materials patrons have requested from the library. The installation of a book vending machine will allow patrons to select materials without entering the library, and is especially useful when the library is closed. Provision should be made for both options. Both options must be sheltered from the weather.

Lockers must

- be of sufficient size to accommodate up to 10 titles of various dimensions
- have provision for keyless entry
- be conveniently located for staff to fill and maintain
- be designed to withstand outdoor weather conditions

The Book Vending Machine must:

- be located at a power supply
- have wireless access
- be protected from weather as detailed by the manufacturer. It cannot be exposed to rain and snow



**UXBRIDGE FREE PUBLIC LIBRARY  
BUILDING PROGRAM  
2023**

**Area Designation:** VESTIBULE

**Area required:** 400 sq. ft.

**Functions Performed:** Allow patrons to enter and exit library and Auditorium;

**Occupancy:** **Staff** 0 **Public** 2 – 5; up to 100 for programs.

**User seating:** **Staff** 0 **Public** 0

**Furnishings:** Area to hang coats, small bench, small table/stand to allow patrons a place to set material as they doff coats, 2 community bulletin boards, 1 traditional cork board and 1 electronic for current announcements, lockable display case, umbrella stand, trash receptacle, recycle bin, stroller storage area; shelving for Friends Book Sale Books

**Storage:**

**Shelving:** 18-24 linear ft.

**Material capacity:** 240 volumes for Friends Book Sale

**Equipment:** Provision for material security system. System may be installed during construction or at a later date, but sufficient conduit, potential electric and electronic connections must be included during planning and construction.

**Adjacent to:** Auditorium

**Close proximity to:** Circulation desk

**Distant from:** Reading and quiet work areas

**Architectural features:** The entrance lobby should:

- provide clear direction/signage to direct patrons to library services and departments, for example book return and check out;
- be open and inviting;
- be in clear view of staff at the circulation desk;
- allow adequate space for transactions being conducted at the circulation desk;
- be convenient to the parking lot;
- be designed to facilitate traffic flow to and from outside the library without clogging the doorway;
- provide shelving for self-service holds awaiting pickup;
- provide shelving for the ongoing Friends of the Library Book Sale;
- give easy access to the Auditorium;
- allow adequate space for those attending programs to enter and leave comfortably without interfering with regular library operations;
- allow access to the Auditorium when the library is closed;
- meet ADA requirements;
- provide automated doors.

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** MAIN SERVICE POINT - CIRCULATION DESK

**Area required:** 190 sq. ft.

**Functions Performed:** Book and material check in and check out

**Occupancy:** Public 1 – 4 at circulation desk 2 at self-checkout **Staff:** 2

**User seating:** Staff 2 behind desk **Public** 0

**Furnishings:** Circulation desk with 15 linear feet of counter space, 10' at standing height and 5' at height to accommodate patrons in wheelchairs; 1 adjustable height seat and 1 standard height seat for staff; cash register and stand or built-in shelf for fines, photocopier fees; 4 carts for books awaiting shelving; shelving for patron holds

**Storage:** Shelves and drawers under desk/behind counter for office supplies.

**Shelving:** 9 linear feet under counter; 21 linear feet for patron holds

**Material capacity:** 300 volumes

**Equipment:** Telephone; 2 computer workstations; slip printer; cash register; 2 self-checkout stations adjacent to circulation desk or space allowance and technical provision for same to be installed in the future

**Adjacent to:** Public Services Workroom. (See **Area Designation:** Public Services Workroom)

**Close proximity to:** Entrance; Business Pod, Reference.

**Distant from:** Quiet study.

**Architectural features:** The circulation desk should evoke an inviting and welcoming feeling to all patrons. The location and layout of the Circulation Desk within the library is critical. The Circulation Desk must be placed in proximity to the Reference Desk, yet each must be distinct from the other. If a patron asks for reference assistance at the circulation desk, circulation staff must be able to see whether the reference staff is away from the desk assisting another patron. Reference staff must be able to provide patrons with direction to the book check out and return areas. Both reference and circulation staff have tasks that must be performed away from the public services areas. A shared Public Services Workroom behind circulation desk, glazed from 42" to the ceiling to provide a line of sight into the library to allow staff to monitor activity and to come out to public service areas when needed is recommended. (See **Area Designation:** Public Services Workroom)

The Circulation Desk must:

- provide 2 staff work stations, facing the same direction;
- be clearly visible from the entrance and have clear sight lines to same;
- have clear and specific signage identifying checkout and return areas;
- have clear sight lines across the main floor and reference area;
- have clear sight lines from inside the Public Services Workroom to the checkout stations, both staffed and self-service;
- clearly divide secure staff work space from user space;
- provide sufficient space behind the counter for at least two staff members to work simultaneously;

## **UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023**

- Provide space behind the counter for the ILL book bins;
- provide storage cabinets, drawers, and file cabinets under the counter accessible to both work stations to allow storage for all necessary supplies and records where both staff members working at the desk can reach them easily when serving patrons; (specific configuration will be decided in design development phase based on staff input regarding current practices and technology modifications);
- incorporate a book drop accessible by staff from behind the desk, yet clearly identified and convenient for users in front;
- provide space for four book carts behind the desk and provide sufficient space to move the carts efficiently around each other without interfering with staff and other furnishings;
- provide space for patrons to place their belongings while charging books out at both the self-serve and standard areas;
- Provide 2 self-service check-out stations outside the circulation desk that are very easily accessible to staff moving from behind the desk to assist patrons;
- Provide for installation of temporary removable acrylic partitions.

*Note: There are two circulation desks in the existing library, the Main Desk on the main floor and the Children's Desk in the basement. In the updated library it is possible that there will be one central circulation desk therefore the requirements for the workstation may be modified as the project progresses.*

## **UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023**

**Area Designation:** AUTOMATED LIBRARY MATERIALS RETURN SYSTEM

**Area required:** 144 sq. ft.

**Functions Performed:** Book and material check in

**Occupancy:** Public 0                      **Staff:** 1-2

**Seating:** Public 0                      **Staff** 0

**Furnishings:** Material return and sorting system

**Storage:** bins for material returned

**Shelving:** TBD based on system selected

**Material capacity:** TBD

**Equipment:** Automated sorting system

**Adjacent to:** Circulation Desk

**Close proximity to:** Entrance

**Distant from:** Quiet study.

**Architectural features:** Automated book return systems use RFID technology to allow returned materials to be processed and sorted whether the library is open or closed. Because return book drops are placed both outside and inside the library the book return room must be completely fireproof and must be separated from the main library by a fireproof door. Material placed in the drop slot is transferred to a conveyor and passed through a sorting system which checks the material in and sends the material to specific bins identified by library section. Material in the bins is transferred to carts for shelving. Space is required in a fireproof, lockable room to install the sorting system and bins, to provide storage for bins and carts, to provide shelving for holds as needed and to allow staff to walk around the space to retrieve materials. Specifications for the system will be developed when a vendor is selected.



## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** PUBLIC SERVICES WORKROOM

**Area required:** 500 sq. ft.

**Functions Performed:** Provides enclosed desk and work space adjacent to the Circulation Desk and near the Reference Desk for staff; receive and process materials and repair older holdings; and perform various other off-desk tasks while enabling staff to monitor the circulation and reference desks.

**Occupancy:** Public 0                      **Staff:** 6

**Staff seating:** Denotes number of workstations required for various tasks. Does not reflect actual staffing at the present time, however it is anticipated that as the town population grows additional hours open will be required to comply with state regulations and staff will be increased.

- 3 desks
- 2 workstations at counter as needed. 13 linear ft. of standing counter, 10 ft. for sorting, collating, etc., 3 ft. for sink
- 1 work table, height TBD
- 4 extra chairs to be used as needed. (Folding or stack and store)

**Furnishings:** 3 office desks equipped with, at minimum, 1 lap drawer, 2 storage drawers and one file drawer, at least one to be lockable; 1 work table at standing height; 3 ergonomic chairs and 3 adjustable ergonomic stools; desk lamps for each desk; stand(s) or space for shared printer/fax/scanner (business hub) with paper storage; 2 4-drawer vertical file cabinets; sink of sufficient size to allow hands and items to be washed.

**Storage:** Built-in open shelving and cabinets at counter for quick access to supplies. Walk-in, lockable storage closet with adjustable shelving to accommodate items identified by staff plus cases of printer paper and other supplies. Open space for 4-7 delivery bins.

**Shelving:** 21 linear feet for Circulation Department; 12 linear feet for Reference Department; 42 linear feet for technical services.

**Material capacity:** 600 volumes @ 8vol./linear ft.

**Equipment:** Telephone, lamps (if needed) and computer workstation at each staff workstation; networked all-in-one unit to print, scan, fax and photocopy; paper shredder; laminator; paper cutter.

**Adjacent to:** Communications closet, Circulation Desk.

**Close proximity to:** Entrance; Reference Desk; Business Pod; Technology Commons; Library of Things; Doors where books are delivered; Elevator if installed;

**Distant from:** Quiet areas

**Architectural features:** The Public Services Workroom must:

- be fully enclosed;
- flow without restrictions to allow book carts to be moved from station to station and to allow material to be moved easily from cart to work area and back;
- be glazed from 42" above the floor to allow staff seated at desks or standing in the office to have unobstructed sight lines to the Circulation Desk, self-checkout, Reference Desk

## **UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM**

**2023**

and library entrance. Blinds should be installed on all glazed areas to provide privacy when necessary;

- have sufficient electrical receptacles appropriately placed in locations and heights for specific tasks to prevent the need for individual plug-in power strips; consider a continuous power strip above the work counter;
- have sufficient and appropriate general and task lighting;
- provide sufficient and appropriate storage for all tasks and needs as identified by staff;
- have a sink to allow staff to wash hands or equipment;
- provide for installation of temporary removable acrylic partitions;
- provide sufficient space for interlibrary loan van driver to deliver and pick up book bins;
- If an elevator is installed, a delivery area would be provided where cartons of books could be delivered easily.

The Systems Room/Communications Closet must be contained within the Public Services Workroom.

# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** Systems Room/TELECOMMUNICATIONS SERVICES

**Area required:** 100 sq. ft.

**Functions Performed:** The systems room will house all required electronic equipment to operate wired and wireless networks, CWMARS server, cable access and Internet.

**Occupancy:** Staff as needed for maintenance **Public 0**

**User seating:** Staff 0 **Public 0**

**Furnishings:** As required

**Shelving:** To accommodate all equipment allowing convenient access to all hardware, cabling, etc. for ease of maintenance. Shelving must allow sufficient air circulation around all equipment to prevent overheating. Sufficient space must be provided for all types of equipment, and for distances between pieces of equipment that might interfere with each other

**Material capacity:** N/A

**Equipment:** File servers, switches, cabling, wireless access points, uninterruptible power supply, etc. as determined by computer consultant.

**Adjacent to:** Accessible from inside Public Services Workroom

**Close proximity to:** Utility connections;

**Distant from:** Mechanicals that could cause interference; Public areas.

**Architectural features:**

The Systems Room/Communications Closet must be secure from all public access, yet very convenient for staff for ordinary maintenance as well as for troubleshooting therefore:

- it must be in and only accessible from the Public Services Workroom;
- It must be sufficient to meet all the technology requirements today, and plan as well as possible for developments in the future;
- It must have state of the art technology to protect all hardware and software from technical interference and natural phenomena, e.g., power outages, and appropriate climate control.

# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** LIBRARY OF THINGS

**Area required:** Materials 144 sq. ft.

**Functions Performed:** Displays, stores and provides access to a diverse collection of objects and artifacts in many, often irregular, sizes and shapes purchased by the library to be loaned to patrons.

**Occupancy:** Public 0 Staff 0

**User seating:** Public 0 Staff 0

**Staff workspace:** Staff must be able to move freely within the space to return and retrieve objects.

**Furnishings:** Multiple sizes and shapes of shelving, cubbies, drawers and cabinets built to hold items which will vary as the library makes purchases. Musical instruments, household tools and appliances, telescopes, and framed artwork are among many possibilities.

**Storage:** The room must be secure and designed for copious and flexible storage of large and small items of various weights and fragility, to be determined as the project progresses. Appropriate climate-controlled storage for some items, for example musical instruments, must be considered.

**Shelving:** TBD

**Material capacity:** TBD

**Equipment:** none

**Close proximity to:** Circulation Desk

**Distant from:**

**Architectural features:**

The room must:

- have a glass wall or display cabinets facing outward but accessible only from inside to display a selection of items available;
- have creative, flexible storage for items in the existing collection;
- anticipate future acquisitions;
- be located where items may easily be retrieved by staff;
- be lockable;
- have its own security system. Consider keypad to allow ease of staff access;
- have appropriate lighting and electrical service to allow items to be plugged in or recharged.



## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** REFERENCE DESK

**Area required:** 135 sq. ft.

**Functions Performed:** The Reference Desk is designed to provide assistance to patrons in identifying and locating information resources and materials throughout the adult collection, on shelves and online, including fiction, non-fiction, media and periodicals. The reference staff must frequently step out from the desk to assist patrons in using the OPAC terminals, the computers, periodicals, and materials in the stacks. Reference staff members have additional duties and require individual desk space away from the public. See **Area Designation:** Public Services Workroom for detail

**Occupancy:** **Public** 2-3 standing in front of desk **Staff** 1

**Seating:** **Public:** 1 wheelchair **Staff** 1

**Furnishings:** Clearly defined desk area, chair, lamp, shelving; storage drawers; file cabinet; printer stand, 1 Atlas stand; 1 Dictionary stand

**Storage:** Shelves and drawers under desk/behind counter for office supplies and quick reference books.

**Shelving:** 9-12 linear ft. at public service desk (additional shelving to be located in Public Services Workroom)

**Material capacity:** 20 volumes

**Equipment:** OPAC; Computer and dedicated printer behind reference desk; telephone

**Adjacent to:** Technology Commons;

**Close proximity to:** Adult non-fiction; Public Services Staff Workroom; Circulation desk

**Distant from:** Quiet seating area; Children's room

**Architectural features:** The location and layout of the Reference Desk within the library is critical. The Reference Desk must be placed in view of the Circulation Desk, yet each must be distinct from the other. If a patron asks for reference assistance at the circulation desk, circulation staff must be able to see whether the reference staff is away from the desk assisting another patron. Reference staff must be able to provide patrons with direction to the book check out and return areas. It is an area in which staff must conduct conversations to assist patrons in finding information but the conversations should not affect patrons in quiet study seating areas.

Both reference and circulation staff have tasks that must be performed away from the public services areas. A shared Public Services Workroom that is behind circulation desk, and near but not connected to, the Reference Desk, is recommended. (See **Area Designation:** Public Services Workroom)

A low counter, not to exceed 10" deep or 8" above the desktop, is suggested to allow patrons to place belongings while they speak with the librarian. The counter should not appear to be a barrier between librarian and patron.

## **UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023**

The public service Reference Desk must provide more than seating for the staff person on duty. It must:

- serve as a clear focal point easily identified by patrons entering the library as the place that they can find assistance locating information;
- have clear, visible and eye-catching signage that draws the public eye. (Staff must be consulted when signage is being designed to determine appropriate terms to be used, for example “ask me” rather than “reference.”)
- be welcoming for patrons;
- be functional for staff;
- provide clear sight lines to allow staff to see if patrons at computer terminals in the Technology Commons, and in the non-fiction areas need assistance;
- include accessibility for patrons in wheelchairs;
- have quick and efficient access to the OPAC terminals, the online computers and the dictionary and atlas stands;
- provide for quiet conversation between staff member and patron;
- provide for installation of temporary removable acrylic partitions.

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:**       **FLEXIBLE COLLECTION AND COMFORTABLE SEATING  
NEW MATERIALS/PERIODICALS/ADULT NON-PRINT**

**Area required:** 575 net sq. ft.

**Functions Performed:** Display where library patrons can browse to select from new acquisitions, read current periodicals and select non-print items. *There is a need at this time for display and seating for periodicals and shelving for non-print including DVDs, however over thirty years it is likely the need will diminish or disappear therefore it is suggested that a flexible universal space be created with a variety of moveable shelving and seating options that can be adapted to accommodate a variety of scenarios including the ability to provide for social distancing in the case of future public health concerns. See **Architectural features** below for considerations.*

**Occupancy:**               **Public 20                               Staff 0**

**User seating:** 12 lounge style seats in varying forms, all individual not sofas or loveseats that can easily be moved and reconfigured around shelving for collections as they change.

