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THE WADLEIGH MEMORIAL LIBRARY

OF

MILFORD, NEW HAMPSHIRE

PLANNING FOR THE FUTURE:

A LIBRARY BUILDING PROGRAM

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THE WADLEIGH MEMORIAL LIBRARY
OF MILFORD, NEW HAMPSHIRE

THE SETTING

The Town of Milford, New Hampshire is located in the southern part of the state, not far west of the city of Nashua and about 17 miles southwest of Manchester. Near the center of Milford, Route 101, a limited-access east-west highway, crosses both Route 101-A from Nashua and Route 13 from the south and the Massachusetts border. The commercial hub of Milford centers on the "Oval" a traffic circle centered by a small park with a bandstand, with street parking and a wide variety of shops, restaurants and banks sited on the outside of the one-way traffic circle and on the streets leading into it. It is about a twelve-mile drive to the east, to reach the nearest four-lane highway, Route 3, known as the F. E. Everett Turnpike.

People who live in Milford may work locally in Milford or commute east to Nashua, Merrimack or Manchester, west to Peterborough and Keene, or south to Boston and its suburbs, or may even telecommute. Milford has been experiencing dramatic growth in the past thirty years. A 1970 population of 6,623 had grown to 8,685 by 1980, 11,795 by 1990 and 13,535 by 2000.[1] The New Hampshire Office of Energy and Planning Census estimated a 2005 population of 14,565, which has grown to over 15,100 in 2007. [2]

Of the 13,535 residents recorded in the 2000 U.S. Census, 2,352 or 16% were over the age of 55 and 27% were under the age of 19. Of adults 25 years and older, 90.5% were at least high school graduates, while 26.7% possessed a bachelor's degree or higher.[3] In comparison, only 80.4% of New Hampshire residents were reported as high school graduates, with only 24.4% possessing a bachelor's degree or higher.[4]

Five years prior to the 2000 Census, half of Milford's population had been living in a different house than that which they occupied in 2000. Only 12.9% of year 2000

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1 U.S. Census 2000. Table DP-11. Profile of General Demographic Characteristics: 2000. Geographic area: Milford Town, Hillsborough County, New Hampshire.

2 Communication from William Parker, Town Planner, Milford, to Library Director 3/13/07

3 U.S. Census 2000 Table DP -11. Op.Cit.

4 Ibid. State Data.

residents had moved to Milford from another state or country, however. [5]

Projections by the New Hampshire Office of Energy and Planning foresee continued growth for Milford, to 16,670 by 2015 and 18,500 by 2025.[6]

THE WADLEIGH MEMORIAL LIBRARY OF MILFORD

The Wadleigh Memorial Library has been housed since1950 on Nashua Street, just east of the Oval and across from the Milford Town Hall, its original location. The 1950's two-story (plus basement) colonial-style brick building was expanded to the left side and rear with an addition in 1986. Total square footage of the three-level complex, which also made use of the existing basement, is given as about 14,000 gross square feet.

The library has a small parking lot with 37 spaces plus one handicapped space, to the rear of the building. The potential library site was expanded in 1999 and in 2001, when the library trustees purchased two adjacent houses using trust fund monies.

The library is governed by seven trustees, who are elected for three-year terms. The total town appropriation for Fiscal Year 2006 was $579,442. There is additional income from fine and photocopier charges, an ongoing book sale, non-resident card fees, and a small income from several trust funds. The total 2006 budget, including building improvements, reached $632,943.

The Town makes good use of its public library. The library circulated 194,670 items in the 2006, a 4% increase over 2005. 48% of total book circulation was to children (60,862 volumes) and an additional 7.6% was young adult materials. At the end of 2006, the library had about 8,274 registered borrowers, which presumably did not include children under the age of five and may also include family use of a single card.

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[5] Ibid.

[6] N. H.. Office of Energy and Planning (OEP). Municipal Population Projections 2005 to 2025. January, 2005.

In any case, borrower registration represents 55% of the total population. The patron visit count of 177,783 represents about 3,419 visits each week.

It can be calculated that the cost of the 194,670 items circulated in 2006, at an average price of $25 per item would have cost Milford residents about $4,866,750 per year to purchase. To put it another way, each resident on average makes use of library materials to a value of $324.45 per year, yet at a cost of only $38.62 in taxes monies per capita in 2006. The book collection stood at 66,693 at the close of 2006, including paperbacks. The library also owns a growing collection of 3,367 videotapes and DVD's and 1,734 books-on- tape, which are very popular with commuters. The music collection has grown to 1,915 CD's. About 33% of the library's resources are for children or young adults. Interlibrary Loans are available through the New Hampshire State Library or directly from out-of-state libraries, and the number of Interlibrary Loans is increasing, according to staff.

The Library is a member of the Hillstown Library Cooperative (HLC), which is a regional association of libraries, as well as the Urban Public Library Cooperative (UPLC). Most important, the library is also a member of the Greater Manchester Interlibrary Cooperative (GMILCS), a consortium of 14 central New Hampshire libraries for library automation. The public catalog and automated circulation system are maintained through GMILCS, which gives access to the collections of all libraries in the consortium. Internet access is by cable broadband. There is a common Borrowers' card among the 14 libraries. Staff computers are linked by a Local Area Network.

The library maintains a website at http://www.wadleigh.lib.nh.us/. It is possible for patrons to access the system from home, including online databases, renewals, and reserves, as well as reference services. Interlibrary loan must be initiated by library staff, either through GMILCS or through the New Hampshire State Library. The library offers 19 public-access computers, most with Internet access. Wireless service is also available within the building.

The library is open 55 hours per week. Library hours are:

Monday – Thursday	9:30 AM	-	8:30 PM
Friday, Saturday	9:30 AM	-	1:00 PM
Sunday	1:00 PM	-	5:00 PM

(Summer Saturdays, 9:00 AM – 1:00 PM, Summer Sundays closed.)

Why A free public library in an age of electronic resources?

- ***ESSENTIAL FREE AND OPEN ACCESS TO FEDERAL, STATE AND LOCAL GOVERNMENT RESOURCES ONLY AVAILABLE ON THE INTERNET.***
- ***A COMMUNITY CROSSROADS.***
- ***SPACE FOR PUBLIC EXHIBITS.***
- ***CHILD'S INTRODUCTION TO LITERACY.***
- ***COST-EFFECTIVE SHARED, COMMUNITY-OWNED COLLECTIONS. A $30 ITEM CAN BE RE-USED 100 TIMES; THUS, THE COST PER USE WOULD BE ONLY $.30.***
- ***SERVICES AND RESOURCES AVAILA TO BOTH WEALTHY OR EDUCATED AND POOR OR UNEDUCATED – AT NO CHARGE.***
- ***MEETING SPACE THAT IS LOCAL, BUT NON-RELIGIOUS AND NON-POLITICAL, WHERE ALL AGES ARE WELCOME YEAR-ROUND.***
- ***COLLECTIONS INCLUDE UNIQUE LOCAL MATERIALS NOT AVAILABLE IN ELECTRONIC FORMATS.***
- ***COLLECTIONS INCLUDE EPHEMERAL MATERIALS FROM UNUSUAL OR UNIQUE SOURCES.***
- ***FLEXIBLE BUILDING SPACE CAN ACCOMMODATE CHANGING FORMATS, INCLUDING ELECTRONIC FORMATS.***
- ***OLDER FORMATS CAN BE RETAINED, ACCORDING TO COMMUNITY NEEDS.***
- ***IMMIGRANT'S INTRODUCTION TO LANGUAGE AND LOCAL RESOURCES***

Patron visits totaled 177,783 in 2006, a weekly average of about 3,419 visits per week. The Wadleigh Memorial Library hosts an unusually high number of gatherings and meetings. There are three possible meeting areas, plus monthly use of the Children's Room for a monthly musical gathering. Occasional use of the Local History Room has been permitted, when no other space is available. In 2006, 486 library or library-sponsored programs were held. An additional 450 meetings were booked by other community groups. An annual grand total of 936 meetings represents 18 meetings per week, or 78 meetings per month.