**Furnishings:** OPAC terminal with sufficient space to allow patrons to place belongings while using OPAC; Display area to highlight new material; flexible shelving, bulletin board and/or small display case, 12 lounge seats with space for belongings, sufficient and appropriate lighting.

**Storage:**

**Shelving:** 110 sq. ft., none to exceed 60” in height. A variety of shelving, including capability of face-out shelving, and attractive small display area to accommodate paper backs, hard cover books, periodicals, video and audio formats. Shelving units should be on wheels so that they can be rearranged easily.

**Material capacity:** 1070 items in various formats.

**Equipment:** OPAC terminal; power supply, charging stations.

**Adjacent to:** Adult fiction

**Close proximity to:** Main entrance; circulation desk, Casual Social Space, Business Pod

**Distant from:** Quiet seating area.

**Architectural features:** This area will provide a multifunctional space where patrons can peruse the library’s latest acquisitions, current magazines and non-print material in a relaxed atmosphere that lends itself to browsing and slipping into a comfortable chair for longer reading.

- It should draw the patrons to it by providing attractive display space for new arrivals;
- Area should allow library patrons, including those in wheelchairs, to browse the collection freely, with enough space for at least 10 persons to examine shelves without bumping in to each other or impeding the flow of traffic elsewhere in the library;
- 12 lounge seats, individual chairs, not love seats or sofas, with a space for personal items at each, should be included to allow for more in-depth perusal of materials.;
- Shelves with storage capacity to provide for the current year’s periodical issues plus one year of retained back issues will be required initially. Current access to many periodicals on line through the regional library systems precludes the need to retain most hard copies of issues for more than one year;

## **UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023**

- Shelves that appropriately display DVDs and CDs must be provided initially. New non-print material shelving must be easily distinguishable from older holdings;
- Ambient lighting should be even, allowing for materials to be rearranged in the space without causing shadows across shelves;
- Particular attention must be paid to ensuring power cords can be plugged in without stretching across passageways;
- Signage must be clear and direct on shelving units and overhead or wall mounted as needed. Signs on all shelves, both wall mounted and free-standing, must be easily changed as necessary.
- Consider both slant/wall features on unit ends and attached brackets;
- Although the space needs to be near the entry, opening and closing of the entry door should not create uncomfortable conditions, e.g., cold drafts or blasts of hot outside air, for patrons;
- All seating and free-standing shelving should be in components that can be easily reconfigured to accommodate changing types of collections and to create barriers among patrons if public health issues require it.



**UXBRIDGE FREE PUBLIC LIBRARY  
BUILDING PROGRAM  
2023**

**Area Designation:** FLEXIBLE COLLECTION AND COMFORTABLE SEATING  
ADULT FICTION

**Area required:** 1,540 net sq. ft.

**Functions Performed:** Houses general adult fiction in hard copy

**Occupancy:** Public 10 - 15 Staff 0

**User seating:** 8 Lounge Seats

**Furnishings:** 8 Lounge sets with accommodations for patron belongings; display stands

**Shelving:** Fiction: 1,260 sq. feet, no higher than 72"; assorted free-standing shelving and display racks no higher than 60".

**Material capacity:** 15,120 hard bound volumes

**Equipment:** Power supply, charging stations

**Adjacent to:** New Materials/Periodicals/Non-print; Graphic Novels; Mass-Market paperbacks

**Close proximity to:**

**Distant from:** Quiet seating area

**Architectural features:**

Because fiction is read largely for recreation, the general area should be open and inviting, placed in a location that flows well from the New Materials/Periodicals/Non-Print to allow for shared seating. Because it also has high collection density it must be efficiently arranged to allow patrons to easily locate titles they are seeking. Shelving/display/racks may be used to highlight specific genres, e.g., science fiction, adventure, etc. Patrons should not have to pass through quiet areas to reach fiction.

Fiction stack area layout should:

- allow arrangement of fiction in a single section of the library, in continuous order;
- be convenient to the OPAC terminals and reference desk to enable patrons to seek assistance;
- have aisles 36" - 42" wide that do not dead end to meet ADA requirements.
- Seating must be placed for convenient passage by patrons and give unobstructed access to all shelves.

Paperbacks shelving must be:

- flexible;
- designed in a manner that will not clutter space with a variety of racks and displays.

Careful attention must be paid to signage.

- Each area must be clearly labeled.
- Signage must be flexible. All labels must be easily changed or moved as the collection changes.
- Careful attention must be paid to lighting. Bright, non-glare, even light is essential to allow library users to read information on book spines and to scan contents notes, etc.
- Shelving should not cast shadows over the aisles.
- Patron shadows should not obscure the light

## **UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023**

**Area Designation:**      **FLEXIBLE COLLECTION AND COMFORTABLE SEATING  
ADULT GRAPHIC NOVELS**

**Area required:** Materials 20 sq. ft., Seats 70 sq. ft. Total 90 sq. ft.

**Functions Performed:** Houses graphic novel collection.

**Occupancy:**              **Public** 3-4                      **Staff** 0

**Seating:**                 **Public** 2                         **Staff** 0

**Furnishings:** Shelving for graphic novel collection

**Storage:**

**Shelving:** 20 sq. feet, no higher than 60”

**Material capacity:** 200 items

**Equipment:**

**Adjacent to:** Adult fiction; mass market paperbacks

**Close proximity to:** New Materials/Periodicals/Non-print.

**Distant from:**

**Architectural features:** Graphic novels should be shelved in a unique, clearly set off area yet identified with Fiction. Two comfortable seats to allow extended reading may overlap with Fiction and Mass Market Paperback seating or may create a separate “nook”. Consider custom-designed and integrated seating/shelving to highlight the collection and invite investigation. Include display space for new acquisitions or theme highlights. Signage must be clear. Seating and shelving in the area must be flexible to allow for adaptations over thirty years.

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:**       **FLEXIBLE COLLECTION AND COMFORTABLE SEATING  
ADULT MASS MARKET PAPERBACKS**

**Area required:** 102 sq. ft.

**Functions Performed:** Houses paperback collection.

**Occupancy:**               **Public** 3 -4                       **Staff** 0

**Seating:**                   **Public** 2                               **Staff** 0

**Furnishings:** Distinctive shelving to reflect the small format of the paperback collection; consider revolving shelving or alternate shapes and sizes of shelves to allow categorization of various genres including romance, adventure, etc.

**Storage:**

**Shelving:** 32 sq. feet, no higher than 60". Shelving/display/racks may be used to highlight specific genres, e.g., science fiction, adventure, romance, etc.

**Material capacity:** 500 items

**Equipment:**

**Adjacent to:** Adult fiction; graphic novels

**Close proximity to:** New Materials/Periodicals/Non-print.

**Distant from:**

**Architectural features:** The mass market paperback collection includes books in smaller format than fiction and non-fiction. It must be well-organized. Like the Graphic Novel collection, it could be shelved in a unique, clearly set off area identified with Fiction. Two comfortable seats to allow extended reading may overlap with Fiction and Graphic Novel seating or may create a separate "nook". Include display space for new acquisitions or theme highlights. Signage must be clear. Seating and shelving in the area must be flexible to allow for adaptations over thirty years.

# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** **FLEXIBLE COLLECTION AND COMFORTABLE SEATING  
LARGE PRINT**

**Area required:** 125 sq. ft.

**Functions Performed:** Houses fiction and non-fiction large print materials.

**Occupancy:** **Public** 3 -4 **Staff** 0

**Seating:** **Public** 0 **Staff** 0

**Furnishings:** Shelving for large print books

**Storage:**

**Shelving:** 125 sq. feet, no higher than 72"

**Material capacity:** 1,000 items

**Equipment:**

**Adjacent to:**

**Close proximity to:** New materials/periodicals/non-print; Adult fiction; Adult non-/fiction

**Distant from:**

**Architectural features:** The large print collection includes copies of many books contained in the regular library fiction and non-fiction shelving. It must be distinct from other collections, be designed to clearly separate fiction and non-fiction, and be located in a convenient place in the library for quick, easy access. Signage must be clear.



# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** ADULT STUDY AND QUIET SEATING  
ADULT NON – FICTION

**Area required:** 900 sq. ft.

**Functions Performed:** Provide books containing factual information arranged according to the Dewey Decimal System.

**Occupancy:** Public 15 Staff 0

**Seating:** Public 0 Staff 0

**Furnishings:**

**Shelving:** 900 sq. feet, no higher than 72”

**Material capacity:** 8,960 volumes

**Equipment:**

**Adjacent to:** Biography; Adult quiet seating

**Close proximity to:** Reference desk; Technology Commons; quiet study rooms

**Distant from:** Library entrance, Children’s area

**Architectural features:**

- Non-fiction shelving must have sufficient capacity to shelve the collection in continuous Dewey Decimal order.
- It must be arranged at heights comfortable for the average user to read spine labels and retrieve books.
- Aisles between stacks must meet ADA requirements for wheelchair access, 36” - 42” wide, and may not be dead ends.
- Library patrons should not have to pass through the quiet seating area to get to the books, but stacks should be placed in proximity to the quiet seating area.
- Convenient placement of a public access computer catalog will help both patrons and staff to search efficiently for holdings. Consider incorporating a PAC tablet into shelving at ends of stack rows.
- Careful attention must be paid to lighting. Bright, non-glare, even light is essential to allow library users to read information on book spines and to scan contents notes, etc.
- Shelving should not cast shadows over the aisles.
- Patron shadows should not obscure the light.

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** BIOGRAPHY

**Area required:** 100 sq. ft.

**Functions Performed:** Provide books containing factual information about lives of people.

**Occupancy- Stack Area:** Public 2-3                      **Staff** 0

**Seating:** Public 0                                      **Staff** 0

**Furnishings:** Shelving; display space

**Storage:**

**Shelving:** 100 sq. feet, no higher than 72"

**Book capacity:** 1,000 volumes

**Equipment:** See Adult non-fiction

**Close proximity to:** Main Service Point; Public Technology/Business Center; Reference and Reading Area (seating at tables); quiet study rooms

**Adjacent to:** Adult non-fiction

**Close proximity to:** Reference desk; Technology Commons; quiet study rooms

**Distant from:** Library entrance, Children's area

**Architectural features:** Biographies are an integral part of the non-fiction collection and must be treated as stated in that area's worksheet. As a distinct collection the area should be easily discernable from other non-fiction and have sufficient space to arrange all items in continuous Dewey Decimal order.

**UXBRIDGE FREE PUBLIC LIBRARY  
BUILDING PROGRAM  
2023**

**Area Designation:** ADULT STUDY AND QUIET SEATING SEATING

**Area required:** 980 sq. ft.

**Functions Performed:** provides both work-space seating at tables and comfortable seating convenient to Adult Non-Fiction, Technology Commons and Reference Desk to facilitate staff interaction with patrons when required.

**Occupancy:** Public 28 Staff 0

**Patron seating:** 28 in a variety of configurations TBD

**Furnishings:** 7 tables with 2 chairs each that can be pushed together to accommodate larger groups; 14 seats in alternative formats – pods, serpentine arrangements, etc., or individual workstations

**Storage:**

**Shelving:**

**Material capacity:**

**Equipment:** charging stations and power sources for personal devices

**Adjacent to:** Reference Desk

**Close proximity to:** Adult non-fiction; Technology Commons

**Distant from:** Children's Room, Auditorium

**Architectural features:** Quiet adult seating supports use of the adult collection, and provides work space at tables for patrons with their own electronic devices and those who wish to read and take notes from print materials. It must be designed to:

- be convenient for the staff at the Reference Desk to work with patrons;
- provide easy access to OPAC terminals and public access computers;
- have carefully designed acoustics to facilitate necessary conversations between staff and patrons without interfering with others working quietly at tables. Attention must be paid to floor, wall, ceiling and furnishing surfaces, and to air handling units, fans, or lighting fixtures to ensure noise-dampening;
- have easy access to Adult Non-Fiction;
- provide ample space for patrons to read and take notes from books or electronic devices;
- provide convenient charging/power supply stations on or near tables;
- Careful attention must be paid to lighting the space and the tables appropriately for its use, yet placement of lighting should not be so rigid as to disallow future rearrangement of the space. Neither lighting nor power supply for charging stations should be powered by cords stretched across the floor;
- All seating and free-standing shelving should be in components that can be easily reconfigured to accommodate changing types of collections and to create barriers among patrons if public health issues require it.

# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** ADULT STUDY AND QUIET SEATING  
STUDY ROOMS

**Area required:** 470 sq. ft

**Functions Performed:** Provide 3 small rooms and 1 larger group room for patrons who wish to read or study in solitude; provide space for literacy tutors or student collaboration.

**Occupancy:** Staff Public Small rooms up to 12 (2-4 per room); Large room 8

**Seating:** Staff 0 Public 20 at tables

**Furnishings:** 1 table and 4 chairs in each small room; 1 table and 8 chairs in large room

**Storage:**

**Shelving:**

**Material capacity:**

**Equipment:** Power supply, device charging stations

**Adjacent to:**

**Close proximity to:** Reference Desk, Non-fiction.

**Distant from:** Children's Room, Entrance

**Architectural features:** The quiet study rooms should be:

- well lighted;
- have surfaces that absorb sound;
- be away from distracting activity;
- provide space for up to 4 to sit comfortably
- provide space for personal belongings;
- be glazed above 42" from the floor to allow staff to monitor them;
- include electrical outlets and charging stations for personal electronic devices.



# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** TECHNOLOGY COMMONS

**Area required:** 700 sq. ft.

**Functions Performed:** Provide space for public technology access including assistive technologies, e.g., talking book reading machines, screen readers, screen magnifiers, etc.

**Occupancy:** Staff 0 Public 15

**User seating:** 1 at OPAC terminal, to be handicapped accessible; 10 at Computer Workstations, 2 to be handicapped-accessible; 1 at microform reader/printer; 2 for use with personal devices or assistive technologies.

**Furnishings:** 10 sitting – height workstations and chairs, 1 for each library – supplied computer; 2 sitting – height workstations and chairs for personal devices or assistive technology with sufficient space for users’ belongings. All connected to networked printer in location TBD by staff. Peripheral stands as needed, all in compliance with ADA code; 2 OPAC terminals, one to be handicapped-accessible; 1 sitting-height station for microform reader/printer with chair and storage cabinet for paper; 4 microform storage cabinets.

**Storage:** 1 cabinet for reader/printer supplies; 4 microform cabinets

**Shelving:**

**Material capacity:** 4 microform storage cabinets

**Equipment:** 10 multimedia computers with keyboards, monitors, mice; Internet access; networked printer; 2 OPAC workstations with keyboards, monitors, mice; 1 microform reader/printer; assistive devices as identified by staff

**Close proximity to:** Reference Desk; Circulation desk; Copier, Business Pod (See **Area Designation** Business Pod). Necessary power supply, network and telecommunications connections must be included without stretching power cords or cables across library floor.

**Distant from:** Quiet study, high traffic areas.

**Architectural features:** Workstations must be placed where they can be easily monitored by staff, have good and appropriate lighting, and should not be in the direct path of library users where users could be distracted or machines could be jostled. Each workstation must have sufficient space to seat the user and allow for books, backpacks, etc. to be put out of the way. A flat surface suitable for jotting brief notes, space to manipulate a mouse, and a place where copy to be typed can be placed conveniently and read easily are essential. Provision must be made for potential installation of temporary removable acrylic partitions between workstations.

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** BUSINESS POD

**Area required:** 100 sq. ft. (10 linear ft. of counter space, 5' at standing height and 5' wheelchair-accessible)

**Functions Performed:** Provides photocopier/scanner all-in-one for use by patrons.

**Occupancy:** 1-3 patrons                      **Seating:** 0

**Furnishings:** 1 all-in-one unit TBD at appropriate time in construction process based on current needs and existing technology. Standing height and wheelchair height workstations with sufficient space to allow users to place belongings and to organize materials for scanning, copying and collating as needed. All connected to networked computer(s) in location(s) TBD by staff; storage for paper and office supplies; Network capability and peripheral stands as needed, all in compliance with ADA code.

**Storage:** Sufficient storage for several days' supply of photocopier paper must be provided convenient to the copier. Under-counter storage for at least 6 cases of paper (or for a 3–5-day supply, whichever is greater) is recommended. Access to the main paper supply should be convenient for staff to refill cabinets. Storage for 1 ink/toner refill should be provided in the Public Services Workroom for quick access. Additional ink/toner storage should be determined by staff as overall storage in facility is designed.

**Shelving:** 0

**Material capacity:** 0

**Equipment:** All-in-one business hub and assistive and adaptive technologies as determined by staff and available equipment at time of construction.

**Close proximity to:** Reference Desk; Circulation Desk; Technology Commons (See Technology Commons **Area Designation**); paper storage. Necessary power supply, network and telecommunications connections must be included without stretching power cords or cables across library floor.

**Distant from:** Quiet study, high traffic areas.

**Architectural features:**

- Equipment must be placed where it can be easily monitored by staff.
- Area must have good and appropriate lighting.
- Area should be in a separate alcove or bay, not a closed room, convenient to main library aisles, but not impinging on aisle or passersby.
- Alcove should be open to view on at least 2 sides above 42". It may have permanent acrylic panels installed or provision must be made for installation of temporary removable acrylic partitions.
- Each workstation must have sufficient space to allow for books, backpacks, etc. to be put out of the way.
- A flat surface large enough for organizing material to be scanned or copied must be provided.

**UXBRIDGE FREE PUBLIC LIBRARY  
BUILDING PROGRAM  
2023**

**Area Designation:** LOCAL HISTORY ROOM

**Area required:** Materials 154 sq. ft.; Map case 56 sq. ft. 6 seats 180 Sq. ft.; 1 computer 45 sq. ft. staff 65 sq. ft. Total 500 net sq. ft.

**Functions Performed:** Houses and provides access to local history resources in a variety of formats including rare, old or single copy monographs, portraits and other objects and maps; provides secure shelving and display; and quiet study/small group meeting space for patrons and staff.

*A variety of old and rare books on the second floor, including holdings from the library’s original collection, are shelved in original book cases and storage areas in the Map Room. Old bound newspapers are stored in two closets in the Map Room that were converted from coat closets. A second room, the Local History Room, adjoins the Map Room and contains historic portraits donated to the library by individual citizens shortly after it was constructed to commemorate important town figures. Other holdings include artifacts, such as a gravestone, that could be displayed if suitable space could be provided. None of the cabinets, closets, shelving or storage meet preservation standards therefore it is likely they cannot be reused. Neither the Map Room nor the Local History Room are climate controlled. The Local History Room has a window to the skylight light well. The Map Room provides a table seating six which can be used for individual research or small group meetings but it is on the second floor, away from staff and does not have a staff workstation. Creation of appropriate local history access and storage requires a three-pronged approach. First, all holdings must be assessed to determine immediate preservation needs and shelving/storage requirements; second a space for proper climate storage and access must be included within the Local History Room and third display of the portraits and other artifacts in a separate gallery or throughout the library must be planned for.*

**Occupancy:**                **Public**    10                        **Staff**    1

**Seating:**                    **Public**    7                                **Staff**    1

**Staff workspace:** Workstation with ample space for computer and documents facing the entry to allow staff to see patrons entering or needing assistance. Desk drawers must be lockable.

**Furnishings:** Staff office desk (lockable) with extended work space; chair; lamp, 1 table with 6 chairs; 1 computer workstation with sufficient surface space for reference materials, such as notebooks, papers, or books, when using the equipment; 3 chairs for computers; Map cabinets

**Storage:** Lockable closet for office supplies; Appropriate, lockable, climate-controlled storage for materials

**Shelving:** TBD by specific collection requirements

**Material capacity:** 850 volumes

**Equipment:** 1 computer; printer; telephone; bulletin board and white board for notices and small presentations.

**Close proximity to:** Reference Desk; non-fiction.

**Distant from:** Children’s room.

## **UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023**

### **Architectural features:**

The existing two-room space, while thoughtfully designed as part of the original 1894 library, does not meet the needs of either the elements in or access to the collection. It is recommended that both the research and preservation functions be consolidated in one space divided between public access and appropriate and sufficient storage and climate control.

The room must have:

- a staff workstation;
- appropriate storage for a variety of historic materials including flat and vertical files;
- sufficient space for patrons to put materials, notebooks, and more than one book where they are working;
- a locking storage closet large enough to hold office and meeting supplies;
- electrical outlets and charging stations for personal electronic devices;
- ambient and task lighting appropriate to seating and shelving arrangements;
- display cases/systems TBD;
- its own security system. Consider keypad to allow ease of staff access.



**UXBRIDGE FREE PUBLIC LIBRARY  
BUILDING PROGRAM  
2023**

**Area Designation:** YOUTH SERVICES  
YOUTH SERVICES LIBRARIAN/ASSISTANT DIRECTOR OFFICE

Area required: 150 sq. ft.

**Functions Performed:** Provides facility needed by Children's Librarian/Assistant Director to carry out administrative functions, including privacy for telephone conversations or formal and informal conversations with staff, without disturbing patrons.

**Occupancy:** Public 2                      Staff: 1

**Staff seating:** 1                              **Visitor seating:** 2

**Furnishings:** Office desk with extended work surface; 2-drawer lateral file cabinet, seating for librarian and two guests.

**Storage:** A lockable closet divided to hold outerwear and personal items on one side and sufficient and appropriate shelving for office supplies and other items on the other.

**Shelving:** 12 linear feet

**Material capacity:** 96 volumes @ 8 vol/ft.

**Equipment:** Telephone; computer, printer.

**Adjacent to:** Children's Room

**Close proximity to:** Youth Services Area

**Distant from:**

**Architectural features:** The Assistant Director's Office must:

- be glazed from 42" above the floor to allow staff seated at desks or standing in the office to have unobstructed sight lines to the Children's Room; Children's/Family Restrooms and Young Adults area;
- have blinds that may be drawn for privacy;
- have a door that may be closed for private conversations with staff or patrons;
- have two guest chairs.

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** YOUTH SERVICES WORKROOM

Area required: 390 sq. ft.

**Functions Performed:** Provides private work space adjacent to Children's Room and Young Adult area for youth staff to complete required off-desk tasks including program planning sessions, telephone conversations, etc. without disturbing patrons while observing activities in both areas.

**Occupancy:** Public 0      Staff: 6

**Staff seating:**

- 4 desks
- 2 workstations at counter as needed. 8 linear ft. of standing counter, 5 ft. for sorting, collating, etc., 3 ft. for sink
- 4 extra chairs to be used as needed. (Folding or stack and store)

**Public seating:** 4 guest chairs, one at each desk.

**Furnishings:** 4 office desks, configuration to be determined by each occupant. At minimum each equipped with 1 lap drawer, 2 storage drawers and one file drawer, at least one to be lockable; chairs for desks; desk lamp for each desk; stand(s) or appropriate surfaces for shared free-standing all-in-one "bizhub" unit; sink of sufficient size to allow craft items of various sizes to be washed.

**Storage:** A lockable closet to hold staff outerwear and personal items; sufficient and appropriate cabinetry and shelving for office supplies, book covers, die-cut supplies and other items as determined by staff. A lockable walk-in storage closet to hold large and varied program supplies as determined by staff.

**Shelving:** 24 linear feet

**Material capacity:** 190 volumes @ 8vol./linear ft.

**Equipment:** Telephone, lamp and computer workstation at each desk; shared networked all-in-one, laminator, paper cutter, Cricut, etc.

**Adjacent to:** Children's Room, Children's Story Hour/Craft Room; Young Adult Area

**Close proximity to:**

**Distant from:** Reference; Adult Services

**Architectural features:** The Youth Services Office must:

- be fully enclosed;
- be glazed from 42" above the floor to allow staff seated at desks or standing in the office to have unobstructed sight lines to the Children's Room, Children's/Family Restrooms and Young Adults area;
- have sufficient electrical receptacles appropriately placed in locations and heights for specific tasks to prevent the need for individual plug-in power strips.

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:**     **YOUTH SERVICES  
CHILDREN’S ROOM**

**Area required:** 3,390 net sq. ft.

Materials 1,800 sq. ft.; seats 1040 sq. ft.; preschool play area 250 sq. ft.; computers 170 sq. ft.; staff 130 sq. ft.

**Functions Performed:** Houses entire collection of children’s (0 – 11 years) materials including print, media and periodicals; provides seating for toddlers through grade 6 in clearly defined areas. This area may also be used for small group programs for children, individual tutoring or homework help.

**Occupancy:**             **Public** 20-30             **Staff** 2

**Patron seating:**

- 12 seats at tables for school-age students, age 6 – 11
- 8 seats for children age 2-5 at a low table.
- Floor seating for 15; (Toddler/Preschool play area)
- Lounge seating for 12 in two sizes, 4 seats for younger children and 8 for older children.
- 4 adult seats including 1-2 adult rocking chairs.
- Cushioned window and nook seating
- 1 OPAC station
- 4 computer workstations.

**Staff workstation:** The Children's Service Desk must provide more than seating for staff. It must serve as the focal point of the room, easily identified by patrons entering the library as the place they can find assistance locating information. It must be welcoming for patrons but also functional for staff. It may serve as a Children’s Circulation Desk. It must:

- provide clear sight lines to allow staff to see all sections of the room;
- provide private space not accessible to patrons for secure storage;
- allow staff to leave easily to assist children;
- have sufficient power supply without having to run power strips or extension cords across passageways.
- provide space for self-checkout if needed.
- have two check-out stations if needed
- have provision for installation of temporary removable acrylic partitions

*Note: The staff workstation serves currently as a service desk, and a circulation desk. In the updated library it is possible that there will be one central circulation desk therefore the requirements for the workstation may be modified as the project progresses. If it continues to be a circulation desk it requires 10 linear feet of counter space, 5’ at standing height and 5’ at height to accommodate patrons in wheelchairs; 1 adjustable height seat and 1 standard height seat for staff; cash register and stand or built-in shelf for fines; carts for books awaiting shelving.*

**Furnishings:** Shelving and/or book bins for picture books, children’s fiction and non – fiction; Display racks for paperbacks and media; storage for supplies, games, etc.; Tables and chairs at different heights to accommodate youngsters from toddlers through 6<sup>th</sup> grade; Lounge seating for recreational reading; floor cushions; Tables, chairs and book bins should be mobile so use of the room is flexible, based on changing needs of the children. Children's service desk for staff. All furniture should be sturdy to withstand wear and tear.

## **UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023**

**Storage:** Slide-out drawers or bins for games and toys; bins for headphones; all easily accessed by children and parents. Storage for office-type supplies at Children's Service Desk; Secure storage for e-readers and tablets at service desk.

**Shelving:** Heights of 42" for picture books and reference collection; 60" for children's fiction and non – fiction. Some shelving, particularly for children's fiction paperbacks can be accommodated on free standing book racks. 60" shelving could be perimeter, with 45" shelving in used to define center spaces. Periodical shelving for 8 subscriptions with sufficient adjacent storage for 12 back issues of each title.

**Material capacity:** 25,850 items divided; **Media capacity:** 500 items **Periodical capacity:** 8 display; 8 sq. ft. for back issues

**Equipment: Public:** 1 OPAC terminals; 4 public access computers; electronic devices with headphones for individual listening; 2 book carts; book bins for picture books; Puppet theater, train table, playhouse, kitchen, cushioned window seating, cushioned nook seating

**Staff:** Computer workstation and networked printer at service desk;

**Adjacent to:** Youth Services Office

**Close proximity to:** Circulation desk; Restrooms; Children's Story Hour/Craft Room, Young Adult area.

**Distant from:** Quiet seating area; Reference.

**Architectural features:** The Children's area should:

- be open with good sight lines from service desk and Youth Services Office for supervision;
- be relaxed and playful in nature;
- be colorful but not have a plethora of patterns or colors that cause sensory overstimulation;
- have surfaces designed for easy maintenance and clean up;
- have dedicated Children's Restroom. (See Area Designation Restrooms for detail);
- have storage for strollers;
- have direct access to Children's Story Hour/Craft Room;
- consideration should be given to providing window seats or "nook" seats built in, with storage underneath;
- consideration should be given to providing access to the outside, perhaps a patio or children's garden accessible directly from the Children's Room. While the concept is ideal and should be pursued, there are caveats to be considered. Access from the library to any garden space presents security risks for staff, patrons and materials. To allow free flow for patrons the garden must only be accessible through the main library. There must be no direct access to the garden from outside the library;
- OPACs should be located near the service desk so that staff assistance is readily available;

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

The following distinct areas must be provided:

- **Toddler play area** for youngsters to age 2 could include such items as train tables, manipulative, costumes for dress-up and similar activities, shelving/bins for board books (53 sq. ft.) and appropriate storage for all. It should be enclosed by a barrier/gate and should have comfortable seating for adults.
- **Pre-school area** for ages 2-5 can include a puppet theater, educational toys, etc. and appropriate storage, as well as a large space with mobile tables and chairs seating 8, 4 lounge seats and book bins/shelving for picture books (483 sq. ft.) and a space where youngsters can sit on the floor and listen to a story.
- **School-age children** (through grade 6) require traditional shelving for fiction 560 sq. ft.) and non-fiction (600 sq. ft.), tables and chairs seating 12 and lounge/comfortable seating for 8. Provision should be made for easy access to school supplies, including markers, paper, rulers, etc. Charging stations/power supply must be convenient to tables and seating where students may use their own electronic devices.
- **Online computer workstations** for use primarily by school age children to access reference materials as necessary, but also for computer games, etc. must be placed where they can be easily monitored by staff. Workstations must have good and appropriate lighting, and should be set off from the main area, preferably in a “bay” not along an aisle or passage way. Each workstation must have sufficient space to seat the user and allow for books, backpacks, etc. to be put out of the way. A flat surface suitable for jotting brief notes, space to manipulate a mouse, and a place where text can be placed conveniently and read easily are essential. A continuous counter at which chairs can be placed should be considered as an alternative to individual desks or tables.

Parents who accompany their children to the library must also be accommodated.

- 2 rocking chairs should be provided for those with toddlers and preschoolers who select books with their children, and who might like a comfortable place to read to the child.
- 2 comfortable, adult-sized lounge chairs should be placed where the adults who are with older, more independent readers can read their own materials while waiting.
- Features such as shelf heights, movable bookcases or bins, table sizes, and wall décor can delineate the zones. No permanent barriers should be constructed, in order to allow for flexible use of the space over time, including the toddler barrier, which should be easily uninstallable if necessary. The décor should relate to the library as a whole, yet hold its own identity. There should be ample wall space to display children’s artwork, a static bulletin board for notices and an electronic bulletin board to display library information.
- Provision to plug in electronic equipment or computer projection equipment must be made in a manner that does not require electric cords to be stretched across any path where patrons need to walk. Audio equipment is required for some programs.
- Sound absorbing materials are required on floor and ceiling.
- Ample and convenient storage for supplies and equipment must be provided. See Area Designation Youth Services Office for storage detail.



# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** YOUTH SERVICES  
CHILDREN'S STORY HOUR/CRAFT ROOM

**Area required:** 325 sq. ft.

**Functions Performed:** The Story Hour Room provides space for children to listen to stories or presentations in one area and to participate in craft activities in a separate area.

**Occupancy:** Staff 0 Public 25

**User seating:**

- Craft area up to 16 children at tables
- Story-hour area up to 25 children seated in auditorium-style chairs or on the floor
- 10 adult-size folding chairs

**Furnishings:** 25 child-sized stackable, glide on carpet chairs with dollies; 25 floor cushions; 4 child-sized folding tables to seat 4 at each table; supply carts TBD by staff; clock; coat rack to accommodate heavy winter outerwear for all participants.

**Storage:** All storage to be lockable

- Large walk-in storage room with wide doors to allow tables and chairs to be rolled in on wheeled carts or racks.
- Walk-in storage closet with adjustable shelving, drawers, peg boards, hooks, etc. to accommodate craft and program supplies (examples include poster board, various sizes of paper, paint and brushes, yarn, thread, markers/crayons/pencil) and larger items including easels, display boards or grids, etc.
- Storage for paper cups, plate, napkins, etc. to be used for refreshments;
- Secure and sufficient storage for all electronic hardware and software;
- Child-safe, lockable cabinets under sink and counter

**Shelving:** 0

**Material capacity:** 0

**Equipment:** Two sinks, one for adults one for children, both large enough to clean equipment and supplies; integrated audiovisual presentation system designed to meet optimum capabilities at the time of construction. Ability to broadcast live over community access television; (Note: all these items can vary as technology changes. The equipment decisions will be made late in the project, but all electronic and electrical provisions, plus structural considerations, must be included in construction.)

**Close proximity to:** Children's Room; stroller storage

**Distant from:** Quiet seating.

## **UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023**

### **Architectural features:**

In the Story Hour Room children can sit in chairs, auditorium style, directly on the floor or on floor cushions for stories or other programs.

The Story Hour/Activities Room must:

- have good and appropriate sound system and acoustics;
- have wireless network capability;
- provide sufficient space for manipulating large display or program items between storage and program space;
- have seating for caregivers who wish to observe programs;
- have an area to hang coats.

The Story Hour Area must:

- be carpeted; (consider carpet tiles for ease of cleaning or replacement);
- have good sight lines for viewing a screen or a speaker for children seated in chairs or on the floor;
- have lighting that is dimmable and switches on and off immediately. Lights which take time to warm up and come to full brightness are not appropriate in a space where projectors may be turned on and off several times during a presentation;

The Craft Room is designed for participatory activities that require tables, chairs and space to move around.

It must:

- have counters and sinks at two heights, one for adults, one for children;
- have easily cleanable floors, vinyl not carpet;
- have fabrics and finishes that stand up to use by children, and should be easy to clean and maintain;
- have general lighting and task lighting as appropriate;

# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** YOUTH SERVICES  
YOUNG ADULT

**Area required:**

Materials 300 sq. ft. Seats 640 sq. ft. Staff 65 sq. ft.; computers 180 sq. ft. Total 1,185 sq. ft.

**Functions Performed:** Houses young adult collection for research and recreational reading; provides comfortable work and social space in separate areas for middle school students and high school students; provides “Creative Space” for school work and personal projects

**Occupancy:** Public 26 Staff 1

**Staff Workstation** The Young Adult Desk must serve as a clear focal point easily identified by patrons entering the area as the place they can find assistance and information.

It must:

- be welcoming for young adults who are close in age, 12-18, but very far apart in needs and interests;
- provide clear sight lines to allow staff to see all sections of the area, including the Creative Technology Lab;
- provide private space not accessible to patrons for secure storage;
- allow staff to leave easily to assist youngsters;
- have sufficient power supply without having to run power strips or extension cords across passageways;
- provide a space where students may independently have access to homework supplies including paper, markers, staplers, etc.

**User seating:** 12 at tables; 8 lounge or alternative seats, e.g., counters, booths or other, 4 computer seats, divided between middle and high school sections.

**Furnishings:** Shelving stack space for up to books and media items; Shelving for magazines; Six tables with 2 chairs each that can be pushed together for joint work; 8 lounge/alternative seats with end tables for patron belongings and 4 computer workstations. Coffee tables must be avoided as they tend to be used as footrests or additional seating.

**Storage:** Lockable cabinets behind or incorporated into desk for office supplies; open storage bins for school supplies, e.g. markers, paper, etc. to be used by students

**Shelving:** 268 sq. feet for books; (include some display shelving or revolving paperback book racks); 24 sq. ft. media shelving in appropriate formats; 8 linear feet of shelving for current and back issues periodicals.

**Material capacity:** 3,220 volumes, hard cover and paperback; including DVD, Blu-ray; video games; board games; magazines.

**Equipment:** Power supply and charging stations for electronic devices; headphones; other equipment TBD in during design development.

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Adjacent to:**

**Close proximity to:** Youth Services Office, Adult non-fiction

**Distant from:** Quiet adult area

**Architectural features:** Young adults, students in grades 7 through 12, need a clearly defined space distinct from both children's and adult's areas which gives them the illusion of privacy, yet is easily monitored by staff to both provide assistance when needed and to observe behavior. Collections of young adult materials are unique to their age group, having little overlap with children's materials, but leading to works in the adult collection. High School students particularly need to be close to adult non-fiction collections to complete their school assignments.

Using a "commons" model, divisions may be created with partitions or screens; with partially glazed walls or with furniture and floor levels. Careful attention must be paid to acoustics. Teens must be able to move through the spaces to socialize or relax without disturbing other library patrons. Seating should be varied in style but four seats at tables should be placed in a quiet zone. Teens like to be invested in their space therefore it is suggested that as the project moves forward, they be involved in planning.

Above all the space must be flexible to accommodate changing needs and interests over time. No irreversible decisions regarding divisions of space or installation of furnishings, including shelving, should be made.

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** DIRECTOR'S OFFICE

**Area required:** 200 sq. ft.

**Functions Performed:** Provides facility needed by Director to carry out administrative functions, including privacy for telephone conversations or library visitors, without disturbing patrons.

**Occupancy:** Public Up to 6                      **Staff:** 1

**Staff seating:** 1                                      **Visitor seating:** 2 in guest chairs; 4 at table

**Furnishings:** Office desk, credenza, 5- drawer file cabinet, computer work station, seating for director; two guest chairs; 1 round 36" diameter table with 4 chairs.

**Storage:** A lockable closet divided to hold outerwear and personal items on one side and sufficient and appropriate shelving for office supplies and other items on the other.

**Shelving:** 42 linear feet

**Material capacity:** 336 books @ 8 books/linear foot

**Equipment:** Telephone; computer, small printer.

**Adjacent to:**

**Close proximity to:** Circulation Desk, Public Services Workroom

**Distant from:**

**Architectural features:** The Director's Office must be set off enough from central activity to allow the Director to work without interruption, when necessary, but close enough for quick access to public service areas. The Office should be professional, uncluttered, and devoted to the Director's use. The Director should have an area for two visitors to be seated comfortably in front of the desk and 4 to be seated at a table for small meetings. Space for a small dedicated printer must be provided when printing of confidential material is required.



**UXBRIDGE FREE PUBLIC LIBRARY  
BUILDING PROGRAM  
2023**

**Area Designation:** ADMINISTRATION OFFICE

**Area required:** 125 sq. ft.

**Functions Performed:** Provides supplementary office space. *(Note: A specific position does not exist however it anticipates the need for an additional office as the staff and building grow with the town population.)*

**Occupancy:** Public 1 - 2 Staff: 1

**Staff seating:** 1 Visitor seating: 2

**Furnishings:** Office desk and chair with extended work surface; 2-4 drawer file cabinets, chairs for two guests; printer/copier unit (business hub)

**Storage:** A lockable closet divided to hold outerwear and personal items on one side and sufficient and appropriate shelving for office supplies and other items on the other.

**Shelving:** 10 linear feet

**Material capacity:** 80 volumes @ 8 vol/ft.

**Equipment:** Telephone; computer and other items TBD

**Adjacent to:**

**Close proximity to:** Director's Office

**Distant from:**

**Architectural features:** The Support Staff Office must:

- be adjacent to and accessible from the Library Director's Office;
- have a door that may be closed for telephone conversations or meetings;
- have two guest chairs;
- be glazed above 42" from the floor to allow staff to monitor them;
- have blinds that may be drawn for privacy.

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** DEPARTMENT SUPERVISOR OFFICE

**Area required:** 150 sq. ft.

**Functions Performed:** Provides facility needed by Assistant Director or Department Head to carry out administrative functions, including privacy for telephone conversations or formal and informal conversations with staff, without disturbing patrons.

**Occupancy:** Public 1 - 2                      **Staff:** 1

**Staff seating:** 1                                      **Visitor seating:** 2

**Furnishings:** Office desk and chair with extended work surface; 2-4 drawer file cabinets, chairs for two guests; printer/copier unit (business hub)

**Storage:** A lockable closet divided to hold outerwear and personal items on one side and sufficient and appropriate shelving for office supplies and other items on the other.

**Shelving:** 10 linear feet

**Material capacity:** 80 volumes @ 8 vol/ft.

**Equipment:** Telephone; computer,

**Adjacent to:**

**Close proximity to:** Director's Office

**Distant from:**

**Architectural features:** The Department Supervisor's Office must:

- have a door that may be closed for telephone conversations or meetings;
- have two guest chairs;
- be glazed above 42" from the floor to allow staff to monitor them;
- have blinds that may be drawn for privacy.

**UXBRIDGE FREE PUBLIC LIBRARY  
BUILDING PROGRAM  
2023**

**Area Designation:** CUSTODIAN'S WORK AREA

**Area required:** 100 sq. ft.

**Functions Performed:** Work and organizational space for custodian; Store supplies, equipment and materials necessary to maintain building; utilities including sink.

**Occupancy:**

**Seating:** Public 0                      Staff 1

**Furnishings:** Desk and chair; secure cabinet for cleaning materials, mops, vacuum cleaner, etc.

**Shelving:** Utility shelving as determined by need

**Material capacity:** 0

**Equipment:** Slop sink, vacuum, buckets, etc.

**Close proximity to:** Mechanical room; boiler room; (elevator and elevator room if elevator is included in building); delivery door/dock; long term storage, large item storage, restrooms, meeting room, landscaping equipment storage. (See Area Designation Storage for detail)

**Distant from:**

**Architectural features:** The Custodian's work area should provide:

- an office desk with lockable drawers and a chair to allow for paperwork;
- a closet/utility area containing a slop sink; a utility sink and storage for mops, buckets, vacuums, etc.
- direct and easy access to all mechanical areas of the building;
- be near the elevator if one is included;
- be near a delivery door/dock; (ideally a double-wide delivery door would open the near the custodian's work room to allow for large deliveries of books, supplies, furnishings, etc.

If the building is more than one story in height a separate utility closet, including sinks and storage for frequently used supplies, for example paper towels and toilet paper, must be provided on each floor.

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** STAFF ROOM

**Area required:** 260 sq. ft.

**Functions Performed:** Provide space for staff to secure personal belongings and take breaks away from public view. Provide a restroom for staff accessible only through the staff room.

**Occupancy:**                                **Staff** 8                                **Public** 0

**Seating:**                                    **Staff** 8                                    **Public** 0

**Furnishings:** Table and 6 chairs; 2 comfortable chairs; end table; locking file or storage cabinet; sink, small refrigerator; cook top or small stove; microwave oven.

**Storage:** 12 Individual lockers for staff personal belongings; counter with storage drawer and cabinet; Hanging rack for coats

**Shelving:** Periodical rack for professional journals, small bookshelf.

**Material capacity:** 10 – 15 periodicals; 20 books

**Equipment:** Refrigerator, stove, microwave, coffee maker, paper towel holder; hooks; other materials as enumerated by staff.

**Close proximity to:** Kitchen

**Distant from:**

**Architectural features:** Staff Room should include:

- a staff-only restroom;
- a refrigerator and microwave oven;
- a table with 6 chairs;
- two comfortable chairs with a small table between them;
- 12 lockers with built-in locks and keys, not external combination locks to hold handbags, laptops and other personal belongings in anticipation of increase in staff over 30 years.

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:**     **FRIENDS OF THE LIBRARY ROOM**

**Area required:** 130 sq. ft.

**Functions Performed:** Provide space for friends to store organization files, receive, sort and store books for book sale, meet to work on projects

**Occupancy:**     **Staff**   up to 6                    **Public** 0

**Seating:**       **Staff**   2 with additional folding chairs if needed            **Public** 0

**Furnishings:** Folding table and 6 folding chairs; locking file or storage cabinet; coat rack

**Storage:** TBD sufficient to collect and store book donations for semi-annual book sales.

**Shelving:** Perimeter utility shelving to hold cartons full of books or to allow books to be sorted and stored in preparation for book sales.

**Material capacity:**

**Equipment:** TBD

**Close proximity to:**

**Distant from:**

**Architectural features:** Friends of the Library Room should include:

- a folding table that can easily be put up to sort books or complete other projects and taken down to facilitate moving book cartons to sale site;
- 6-8 folding chairs for informal meetings or work sessions
- secure storage for personal items while working in library;



**UXBRIDGE FREE PUBLIC LIBRARY  
BUILDING PROGRAM  
2023**

**Area Designation:** TRUSTEES ROOM (SMALL MEETING ROOM)

**Area required:** 400 sq. ft.

**Functions Performed:** Provide meeting room for up to 16 at a conference table.

**Occupancy:** 16

**Seating:** Staff 0 Public 16

**Furnishings:** 1 conference table and 16 chairs, coat rack, credenza with drawers and/or cabinets for meeting supplies and flat top for handouts, refreshments, etc.;

**Storage:** Coat closet or rack; Lockable cabinet for presentation supplies (could be in credenza),

**Shelving:** 30 linear feet

**Material capacity:**

**Equipment:** Speakerphone, presentation hardware and software e.g., large screen smart tv, whiteboard; appropriate sound system including loop for hearing impaired

**Close proximity to:** Main Entrance; Auditorium

**Distant from:** Quiet areas

**Architectural features:** The Trustees Room should:

- be well and appropriately lighted;
- have surfaces that absorb sound;
- be away from distracting activity;
- provide space for 16 to sit comfortably at a table;
- have a turnkey presentation system with wireless access, smart tv; television reception, cable access recording capability, speakerphone; loop for the hearing impaired (specifics TBD during design development with respect to technology available at that time.);
- provide space for personal belongings of meeting attendees;
- be glazed on wall facing corridor;
- have window blinds;

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** CREATIVE TECHNOLOGY LAB

**Area required:** 400 sq. ft.

**Functions Performed:** The Creative Technology Lab provides space for young adults and adults to participate in a variety of hands-on activities. It should be a fully-equipped technology/ “makerspace” with appropriate equipment and supplies to allow patrons to create and develop ideas. Because technology capabilities and interests are changing rapidly, the specific needs and details for the space must be determined as late in the process as possible. Equipment listed below is intended to provide examples of the types of items which might be included.

**Occupancy:** Staff 0 Public 20

**User seating:** As identified by work or activity stations

**Furnishings:** 20 adult-sized stackable, glide on carpet chairs with dollies; tables, desks and benches as identified in the design process

**Storage:** All storage to be lockable

- Large walk-in storage room with wide doors to allow tables, chairs and other equipment to be rolled in on wheeled carts or racks.
- Lockable walk-in storage closet with adjustable shelving, drawers, peg boards, hooks, etc. to accommodate supplies and larger items including tools, sewing machines, etc.
- Secure and sufficient storage for all electronic hardware and software;
- Child-safe, lockable cabinets under sink and counter

**Shelving:** 0

**Book capacity:** 0

**Equipment:** A sink large enough to clean equipment and supplies; integrated audiovisual presentation system designed to meet optimum capabilities at the time of construction. Ability to broadcast live over community access television; capability to accommodate on-site gaming programs; digital media lab equipment designed to be used for graphic design; dry-erase whiteboard; large capacity scanner; device chargers; 3-D printer and other Makerspace equipment TBD. (Note: all these items can vary as technology changes. The equipment decisions will be made late in the project, but all electronic and electrical provisions, plus structural considerations, must be included in construction.)

**Adjacent to:** Audio/Video Cable Broadcast Area

**Close proximity to:** Auditorium

**Distant from:** Quiet seating.

## **UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023**

### **Architectural features:**

The room is designed for participatory activities that require a variety of workbenches, tables, desks and space to move around. In The Creative Technology Lab seating may be provided at tables and counters for craft or makerspace activities. Work surfaces could be counter-height tables; large work tables, computer desks, etc., equipment stands or racks but all furnishings must be flexible and moveable. No counters should be built in.

The Area must:

- be soundproof;
- have easily cleanable floors, vinyl not carpet;
- have finishes that are easy to clean and maintain;
- have general lighting and task lighting as appropriate;
- have good and appropriate sound system and acoustics including enhancement for the hearing impaired;
- have wireless network capability;
- provide sufficient space for manipulating large items between storage and program space;
- have an area to hang coats;
- have walls glazed from 42” to the ceiling to allow the staff clear sight lines into the room.
- have electrical receptacles at a variety of heights, including floor level, counter height, and in other locations to accommodate a variety of machinery;
- have a ceiling-mounted projector placed to allow easy viewing by all from any place in the room;
- have large lockable storage cabinets to protect supplies, software, etc.
- have “cubbies” or similar to allow users to leave belongings, and not have to clutter workspaces;
- have climate control designed to protect equipment;
- provide assistive technology including video enlargement, screen readers, and magnifiers;

Consider the need for 220v. power supply.

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** AUDIO/VIDEO RECORDING AND LOCAL CABLE BROADCAST STUDIO

**Area required:** 200 sq. ft.

**Functions Performed:** Provides production and editing space for staff and patrons

**Occupancy:** Public 6-8

**Staff:** as needed

**Staff seating:**

**Patron seating:** 6

**Furnishings:** Table and 6 chairs, other items TBD.

**Storage:** Lockable supply cabinet/closet for electronic equipment.

**Shelving:**

**Material capacity:** 0

**Equipment:** Audio and video recording and editing suites to be selected during construction.

- Cameras
- Microphones
- Audio mixer
- Video switcher
- Encoder

(Note: all these items can vary as technology changes. The equipment decisions will be made late in the project, but all electronic and electrical provisions, plus structural considerations, must be included in construction.)

**Adjacent to:** Creative Technology Lab, Auditorium

**Close proximity to:**

**Distant from:**

**Architectural features:** Audio-Video suite requires a control booth that contains audio and video operating equipment and studio space to allow recording of productions. The control room should serve the entire library and allow live broadcast on Uxbridge Community TV (UCTV), the Uxbridge cable access station. The UCTV staff should be actively involved in the development of the library cable studio. The studio must:

- have superior soundproofing. No sound should be heard outside the room.
- have a stable and high-speed internet connection to stream events;
- have appropriate and abundant power supply at various heights to support all equipment;
- have appropriate lighting;
- be glazed on the wall facing the library;
- have blinds for privacy;
- provide space for 6 to sit comfortably;
- provide space for personal belongings;
- include charging stations for personal electronic devices.

# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** AUDITORIUM

**Area required:** 1,560 Sq. ft. Storage 470 sq. ft.

**Functions Performed:** Provide facilities for a wide variety of programs and meetings sponsored by the library and the town for children and adults. This must be a flexible space that can be opened for group meetings or divided as needed for small meetings, children's programs and training. The auditorium must have technology and equipment to broadcast live over the town cable access station.

**Occupancy:** Up to 120 adults seated auditorium style      **Staff** 0

**User seating:**

- up to 120 adults auditorium – style;
- up to 60 adults at tables;

**Furnishings:** 125 adult-sized stackable, glide on carpet chairs with dollies; 10 adult sized folding tables seating 6; podium, including microphone; built in audio system including microphones with wired and wireless capability, amplifiers, speakers; presentation capabilities all to be determined based on most current technology during construction, but which can include whiteboard, overhead projector networked to computer connected projection system; smartboard; projection screen; smart tv; clock; coat rack to accommodate heavy winter outerwear for all participants.

**Shelving:** 0

**Storage:** Secure and sufficient storage for all electronic hardware and software; storage for tables and chairs not in use; and storage for selected supplies and props needed for programs is required.

- A large walk-in storage room with wide doors will allow tables and chairs to be rolled in and on wheeled carts or racks.
- Audio-visual equipment on carts, the podium, easels for use in presentations, and other equipment as identified may also be stored within it.
- Appropriate secure storage must include space for cables and cords.
- Separate lockable cabinets for small program supplies, e.g., paper, markers, scissors, etc. should be provided in craft areas.
- Larger space for big items including poster board and flip chart paper must be included.
- A coat room or large coat racks that can be rolled in and out of the storage room when needed must be provided for.

**Material capacity:** 0

**Equipment:** 10-12 laptop computers on cart; A turnkey presentation system including ability to broadcast live on local access television; Wall-mounted smart tv; appropriate sound system including loop for hearing impaired; and lighting. *(Note: all these items can vary as technology changes. The equipment decisions will be made late in the project, but all electronic and electrical provisions, plus structural considerations, must be included in construction.)*

**Adjacent to:** Kitchen

**Close proximity to:** Library entrance; children's room; restroom, staff room.

**Distant from:** Quiet seating area; Reference.



## **UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023**

### **Architectural features:**

The Auditorium must serve many functions therefore must be carefully designed to accommodate all requirements. General requirements are:

- All sections of the space must be accessible without going through the library when the library is closed.
- The overall room must be large enough to seat 125 adults auditorium style.
- It must be dividable into two separate sections, 40%/60% that can each be used simultaneously for different types of programs. Both must be as sound proof as possible and have independent access to the kitchen.
- Careful attention must be paid to providing state-of-the-art electronic systems to facilitate presentations. A qualified media design consultant must be included in the project at the planning stage to ensure that the facility will be adequate and appropriate to serve community needs.
- Sound system and acoustics must be carefully designed to optimize use as one large space and two smaller spaces. Sound from programs must not carry into the library.
- Both sections of the space must have capability to use presentation devices simultaneously.
- All surfaces must be easy to clean.
- There must be access to restrooms without entering the library, when the library is closed.
- Lighting that is both general for auditorium – style seating events and flexible for small group work is required. (Note: Lights should be dimmable but must turn on and off immediately when switch is engaged. Lights which take time to warm up and come to full brightness are not appropriate in a space where projectors may be turned on and off several times during a presentation. Requires high efficiency lighting.)
- Electrical service should include provision for electronic devices, presentation hardware, lighting and large capacity coffee makers, without running cords across the floor where they cause safety hazards.
- Kitchen (see **Area Designation** below) must be an integral part of the space;

Other requirements include:

- good sight lines for viewing a screen or a speaker at the podium for both adults seated in chairs and children seated on the floor. If windows are included in the design, they must all have easily accessible room-darkening shades that can be closed to prevent daylight interference with presentation equipment;
- appropriate sound system including loop for hearing impaired;
- wireless network capability;
- state-of-the art connection to local Cable Access to enable live broadcasts and have video recording capabilities for later broadcast (It must be done in conjunction with the town cable access provider.)

# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** KITCHEN

**Area required:** 100 sq. ft.

**Functions Performed:** Provide space for use by staff, other groups, or caterers using Auditorium; Provide space for food-related activities including presentations by chefs, Young Adult cooking workshops, etc.

**Occupancy:** Staff as needed Public 0

**Seating:** Staff 0 Public 0

**Storage:** Pantry, Lockable storage for kitchen items, dishes, pots and pans, utensils, coffee makers, etc. as dry storage for foodstuffs; individual lockable cabinets for paper goods, etc. used for programs.

**Furnishings:**

**Shelving:** As required for equipment.

**Material capacity:**

**Equipment:** Full size stove, refrigerator, microwave; optional dishwasher, clothes washer and drier; and other items required to fully equip kitchen including coffee makers.

**Adjacent to:** Auditorium

**Close proximity to:** Outdoor space

**Distant from:**

**Architectural features:** Auditorium (see **Area Designation** above) must be an integral part of the space;

- Requires full-sized appliances, counters, and sink to be used for food service in meeting areas and can also be used as demonstration space for cooking programs;
- Requires separate utility sink for use during non-food-related activities;
- Requires a partition that can be opened to meeting room for food-related programs but closed so it is not visible when other programs are being conducted;
- A pass-through is required to facilitate service when partition is closed;
- Requires good and sufficient electrical outlets at counter height with sufficient service to power three or more appliances such as 100-cup coffee pots simultaneously;
- Requires general lighting, under-cabinet and task lighting operating independently from Auditorium lighting;
- Sounds from kitchen must not interfere with programs;
- It is advisable to consult the Board of Health to ensure compliance with regulations;

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** CASUAL SOCIAL SPACE

**Area required:** 240 sq. ft.

**Functions Performed:** Provide space for patrons to enjoy a beverage or light snack in a social area away from the collection

**Occupancy:**                      **Staff** 0                      **Public** 12

**Seating:**                         **Staff** 0                      **Public** 12

**Furnishings:** 4 Lounge Chairs; 2 small Bistro-type tables with 4 chairs each; coat rack; sink with small storage cabinet under

**Storage:** Lockable cabinet sufficient for miscellaneous supplies; Lockable under-sink storage for cleaning supplies.

**Shelving:** None

**Material capacity:** None

**Equipment:**

**Close proximity to:** Entry, Auditorium; New Materials

**Distant from:** Quiet areas

**Architectural features:** The Casual Social Space is not intended to be a dispenser of food, but a space where patrons may consume their own snacks and drinks away from the materials collection. Four lounge chairs and eight seats at bistro-type tables will allow social interaction and space for comfortable reading.

- All surfaces must be durable and easy to clean.
- Hard surface flooring, not carpet, is recommended.
- A small sink for hand washing and simple cleanup is required.
- Storage must be lockable for security and have child-safety locks to be used any time the cabinets are unlocked.

**UXBRIDGE FREE PUBLIC LIBRARY  
BUILDING PROGRAM  
2023**

**Area Designation:** RESTROOMS

**Area required:** non-assignable space

**Functions Performed:** For use by staff and library patrons.

**Occupancy:**

Children's Room – 1 family restroom accessible from within Children's Room only, including changing station, seat for a nursing mother, and adult and child sink and toilet.

Adult Restrooms located for general patron use when library is open and by program attendees when library is closed, of size sufficient to accommodate 100 program attendees including gender-neutral accommodations. One family restroom available near auditorium when library is closed.

Staff – One gender-neutral bathroom inside staff room.

**Furnishings and equipment:** Fully accessible to the handicapped. Water closet, grab bars, sink, unbreakable mirrors, center drain, tile surfaces on floor and lower portion of walls, motion-sensor faucets, soap dispensers and blowers for drying hands; exhaust fan; lockable storage cabinets; waste receptacles; baby changing stations, motion sensor light that will turn on when someone enters and off when the room is empty to conserve energy.

**Close proximity to:** Adult – Entrance, Circulation Desk. Must be accessible to Auditorium when Library is closed.

**Children:** Must only be accessible through Children's Room; must be in clear sight of Children's Services Desk.

**Distant from:** Quiet seating area; Reference.

**Architectural features:**

- Restrooms must be:
  - fully visible from nearby staff workstations;
  - accessible for elderly, handicapped, and parents with young children;
  - convenient to the Auditorium;
  - accessible to Auditorium when the library is closed;
  - lockable from inside, but should have key access from outside to rescue locked in children, or to keep restrooms locked for security purposes;
- No one should be able to enter restrooms from outside the building without being observed by staff.
- Patrons should not have to pass through quiet study areas to reach restrooms.

# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** GENERAL LIBRARY DISPLAY

**Functions Performed:** Allow varied display options for portrait collection, historic artifacts, topical subjects, community artwork, miscellaneous collections of ephemera, etc.

**Area required:** Included in non-assigned space.

**Occupancy:** Staff 0 Public 0

**Seating:** Staff 0 Public 0

**Furnishings:** Wall systems, display cases as determined by staff

**Shelving:**

**Material capacity:** varied

**Equipment:**

**Close proximity to:**

**Adjacent to:**

**Distant from:**

**Architectural features:**

The library does not have formal dedicated display space. Books and materials are displayed informally on tables or shelves. Portraits are hung in the locked Local History Room at various heights, many above eye level. A comprehensive plan for display must be developed as the project progresses. Consider:

- strategic placement of the historic portraits throughout the library;
- a picture-hanging system in the auditorium to feature local artworks;
- portable, storable free-standing panels to be used when and where needed;
- permanent display locations and cases for items such as the gravestone;
- display cases, horizontal or vertical, that can be changed at intervals ;



# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** GENERAL LIBRARY STORAGE

**Area required:** Included in non-assigned space.

**Functions Performed:** Allow short and long-term storage for library supplies, holiday decorations, infrequently requested materials that are not historic, periodicals, etc. Storage has been included in individual area designations. Storage described here is for general library use.

**Occupancy:** Staff 0 Public 0

**Seating:** Staff 0 Public 0

**Furnishings:** Shelving, drawers, closets or cabinets as specified.

**Shelving:** as determined by need.

**Material capacity:** as identified

**Equipment:**

**Adjacent to:** Custodian's Work Area

**Close proximity to:** Areas to be served.

**Distant from:**

**Architectural features:**

- Bulk storage for continually used and replenished items, e.g., paper, restroom supplies near delivery door and, if building has an elevator, near the elevator to facilitate distribution.
- Provision must be made to keep cartons off the floor to prevent dampness.
- Secondary paper storage – One lockable closet should be provided on each floor to store paper for photocopiers, printers, etc. convenient to staff who need to replenish supplies.
- Semi-permanent storage for bulky items such as seasonal decorations – lockable storage room, 150 sq. ft. minimum with perimeter shelving and other storage as needed. It could be incorporated into janitor's space.

Note: One large storage room could meet both long-term and short-term bulk needs.

## UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:**      **OUTDOOR PROGRAM SPACE**

**Area required:** 650 Sq. ft.

**Functions Performed:** Provide outdoor facilities for a wide variety of seasonal programs sponsored by the library and the town for children and adults.

**Occupancy:**              **Public** Up to 50 adults **Staff** 0

**User seating:**

- up to 50 adults seated amphitheater-style
- flat open space for presenters or for children to sit on the ground

**Furnishings:** TBD

**Shelving:** 0

**Storage:** Secure and sufficient storage for chairs, tables, podium, etc. provided with direct access from outdoor area. Consider creating accessibility to storage for auditorium if furnishings are to be shared.

**Material capacity:** 0

**Equipment:** To be brought from library as needed

**Adjacent to:**

**Close proximity to:** Children's Room, restrooms, kitchen

**Distant from:** Quiet seating area; Reference.

**Architectural features:**

The Outdoor Program Space must serve many seasonal functions therefore must be carefully designed to accommodate many requirements. The space may be constructed as a pavilion with a permanent floor and roof covering, at minimum, a stage/presentation area but also providing shelter for seating. Alternatively, at minimum the infrastructure to accommodate installation of a fabric canopy in the summer should be provided, taking into consideration the location of shade trees. Consider the installation of permanent amphitheater seating versus portable seating (folding chairs) that need to be set up and taken down.

Consider the inclusion of picnic tables or bistro tables and chairs, perhaps permanently installed.

All furnishings must be impervious to rain.

General requirements are:

- The space must be accessible when the library is closed.
- Restrooms and storage must be accessible without going through the library including when the library is closed.
- The space must be flexible to allow for a variety of programming including musical presentations; children's story hours; craft workshops; health and fitness programs, e.g., Yoga; etc.
- Careful attention must be paid to providing state-of-the-art systems, notably sound and lighting, to facilitate presentations.
- Electrical service must be provided.
- Automobile traffic in and out of the parking lot should not affect programs in progress.
- Security is paramount. Options include having only secure access to fenced-in space through the entry that leads to the Auditorium and restrooms; having the area fenced in with an exterior locked gate for entry and exit or to having all space open to the community at all times with access to restrooms only during programs.

# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** PARKING

**Area required:**

**Functions Performed:** Provides safe, convenient and adequate parking for staff and patrons.

**Occupancy:** Public 60 spaces. 1space/400 gross sq. ft, including handicapped spaces and van accessible spaces as required by code. Electric vehicle charging stations. **Staff:** 8 spaces

**Seating:** NA

**Furnishings:** Signage as appropriate, lockable bicycle racks

**Shelving:** NA

**Material capacity:** NA

**Equipment:** Adequate lighting, including timed and motion sensitive lights; 10% to 20% Electric vehicle charging stations as required by Green Communities adherence to electric Stretch Code

**Close proximity to:** Main entrance, Book Drop.

**Distant from:**

**Architectural features:**

- Adequate parking for patron automobiles when the library is open and for programs held in the Auditorium.
- Alignment of parking lot must provide a passenger drop-off point and ensure that drop off does not interfere with direct access to parking.
- Consider a separate point for Patron “curbside” pick-up of material.
- Patron walkways from both street and parking lot must be provided to allow adequate space for patrons on foot to enter and leave comfortably without dodging automobiles.
- Bicycle racks must be placed out of the way of pedestrian traffic and driveway.
- Provision should be made for a drive-up book return.
- Short-term parking convenient to the Book Vending Machine should be provided.
- Up to twelve (12) spaces allowing charging for electric vehicles must be provided.
- The parking must be integrated seamlessly with overall landscaping.

# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM

2023

**Area Designation:** DELIVERY ENTRANCE

**Area required:** 100 sq. ft.

**Functions Performed:** Provide a dedicated delivery entrance for ILL van driver; package or furniture delivery that does not interfere with patrons at the main service point or block access to driveway or drop-off area.

**Occupancy:** Staff 1 Public 0

**Seating:** Staff 0 Public 0

**Furnishings:** Counter for opening and sorting totes

**Storage:** Under counter for totes.

**Shelving:** TBD

**Material capacity:** TBD

**Equipment:** Doorbell; 2-wheel cart

**Close proximity to:** Driveway outside; Elevator if provided, inside

**Distant from:** Main Entrance

**Architectural features:**

Consider a delivery door that opens to a self-contained vestibule where the ILL van driver can drop off or pick up bins whether the library is open or closed using a separately keyed door from the outside. A second lockable door leading into the library allows staff to put totes out or bring them in. The delivery entrance must:

- have a doorbell that can be heard in Public Services Workroom, the circulation desk and the Director's Office;
- have clear directional signage from the driveway into library property;
- not interfere with traffic flow to and from the main entrance/passenger drop-off zone;
- be separate from patron walkways (from both street and parking lot) to allow adequate space for patrons on foot to enter and leave comfortably without dodging delivery vehicles;
- meet ADA requirements;
- have access coordinated with main entrance; (see Area Designation Main Entrance)
- have a counter where books from the totes can be placed for sorting;
- be of sufficient size to allow delivery of large items, including furniture;

# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

**Area Designation:** LANDSCAPING

**Area required:**

**Functions Performed:** Develops appearance of the land around the library and parking lot.

**Occupancy:** Public                      **Staff:**

**Seating:** Consider benches, bistro tables and chairs

**Furnishings:** Signage as appropriate, benches, statues, garden items TBD

**Shelving:** NA

**Material capacity:** NA

**Equipment:** Adequate lighting, including timed and motion sensitive lights.

**Close proximity to:**

**Distant from:**

**Architectural features:** Landscaping must be site specific. It must be well designed to maximize the library aesthetics, fit appropriately into the setting and ensure the safety of patrons and staff. Paths to parking must be well lighted. Motion sensor lights should be considered. Live materials should be of appropriate height and scale to ensure that they cannot be used as hiding places for predators. Maintenance level should be low.

Landscaping must be seamlessly integrated with outdoor programming space, taking into account safety for patrons and staff when decisions are made about the program space design. Separately there may be some garden-type seating area for patrons independent of program space. Considerations for both outdoor program space and outdoor gardens and seating will be dependent on the size of the site available. Options include outdoor garden space accessible only through the library when it is open and garden space available outside the library at all times.

While both concepts are interesting and should be pursued, there are caveats to be considered for each.

Regarding access from within the library, to allow free flow for patrons the garden must only be accessible through the main library. There must be no direct access to the garden from outside the library. An unsecured garden entrance allows patrons to walk out with materials that have not been charged out, but there is a greater security risk. An unsecured entrance that enables persons entry to the library without passing through the main entrance makes it difficult for staff to keep track of those who arrive or depart. The potential exists for an individual to wreak havoc or to harass patrons or staff therefore external spaces must be carefully planned for safety.

Having program space available when the library is closed requires additional thought. Consideration should be given to secure access through the entry that leads to the Auditorium and restrooms, with the Outdoor Program Space and garden area fenced in or to having all space open to the community at all times with access to restrooms only during programs. See Area Designation Outdoor Program Space.

Benches can be integrated along the walkway or outside the main entry for the convenience of patrons providing seating areas separate from the “garden area” or Outdoor Program Space.





UXBRIDGE FREE PUBLIC LIBRARY  
BUILDING PROGRAM  
2023

**APPENDIX I**  
**SPACE PROJECTIONS**

**Estimated Space Summary Chart  
with seating by type\***

**Library Narr Uxbridge Free Public Library  
March, 2023**

Area Name	Collection						Reader Seats			Program Seats	
	Estimated Size (sq ft)	Volumes	A/V Materials	Periodicals	Public Computer Workstations	Staff Computer Workstations	OPACs	Lounge Seats	Table/ Carrel Seats		Total Reader Seats
Entrance										-	4
Book Vending Machine	100		-	-	-	-	-	-	-	-	-
Vestibule	400		-	-	-	-	-	-	-	-	-
Circulation Desk	190		-	-	-	2	-	-	-	-	-
Automated Sort	144				-	-	-	-	-	-	-
Public Services Workroom	500		-	-	-	3	-	-	-	-	-
Telecommunications	100	-	-	-	-	-	-	-	-	-	-
Library of Things	144	-	-	-	-	-	-	-	-	-	-
Reference	125	20			-	1	1	-	-	-	-
Browsing/New Materials	575	450	600	20	-	-	1	12	-	-	-
Adult Fiction	1,540	15,120	-	-	-	-	-	8	-	8	-
Adult Graphic Novels	90	200	-	-	-	-	-	2	-	2	-
Mass Market Paperbacks	102	500	-	-	-	-	-	2	-	2	-
Large Print	125	1,000	-	-	-	-	-	-	-	-	-
Adult Nonfiction	900	8,960	-	-	-	-	-	-	-	-	-
Biography	100	1,000	-	-	-	-	-	-	-	-	-
Adult Seating*	980	-	-	-	-	-	-	-	28	28	-
Quiet Study Room(s)*	270	-	-	-	-	-	-	-	-	-	12
Group Study Room(s)*	200	-	-	-	-	-	-	-	-	-	8
Technology Commons	700	-	-	-	11	-	2	-	2	2	-
Business Pod	100	-	-	-	-	-	-	-	-	-	-
Local History Room	500	850			1	1	-	-	6	6	-
Children's Room	3,010	25,850	500	8			1				
Service Desk	150					2					
Preschool Area	250				-	-	-	4	8	12	15
School-Age Area					4	-	-	8	12	20	
Parents								4		4	
Office	150				-	-	-	-	-	-	
Youth Services Workroom	390				-	4	-	-	-	-	
Story Hour/Craft Room	325				-	-	-	-	-	-	20

Young Adult	1,185	3,220	50		4	1	1	6	8	14	
Director's Office	200				-	1	-	-	-	-	
Administration Office	125				-	1	-	-	-	-	
Department Supervisor Office	150				-	1	-	-	-	-	
Custodial Office/Workrm	100	-	-	-	-	1	-	-	-	-	
Staff Break Room	260			15							
Friends/Book Sale	130	-	-	-	-	-	-	-	-	-	
Trustees Room*	400				-	-	-	-	-	-	16
Creative Technology Lab	400										
Audio/Video/Cable Access	200	-	-	-	-	4	-	-	-	-	
Auditorium	1,560	-	-	-	-	-	-	-	-	-	120
Meeting Room Kitchenette	100	-	-	-	-	-	-	-	-	-	
Meeting Room Storage	468	-	-	-	-	-	-	-	-	-	
Casual Social Space	240	-	-	-	-	-	-	-	-	-	12
Delivery/Receiving	100	-	-	-	-	-	-	-	-	-	

--	--	--	--	--	--	--	--	--	--	--	--

		Total Vols	Total A/V	Total Periodicals	Total Public Computer Workstations	Total Staff Computer Workstations	Total OPACs	Total Lounge Seats	Total Table/Carrel Seats	Total Reader Seats	Total Program Seats
Total Net SF	17,778	57,170	1,150	43	20	22	6	46	64	98	207
30% Unassignable Area	5,926										
Total Estimated Gross SF	23,704										

**\*Seating guide**

Lounge Seats:	Includes all soft seats, including sofas, loveseats, and easy chairs
Table Seats:	Includes all upright chairs and stools normally used at a table or counter
Program Seats:	Includes all seats in public areas that are not available for open access use, such as meeting room chairs. Includes group study rooms that are normally reserved Does not include "quiet study" rooms or areas that have open access
Notes about seating:	For rooms with moveable or stacking chairs, count the number of seats available in the typical everyday setup Please count each chair only once Do not count computer chairs as seats unless one workstation has more than one chair. If so, count only the extra seat(s) as table seats



**UXBRIDGE FREE PUBLIC LIBRARY  
BUILDING PROGRAM  
2023**

**APPENDIX II  
SURVEY AND FOCUS  
GROUP RESULTS**

# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

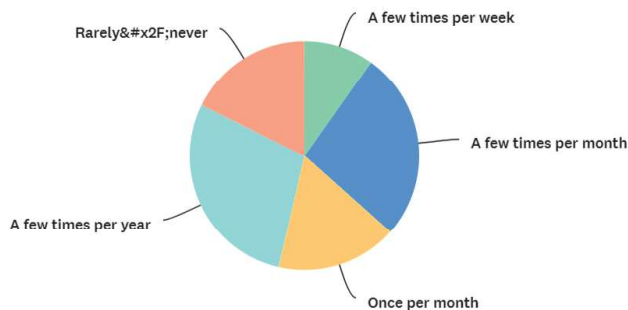
## APPENDIX II SURVEY AND FOCUS GROUP RESULTS

### SURVEY RESULTS

A survey was launched on the Uxbridge Free Public Library website and the Uxbridge town website on November 14, 2022 and closed on January 31, 2023. It generated three hundred fifty-four responses, of which 105 or thirty percent, were from adults aged thirty-five to forty-four. One hundred three responses came from individuals age forty-five to sixty-four and sixty-four, just over eighteen percent, from sixty-five to seventy-four. The remainder were evenly divided among those under thirty-five and over seventy-four. Over ninety-three percent live in Uxbridge and thirty-nine percent of those have been residents for over twenty years. Twenty-two percent have lived in Uxbridge for between one and five years and an equal number for between eleven and nineteen years. Seventeen percent fill in the gap at six to ten years. Eighty-six percent own their own homes. The remainder rent apartments (21) or live with family and friends. Forty-three respondents were school children. Two-hundred eighty-eight have Uxbridge Free Public Library cards and a computer at home; two hundred ninety-seven have Internet access at home and thirty-eight have a Boston Public Library e-card.

The following chart shows library attendance.

Answered: 345 Skipped: 9



The fifty-three who answered that they rarely or never go to the library fell into these major categories: They download books and information; their kids are grown up; the hours are not convenient; or they visit other libraries more convenient to their commutes or family schedules. Physical accessibility and parking were mentioned as well.

When asked to rate the importance of various types of collections going forward respondents put books at the top and audio-visual materials and periodicals as less so. More and varied programming for all ages is sought. Books for all ages were considered most important. Audio visual materials were not assigned a high level of importance but educational material for children and a “Library of Things” were. The need for remote programming, with the exception of the desire for more ebooks, received a lukewarm reception. The need for accessibility, parking, space for more books and meeting space topped the list in importance for the library but the need for additional space for all services was recognized.

One hundred fifty-four people identified these as special about the existing library.



**UXBRIDGE FREE PUBLIC LIBRARY  
BUILDING PROGRAM  
2023**

Friendly children space age Historical  
inside history look beautiful old

## Historic Building

architecture great staff people  
unique character Central location  
feel exterior charm

One hundred sixty-one saw the need for improvement in



The following quotes are excerpts from the survey's final question, "What would you like the library to look like in thirty years?" and reflect the overall feeling from the 136 respondents of the need for accessibility and community space.

- Somewhat larger & handicap accessible. A social & community gathering place for the town, offering services & programming appropriate to libraries/community learning centers. A community's, "resource center," providing town residents of all ages opportunities to access news, history, written/audio/visual media/resource materials/information for purposes such as: 1) Their own entertainment/enlightenment 2) Self-education 3) research for academic, personal, work-related, education & training related, and/or any other purposes a library patron may choose that is beneficial to that person or beneficial to the community/residents of the town 4) for any other purposes that align with the goals and purposes of the public library (as an institution). A community resource that is available to be used by ALL RESIDENTS OF THE TOWN WITHOUT DISCRIMINATION to the best extent possible.
- Hopefully a deep respect for the local history on the outside to blend in with the town and maybe a nod to it inside in the form of displays and lectures. A clean, organized, updated interior that focuses on keeping the community together in person rather than isolated virtually. The staff should be well compensated and really love what they do so that the patrons feel welcome and the facility is well cared for.
- More space and more programming for kids and youth. All the parents I know travel to other town libraries for kids programming, so being able to go to the Uxbridge Library would be amazing!



# UXBRIDGE FREE PUBLIC LIBRARY BUILDING PROGRAM 2023

## FOCUS GROUP AND PUBLIC FORUM RESULTS

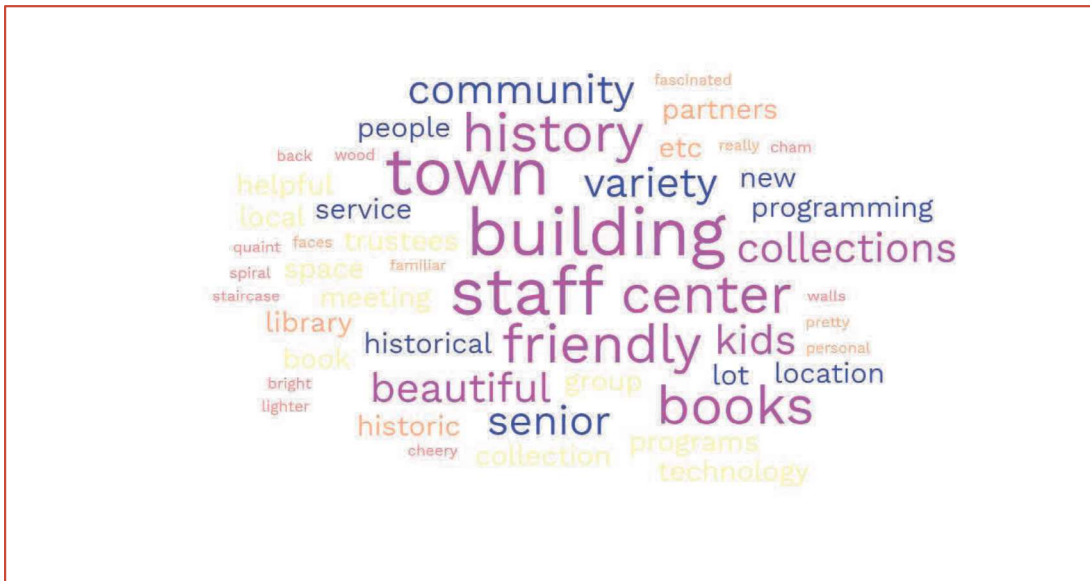
### SOAR+ STRENGTHS OPPORTUNITIES ASPIRATIONS RESULTS AND IF MONEY WERE NO OBJECT

Two focus groups, one for staff and one for Trustees and the Friends of the Library, and two public forums were held using the SOAR format. Participants were asked to evaluate the library within each SOAR category and brainstorm a vision of the library's future.

In addition to reflecting on the SOAR elements, it is valuable to elicit input members would give if funds were to be unlimited. In a separate category titled “If Money were no object” (IMNO), participants expressed many ideas that stimulate the imagination and are not out of the realm of possibility. Some suggestions which may seem to be too expensive might actually be attainable, but would not be considered if the ideas had not been brought forward. The word clouds below summarize responses.

#### STRENGTHS

What are the library's greatest assets? What is working really well?



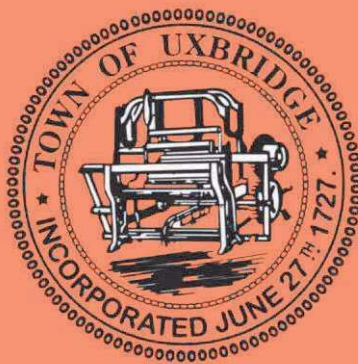






**UXBRIDGE FREE PUBLIC LIBRARY  
BUILDING PROGRAM  
2023**

**APPENDIX III  
ADA ALL ABILITIES AND  
TRANSITION PLAN  
UXBRIDGE FREE PUBLIC  
LIBRARY**



TOWN OF UXBRIDGE

# ADA SELF-EVALUATION AND TRANSITION PLAN

ALL ABILITIES INITIATIVE

Version 1.0

EDCP



# ADA SELF-EVALUATION AND TRANSITION PLAN

ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING

## PREPARED BY:



### CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION

Connor Robichaud  
Regional Projects Coordinator  
1 Mercantile Street, Suite 520  
Worcester, MA 01608



### CENTER FOR LIVING & WORKING

Michael Kennedy  
ADA Access & Advocacy Coordinator  
484 Main Street, Suite 345  
Worcester, MA 01608



### JAMES M. MAZIK, AICP CONSULTING SERVICES

188 Lower Westfield Road  
Holyoke, MA 01040

# ADA SELF-EVALUATION AND TRANSITION PLAN

## ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING

### *DISCLAIMER*

*This Self-Evaluation and Transition Plan is a “planning” document which is intended to identify areas of non-compliance under the Federal Americans with Disabilities Act as it pertains to the provision of services, programs, and activities. In doing so, this Plan provides an evaluation of policies and procedures and provides recommendations and sample documents for compliance. This Plan also includes a facilities assessment to identify non-conforming building and site conditions including a description and applicable regulatory standards for compliance. This is not an engineering or architectural assessment nor does it provide engineering or design solutions. Construction solutions need to be designed by a qualified engineering or architectural professional in order to ensure compliance under the MAAB 521 CMR requirements and the 2010 ADA Standards for Accessible Design.*

# ADA SELF-EVALUATION AND TRANSITION PLAN

## ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING

### UXBRIDGE LIBRARY

*Responsible Party: Library Board of Trustees*

#### **Function and Description of Facility and Programs**

The Uxbridge Library was built around 1893 as a gift from Edward C. Thayer to the town. The 3-level masonry building (including on-grade basement) consists of roughly 10,600 square feet. The ground or basement level serves as the children’s library. The second or main level serves as the main library area and includes a check-out counter, tables and chairs, and library offices. The third level consists of 3 rooms – a large assembly room, the Beatrice P. Sprague Memorial (meeting) room, and a room used by either the Historical Commission or Society. The Uxbridge Library provides community members with access to informational, educational, and recreational resources in order to meet their cultural and social needs.

#### **General Description or Obstacle Which Limits Mobility or Access**

The designated accessible parking space is not van accessible, lacks striping, and has excessive cross slopes. There is no compliant accessible route to the library from the parking or from the public sidewalk to the library. The bench at the front of the library is not on an accessible route. The front entrance stairs have non-compliant railings (only one railing, not oval, no extensions). There is no directional signage at the front of the building noting the accessible entrance. The maneuvering clearance at the “accessible” entrance is reduced to only 36” due to the book drop and the door closing speed and operating force are non-compliant. Interior doors on all levels lack signage or the signage is not located on the latch side of the door. Most interior doors (all levels) have knob-style hardware. There are numerous protruding objects throughout the building. The lower level unisex accessible bathroom has a door lock that is not operable with a closed fist, a towel dispenser that requires pinching or grasping, a water closet with a flush control which required too much force to use, a urinal with a flush control on the wrong side and which required too much force to use, and a sink with piping that is not guarded or insulated. Lower level adult and children’s tables do not provide adequate knee clearance. The electronic card catalogues on the lower and main levels lack knee clearance and are too high. The lower level emergency exit stairs lack railings on both sides, lack extensions, and have unbeveled nosings. The lower level stacks by the staff room do not provide the minimum required clear width between stacks. Interior sloped areas on the lower level near the entrance and the stairs to the second level have excessive running slopes. The spiral stairs to the main (second) level



# ADA SELF-EVALUATION AND TRANSITION PLAN

## ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING

are wholly non-compliant with varying tread widths, risers that are too high, unbeveled nosings, railings on only one side of the stairs and with no extensions at the top and the bottom. The main level check-out counter is too high. Main level tables do not provide the minimum required knee clearance. The main level bathroom is wholly non-compliant. Floor grates on the main level have excessive openings. Main level light switches are too high. Minimum required clear widths are not maintained at the main level stacks nor at the CD display area. The stairs to the 3<sup>rd</sup> level have varying tread widths and non-compliant railings. The 3<sup>rd</sup> level thresholds at doorway entrances are too high. Tables on the 3<sup>rd</sup> level do not provide the minimum required knee clearance. The rug in the Beatrice P. Sprague Room is frayed, has loose ends is not secured. The stage/platform in the large assembly room has no vertical access. The “moveable” stairs in the assembly room to the fire exit lack compliant railings and stair nosings. There is no internal vertical access from the lower ground level to the main 2<sup>nd</sup> level or 3<sup>rd</sup> level of the building.

UXBRIDGE LIBRARY ACCESSIBILITY ASSESSMENT							
General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
<b>Parking</b>							
<b>See Photo Library 1</b>							
The accessible parking lacks striping for the parking space and access aisle. The space is not designated as van accessible.	502	23.4	Provide striping for the designated parking space and access aisle. Both the parking space and access aisle s/b 8' in width. Van accessible signage s/b provided.	1	2	I	\$100
The parking space cross slopes vary up to 4.2% which exceeds the maximum allowed for a level surface by 2.2%.	502	23.4	Resurface the parking space and access aisle such that the running and cross slopes do not exceed 2.0% and the ground surface is uniform, stable, firm, and slip resistant.	1	3	N	\$1,250
<b>Accessible Route into the Library</b>							
<b>See Photos Library 2 &amp; 3</b>							
There is no compliant accessible route of travel into the building from the designated accessible parking or from the sidewalk. The running	206 403	20 22	Modify and or reconstruct the asphalt walkway from the parking lot to the library so that the running slopes do not exceed five percent and there are no abrupt changes in level	1	3	N	Up to \$1,000

# ADA SELF-EVALUATION AND TRANSITION PLAN

## ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING

slope of the 1 <sup>st</sup> ten feet of the walkway from the parking to the library varies from 5.0% to up to 10.2%.			surface of greater than ¼”.				
The asphalt walkway to the accessible entrance has a ¾” abrupt change in level surface along the route of travel.	206	20	Construct an accessible route of travel with compliant running slopes (no more than 5.0%) and cross slopes (no more than 2.0%) or a ramp with paired railings that complies with the maximum slope requirement of 8.3%.	1	4	L	TBD
There is no accessible route from the Main Street sidewalk to the rear accessible entrance.	403	22	Relocate book drop to achieve minimum required 60” maneuvering clearance at entrance.	1	2	I	\$0
The book drop at the accessible entrance reduces the maneuvering clearance to 36”.	404	26					
<b>Front Bench</b>							
<b>See Photo Library 4</b>							
The bench in front of the library is not on an accessible route and does not provide an adjacent level area for a wheelchair.	402 802.1	19.0 20.0	Move bench closer to the concrete accessible route and construct a 60” x 36” wheelchair area with compliant slope requirements (no more than 2%).	4	3	N	\$250
<b>Exterior Directional Signage</b>							
Outside directional signage at the front of the building directing visitors to the accessible entrance is not provided.	216	41.1.3	Provide directional signage noting the accessible entrance.	1	2	I	\$175

# ADA SELF-EVALUATION AND TRANSITION PLAN

## ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING

Front Entrance Stairs							
See Photo Library 5							
The railings on the stairs do not have extensions at the top and bottom; railings are provided solely in the middle of the stairs and not on both sides; the railings are not oval in shape.	505.10 505.4	27.4	Install continuous railings on both sides of the stairs that extend 12" parallel to the ground at the top and the slope distance of one tread then 12" parallel to the ground. Handrails s/b round or oval in x-section with the top of the handrail 34" to 38" a.f.f.	1	3	N	Up to \$2,150
Doors							
The lower level entrance door does not comply with the maximum allowed operating force of 15 lbs. for an exterior door. The lower level entrance door and the main entrance front doors do not comply with the minimum closing speed requirement of six seconds under 521 CMR.	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that push/pull force does not exceed 15 lbs for an exterior door and the door closing speed is at least 6 seconds.	1	2	I	\$0
Door Signage							
See Photo Library 6							
Nine doors on the lower level, four doors on the main level, and six doors on the upper level lack tactile designation signage. The signage on the lower level bathroom door is not on the latch side of the door.	703	41.1	Install accessible compliant designation signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and Braille characters should also be included. Tactile characters on signs s/b 48" min. a.f.f. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Under 521 CMR, signage should be 60" a.f.f. to the centerline of the sign. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille	2	2	I	\$665



# ADA SELF-EVALUATION AND TRANSITION PLAN

## ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING

(703 ADA Standards).							
<b>Door Hardware</b>							
<b>See Photo Library 6</b>							
Nine doors on the lower level, four doors on the main level, and six doors on the upper level have non-compliant knob-style hardware.	404.2	26.11	Replace the existing hardware with lever style that is operable with one hand, a closed fist, or loose grip. Lower the children's room door pull to no more than 48" a.f.f.	2	2	I	\$1,425
<b>Lower Level Unisex Accessible Bathroom</b>							
<b>See Photo Library 7</b>							
The sink piping is not wrapped, insulated, or guarded.	606.5	30.9.5	Wrap and/or insulate piping.	3	2	I	\$25
The door locking mechanism is 1" too high under the 2010 ADA Standards but falls within the allowed tolerance. The mechanism requires pinching and twisting of the wrist and more than 5 lbs. of force to operate.	309	39.5	Replace the locking mechanism with one that does not require pinching or twisting of the wrist and can be operated with a closed fist. The device should not require more than 5 lbs. to operate.	3	2	I	\$75
The flush controls for both the urinal and water closet require 7 to 8 lbs. of operating force.	604 605 309	30.7.5 39.5	Adjust flush controls so that no more than 5 lbs. of operating force is required.	3	3	I	\$100
<b>Protruding Objects and Headroom</b>							
<b>See Photo Library 8</b>							
The following are protruding objects as they extend more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f. or have vertical clearance reduced to less than 80".  Lower level exit sign at entrance to stairs Lower level shelf	307.2	20.6.1	Raise the sign so it is at least 80" a.f.f. to the bottom of the sign.  Put fixed objects under the shelf, fire pull, and fire extinguisher for cane detection.	4	2	I	\$0

# ADA SELF-EVALUATION AND TRANSITION PLAN

## ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING

Lower level fire pull at emergency exit. Lower level fire Extinguisher near stairs.							
<b>Doors with Glass Panes</b>							
<b>See Photo Library 9</b>							
A lower level interior door has a glass pane which exceeds the maximum viewing height of 43.	404.2.11	NA	Doors, gates, and side lights adjacent to doors or gates containing panels that permit viewing through them shall have the bottom of at least one panel located forty-three inches maximum a.f.f.  Modify doors/panels to comply with maximum height restriction. Modification may include eliminating viewing through the glass panes (frosting, shades, blinds) or modifying the door to lower the glass pane.	4	2 3	N	\$25 to \$250
<b>Controls, Switches, Dispensers, Coat Hooks, and Outlets</b>							
Controls, switches, dispensers, coat hooks, or outlets exceed the maximum reach range under the 2010 ADA Standards as follows:  Lower level coat hooks in hallway (65" a.f.f.) Main level light switches near front entrance, outside librarian's office, librarian's office Coat rack on the main level near the bathroom (66" a.f.f.) Hand sanitizer by YA Room is 4" too high.	308.2  308.3	6.5  6.6	Lower controls, light switches, dispensers, coat hooks/racks (5% of total), and outlets to no more than 48" a.f.f.	4	3, 2	N	Up to \$450
<b>Door Thresholds</b>							
The doorway thresholds	404.2.5	26.10	Modify thresholds so they are	2	3	N	\$300

# ADA SELF-EVALUATION AND TRANSITION PLAN

## ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING

at the upper level historical room, large meeting room, and the Sprague Room are greater than 1” high which exceeds that allowed.			beveled and no higher than ½” with an up to 1:2 slope.				
<b>Tables</b>							
<p>Tables (work/meeting and computer) do not meet the minimum required knee clearance. This includes the following:</p> <p>Scanner on main level has only 20½” of knee clearance</p> <p>Two computer tables on main level near the CD area have only 24” and 25½” of knee clearance</p> <p>Table on main level in room by the newspapers has only 25½” of knee clearance</p> <p>Table on main level by the fiction books, has only 24½” of knee clearance</p> <p>Large meeting table on main level near the bathroom has only 23½” of knee clearance</p> <p>Table on upper level in the Sprague Room by the newspapers has only 24” of knee clearance</p> <p>Table on upper level in the large meeting</p>	<p>226 306.3 902.3 902.4</p>	<p>35</p>	<p>Raise or “block” the meeting/work/computer tables to achieve the minimum height of 28” to 34” a.f.f. with at least 27” a.f.f. of knee clearance and 30” clear width. If not feasible, replace the table with one that has the required knee clearance.</p> <p><i>Note: The 2010 ADA Standards require that children’s tables/counters be 26” to 30” a.f.f. at the top of the table/counter with at least 24” of knee clearance. 521 CMR does not differentiate table heights and knee clearances for children and adults.</i></p>	<p>2</p>	<p>2</p>	<p>I</p>	<p>Up to \$650</p>

# ADA SELF-EVALUATION AND TRANSITION PLAN

## ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING

room has only 24½” of knee clearance Lower level “children’s” tables have only 20” of knee clearance Lower level table near check-out counter has only 25½” of knee clearance							
<b>Floor Grates</b>							
<b>See Photo Library 10</b>							
Three floor grates have 1” square openings and two floor grates have varied openings with some up to 2+” in size. Grate openings cannot exceed ½” and must be perpendicular to the route of travel.	302.3	25.4	Replace or modify grates to comply with maximum ½” opening requirement.	4	3	N	Up to \$1,250
<b>Card Catalogues</b>							
<b>See Photo Library 11</b>							
The lower level and main card catalogue keyboards are 2” too high and the location of the mouse(s) are 4½” to 5” too high and lack knee clearance.	227 902	12.2	Relocate the card catalogues or provide an additional one which is no more than 34” a.f.f. with at least 27” knee clearance and has a depth of 19” with a 30” clear width.	2	1	I	Up to \$500
<b>Main Level Check-out Counter</b>							
The main level check-out counter is 1½” too high.	227 902	12.2	Modify the existing counter or provide a 36” wide counter at no higher than 36” a.f.f. at the existing check-out counter.	2	3	N	Up to \$500
<b>Accessible Route Clear Widths</b>							
<b>See Photos Library 12, 13 &amp; 14</b>							
The book stacks in the lower level near the staff	305 403.5	12.2 20.3	As feasible, move the book stack to achieve the required	2	2	N	\$0

# ADA SELF-EVALUATION AND TRANSITION PLAN

## ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING

<p>room provide clear widths of 33½”, 35”, and 28” (due to concrete support column).</p> <p>The book stack clear widths (10 stacks total) outside the librarian’s office on the main level vary from 27½” to 28”.</p> <p>The CD displays on the main level restrict the clear widths from 24” to 26” at the bookshelf.</p>			<p>minimum 36” clear width.</p> <p>Move the main level CD displays and move the computer tables closer to the wall.</p>				
<p><b>Carpets and Rugs</b></p> <p>See Photo Library 15</p>							
<p>The rug in the Beatrice P. Sprague Room on the upper level is not secured to the floor, torn and frayed and has loose ends serving as a tripping hazard.</p>	302.2	29.3	Remove or replace rug.	4	1	I	\$0 to \$350
<p><b>Stairs</b></p> <p>See Photos Library 16 &amp; 17</p>							
<p>The main stairs between the main and lower level have non-compliant risers as they exceed the maximum height of 7”, are not uniform and have varying tread widths (spiral), have railings on one side only which lack extensions, and have unbeveled ¾” nosings.</p> <p>Similarly, the stairs to the upper level from the main level have varying tread widths and non-compliant railings (too high, too wide, no extensions).</p>	504 505	27	<p>See <b>Vertical Access and Accessible Route</b> below. Further study and design services are required to achieve internal building access between levels and compliant stairs. The existing building footprint may not allow for stair tread/riser compliance from the lower level to the main level without the construction of new stairs. Depending on long-term vertical access solutions to all levels, the jurisdiction may consider seeking a variance for the stairs from the main level to the upper level due to the historic nature of the stairs and railings.</p> <p>Where feasible provide</p>	2	4	L	TBD

# ADA SELF-EVALUATION AND TRANSITION PLAN

## ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING

			<p>extensions at the top 12” parallel to the floor and at the bottom, the slope distance of one tread, then 12” parallel to the floor.</p> <p>Provide railings on both sides of the stairs with bottom extensions the slope distance of one tread, then 12” parallel to the floor.</p>				
<b>Vertical Access and Accessible Route</b>							
There is no accessible route between the lower level, main level, and upper level.	401 402	20	Provide a lift between levels or provide a 3-stop elevator building addition to provide access to all levels.	2	4	N	Up to \$750k
<b>Upper Level Assembly Room Stage/Platform</b>							
<b>See Photo Library 18</b>							
There is a roughly 7” abrupt change in level surface to the stage/platform.	401 402 403 206.2.3	20 14.6	<p>Option 1: If platform/stage is used for performances, discontinue further use.</p> <p>Option 2: Construct a ramped approach compliant with S.405 and S.505 of the 2010 ADA Standards and S.24 of 521 CMR.</p>	4 4	1 3	I L	\$0 Up to \$2,500
<b>Upper Level Stairs to Fire Exit</b>							
<b>See Photo Library 19</b>							
The stairs to the fire exit in the assembly room lack compliant railings (shape, no extensions), have risers that are more than 7” high, and nosings that vary from ¾” to 1¼”.	504 505	27	As these are “moveable” stairs that serve solely as a means of egress, seek a variance to retain the current stairs as “egress only in case of an emergency”.	4	1	N	\$0
<b>Main Level Bathroom</b>							
<b>See Photo Library 20</b>							
The main level bathroom is wholly non-complaint with inadequate clearances for wheelchair	603 604 606	30	Option 1: Modify and expand the existing bathroom into a single user accessible toilet room to meet the 2010 ADA	3	4	L	Up to \$50k



# ADA SELF-EVALUATION AND TRANSITION PLAN

## ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING

<p>maneuverability and no accessible components.</p> <p>The mirror is too high; the toilet paper dispenser is too close to the water closet; the water closet flush control is on the wrong side; the water closet does not meet near and far side setback requirements and lacks grab bars; the sink is too low providing only 24” of knee clearance and has hardware that requires pinching and twisting of the wrist, and lacks adequate piping insulation; and the light switch is a pull string which requires pinching or twisting of the wrist and cannot be operated with a closed fist.</p>			<p>Standards and 521 CMR Standards as specified in Table 1.</p> <p>Option 2: Discontinue all public use of the bathroom. Modify to the extent feasible only as may be required as a reasonable accommodation.</p>	3	4	I	\$0
<b>Total: up to \$813,965+</b>							

# ADA SELF-EVALUATION AND TRANSITION PLAN

## ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING

### PUBLIC LIBRARY ACCESSIBILITY ASSESSMENT PHOTOS



Photo: Public Library 1



Photo: Public Library 2



Photo: Public Library 3



Photo: Public Library 4



Photo: Public Library 5



Photo: Public Library 6

# ADA SELF-EVALUATION AND TRANSITION PLAN

## ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING



Photo: Public Library 7



Photo: Public Library 8



Photo: Public Library 9



Photo: Public Library 10



Photo: Public Library 11

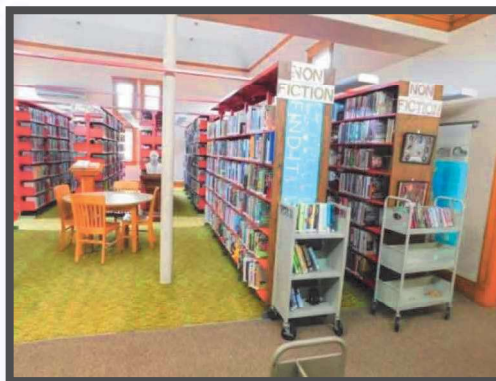


Photo: Public Library 12



# ADA SELF-EVALUATION AND TRANSITION PLAN

## ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING



Photo: Public Library 13

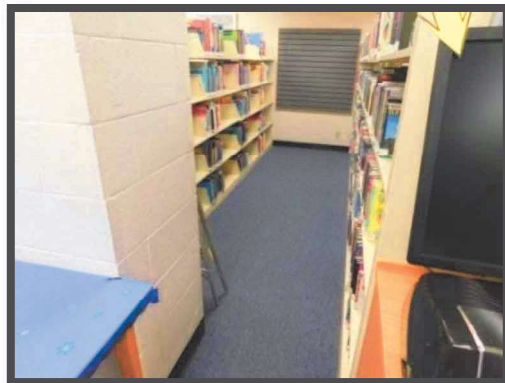


Photo: Public Library 14



Photo: Public Library 15



Photo: Public Library 16

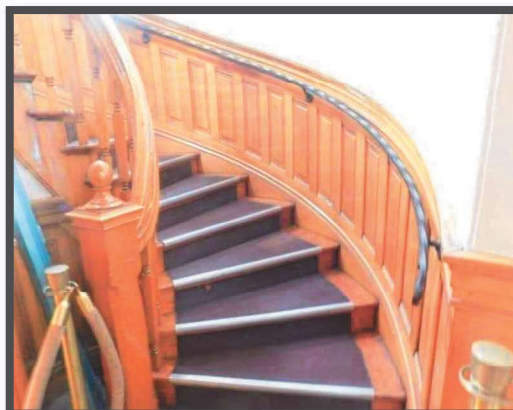


Photo: Public Library 17



Photo: Public Library 18

# ADA SELF-EVALUATION AND TRANSITION PLAN

## ECONOMIC DEVELOPMENT AND COMMUNITY PLANNING



Photo: Public Library 19



Photo: Public Library 20



UXBRIDGE FREE PUBLIC LIBRARY  
BUILDING PROGRAM  
2023

**APPENDIX IV**  
**NATIONAL REGISTER OF**  
**HISTORIC PLACES**  
**APPLICATION**



# Massachusetts Cultural Resource Information System

## Scanned Record Cover Page

<b>Inventory No:</b>	UXB.10
<b>Historic Name:</b>	Thayer Memorial Building
<b>Common Name:</b>	
<b>Address:</b>	15 North Main St
<b>City/Town:</b>	Uxbridge
<b>Village/Neighborhood:</b>	Uxbridge;
<b>Local No:</b>	018-B4884; 126;
<b>Year Constructed:</b>	R 1893
<b>Architectural Style(s):</b>	High Victorian Gothic;
<b>Architect(s):</b>	Fuller and Delano;
<b>Use(s):</b>	Library;
<b>Significance:</b>	Architecture; Community Planning; Education;
<b>Area(s):</b>	UXB.C
<b>Designation(s):</b>	Nat'l Register District (01/20/1984); Nat'l Register MRA (01/20/1984); Local Historic District (05/11/2004);
<b>Building Materials:</b>	Roof: Slate; Wall: Brick; Limestone; Stone, Cut; Unglazed Terra Cotta; Foundation: Granite;
<b>Demolished</b>	No

The Massachusetts Historical Commission (MHC) has converted this paper record to digital format as part of ongoing projects to scan records of the Inventory of Historic Assets of the Commonwealth and National Register of Historic Places nominations for Massachusetts. Efforts are ongoing and not all inventory or National Register records related to this resource may be available in digital format at this time.

The MACRIS database and scanned files are highly dynamic; new information is added daily and both database records and related scanned files may be updated as new information is incorporated into MHC files. Users should note that there may be a considerable lag time between the receipt of new or updated records by MHC and the appearance of related information in MACRIS. Users should also note that not all source materials for the MACRIS database are made available as scanned images. Users may consult the records, files and maps available in MHC's public research area at its offices at the State Archives Building, 220 Morrissey Boulevard, Boston, open M-F, 9-5.

Users of this digital material acknowledge that they have read and understood the MACRIS Information and Disclaimer (<http://mhc-macris.net/macrisdisclaimer.htm>)

Data available via the MACRIS web interface, and associated scanned files are for information purposes only. THE ACT OF CHECKING THIS DATABASE AND ASSOCIATED SCANNED FILES DOES NOT SUBSTITUTE FOR COMPLIANCE WITH APPLICABLE LOCAL, STATE OR FEDERAL LAWS AND REGULATIONS. IF YOU ARE REPRESENTING A DEVELOPER AND/OR A PROPOSED PROJECT THAT WILL REQUIRE A PERMIT, LICENSE OR FUNDING FROM ANY STATE OR FEDERAL AGENCY YOU MUST SUBMIT A PROJECT NOTIFICATION FORM TO MHC FOR MHC'S REVIEW AND COMMENT. You can obtain a copy of a PNF through the MHC web site ([www.sec.state.ma.us/mhc](http://www.sec.state.ma.us/mhc)) under the subject heading "MHC Forms."

Commonwealth of Massachusetts  
Massachusetts Historical Commission  
220 Morrissey Boulevard, Boston, Massachusetts 02125  
[www.sec.state.ma.us/mhc](http://www.sec.state.ma.us/mhc)

This file was accessed on: Monday, January 9, 2023 at 1:39 PM

FORM B - BUILDING

15665 - UxBR Area R - A LTD 5/11/04

Area 48-C	Form no. 48-126 #10
--------------	------------------------

Pl - Uxbridge

MASSACHUSETTS HISTORICAL COMMISSION  
294 Washington Street, Boston, MA 02108

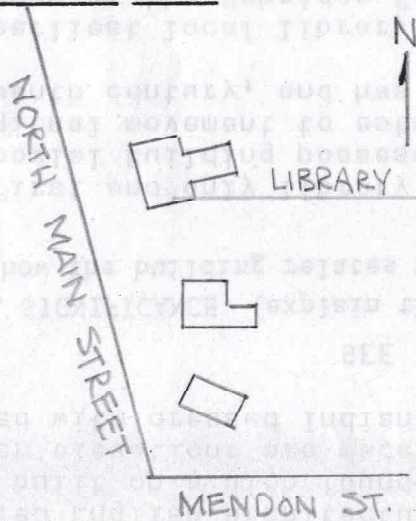
Town Uxbridge  
 Address <sup>15</sup> 25 North Main Street  
 Historic Name Thayer Memorial Building  
 Use: Original library  
 Present library  
 Ownership:  Private individual  
 Private organization  
 Public Town of Uxbridge  
 Original owner Edward Thayer

PHOTO (3x3" or 3x5", black & white)  
 Staple to left side of form  
 Photo number \_\_\_\_\_

Roll 1 frame 10A

SKETCH MAP

Draw map showing property's location in relation to nearest cross streets and other buildings or geographical features. Indicate north.



DESCRIPTION:

Date 1893-1894  
 Source exterior plaque/dedication pamphlet  
 Style Gothic Revival  
 Architect Fuller & Delano of Worcester  
 Exterior wall fabric red Roman brick  
 Outbuildings none  
 Major alterations (with dates) none  
 Moved no Date \_\_\_\_\_  
 Approx. acreage 3/4 acres\*

Recorded by B.R. Pfeiffer  
 Organization Uxbridge Historical Commission  
 Date May 1981

Setting opposite town common in an area of mixed residential, commercial and institutional uses  
 \*Note: but not fully subdivided from Unitarian Church lot in Assessor's Records.

(Staple additional sheets here)



ARCHITECTURAL SIGNIFICANCE (describe important architectural features and evaluate in terms of other buildings within community)

Begun in May 1893 and completed in the spring of 1894, the Thayer Memorial Building is an outstanding local example of Gothic Revival architecture, a design which was described by its architects as being "of modified English architecture." The building is a 1/2 storey brick structure built on a high foundation of rock-faced Milford granite, above which elevations are made of Roman brick laid in stretcher bond and trimmed with dressed Indiana limestone and some terracotta.

SEE CONTINUATION SHEET

HISTORICAL SIGNIFICANCE (explain the role owners played in local or state history and how the building relates to the development of the community)

The first and only library building constructed in Uxbridge, the Thayer Memorial Building possesses a history which is representative of the regional movement to establish libraries in New England during the nineteenth century, and has associations with prominent local citizens.

The earliest local library was formed prior to 1775 by Quakers and was known as the Uxbridge Social and Instructive Library. A private organization supported by its member's dues, this library stored its books at the store of George Southwick (1747-1807) in South Uxbridge until approximately 1812 when the organization was dissolved. Around 1821, the Second Uxbridge Social Library was established and, later, the Uxbridge Library Association was established between 1828 and 1831; both of these organizations were private associations. Following legislative changes in the 1850's which allowed Massachusetts's towns to spend public money to support libraries; the Uxbridge Library Association and the Uxbridge Agricultural Society offered to donate their collections to the town. In April 1874, this gift was accepted and the Uxbridge Public Library came into existence.

On February 20, 1893, Edward Thayer of Keene, New Hampshire offered to build a library building and donate it together with a fund of \$5,000 to the town. A native of Uxbridge, Thayer was the son of Joseph Thayer, a prominent local lawyer, and Chlos(Taft) Thayer, the daughter of the Hon. Bezaleel Taft; included in Thayer's donation were portraits of his parents to whom the building was to be a memorial.

SEE CONTINUATION SHEET

BIBLIOGRAPHY and/or REFERENCES :

"Dedication of the Thayer Memorial Building, Uxbridge, Mass."  
Uxbridge: Compendium Steam Printing Works, 1896.  
Chapin 1881: 197-201  
Hurd 1888 I: 168  
Sprague 1927: 53,71



INVENTORY FORM CONTINUATION SHEET

MASSACHUSETTS HISTORICAL COMMISSION  
Office of the Secretary, Boston

Community: Uxbridge	Form No: 48-126 #10
Property Name: Thayer Memorial Bldg.	

Indicate each item on inventory form which is being continued below.

ARCHITECTURAL SIGNIFICANCE

The building is enclosed by a steeply-pitched, slate-covered roof which terminates in gables with carved finials (north and south) and has a major cross gable (east and west).

The facade is asymmetrical, having a projecting gabled pavilion north of its center and an octagonal tower with crenellations at the northwest corner of the pavilion. Windows of the first storey are grouped variously, but consist of individual units of 1/1 sash with a leaded transom, set in a brick surround with a stone sill and label. Second storey windows consist of individual units of diamond-pane upper sash over a single-pane lower sash, all set in a quoined surround with a stone sill and label. Set beneath the gable is an elliptical entry arch with carved decoration (1st storey), a stone name placque above the entry, and a tripartite window surmounted by a carved stone panel (2nd storey). Near the building's south end is a dormer with its gable decorated by a carved stone panel, stone coping and carved finial. Side elevations (north and south) as well as the rear elevation (east) contain a variety of single and grouped windows, identical to those of the facade in sizes and decoration. All details remain in excellent, unaltered condition.

HISTORICAL SIGNIFICANCE

Following the town's acceptance of his proposal, Thayer hired the Fuller & Delano of Worcester as architects, secured a building lot from Henry Capron, removed the existing boxwood parterre and had the foundation begun in May 1893. Completed at a cost of \$28,000 one year later, the building was dedicated on June 20, 1894 since when it has remained in constant use as the town's library.

In addition to, Edward Thayer, the public library received support and donations from many of the town's prominent merchants and manufacturers, such as Arthur Wheelock, Arthur Taft and Charles Capron, who served as trustees. Reflecting local pride and in response to a suggestion by Thayer, a number of citizens donated 24 portraits which are hung in the library; included among these were portraits of early manufacturers such as Jerry Wheelock, Luke Taft, John Capron, Moses Taft and others. Furnishings for the library were purchased from the Paine Furniture Company of Boston and remain largely in place. Most of the building's other interior fittings remain unaltered, although their makers are not recorded locally.

Staple to Inventory form at bottom