Although there is no separate Story Hour/Crafts room, the library has been providing an extremely active series of children's story and craft hours and a summer reading program in cooperation with the schools, as well as a growing after-school program for teens, coordinated by a Teen Advisory Board working with library staff.

THE LIBRARY AS A BUILDING

Planning for an expansion of this well-used building has been ongoing since the late 1990's. The purchase of adjacent properties in 1999 and 2001 represents part of that effort. The Long Range Plan, 2003 – 2006 focused its objectives on evaluation of the building's space utilization

and needs. The previous Director prepared an estimate of space needs for the future based on population growth, and the present Director has refined these concepts further, working with trustees and the town administration. To further clarify and focus their planning for the future, the Library Trustees have retained a Library Building Consultant in the late winter of 2007. Working with the staff, the consultant is preparing a Library Building Program to assist in their further planning, and comment on architectural alternatives as they are developed.

Originally located on a rising plot of land that measured 1.473 acre, the library site was expanded by the purchase of the "Library Annex" in 1999 to 1.663 acres, then expanded again in 2001 by the purchase of a small house and lot just east of the building. The total site in 2007 can be considered to be about 1.75 acre. The building's main entrance, on the main level, is high above Nashua Street and is only convenient for patrons arriving by car and parking in the rear. There are two entrances at street level: an accessible entrance into the lower level of the 1986 addition and, half a level up, a second: the inaccessible original entrance, which is still, by custom, in use.

Library operations are distributed over three levels, which can be diagrammed as follows:

1986 Addition 1950 Original

<table>
<tr><td colspan="3"></td><td rowspan="2">Staircase Main Entrance & elevator</td><td>Keyes Meeting Room, Rest rm, Kitchen</td><td>Conf. Room</td></tr>
<tr><td rowspan="2">Children's Room</td><td rowspan="2">Staff work space</td><td rowspan="2">Circulation, Periodicals, New books, adult book collections, A/V, computers, seating.</td><td>Young Adults. Reference. Desk, Rest rooms</td><td>Reference Collections music A/V, Computers</td></tr>
<tr><td colspan="3" rowspan="2">Technical Services. Delivery Entrance, Corridor</td><td rowspan="2">Corridor</td><td colspan="2">1950 main entrance</td></tr>
<tr><td>"A/V Room" furnace</td><td>NH Room Maint. & storage</td></tr>
</table>

ASSESSMENT OF THE FACILITY

The 1986 renovation and expansion of the library resulted in an expanded facility, with a complex three-level plan. In 2007, however, the library is completely full.

Computers have been slotted in, the media collections are new and growing, and the book collections overflow most shelving. Twenty-three full-time and part-time staff have quite minimal space in which to do their jobs, not to mention volunteers. In the updated configuration, every square foot has been used.

WHAT ARE THE INEXORABLE SPACE IMPLICATIONS OF THE NEW CONNECTIONS AND NEW ELECTRONIC FORMATS?

- **EACH PUBLIC ACCESS COMPUTER REQUIRES 40 SQUARE FEET. *(MILFORD HAS 19 WELL-USED COMPUTERS, WHICH NEED 790 SQUARE FEET, MORE THAN A ONE-BEDROOM APARTMENT.)***
- **EVERY TEN VIDEOTAPES REQUIRE 1 SQUARE FOOT.**
- **EVERY TEN DVD'S REQUIRE .5 SQUARE FOOT, PLUS SPACE FOR FACE-OUT DISPLAY.**
- **EVERY PATRON SEAT REQUIRES 30 SQUARE FEET.**
- **EVERY TEN BOOKS REQUIRE 1 SQUARE FOOT.**
- **EVERY SEAT AT A CONFERENCE TABLE REQUIRES 25 SQUARE FEET, PLUS 20%.**

Recent changes to the layout of the building have emphasized patron convenience and comfort. These include:

- Establishment of an attractive new Young Adult area, with computers and seating.
- Establishment of a music (CD) browsing area.
- Transfer of the periodical department to new display shelving by the large south-facing window at the rear, and establishment of an attractive and well-used seating area for adults there.
- Positioning of lounge seating near the entrance and removal of clutter.

The facility, now twenty-one years old, has apparently been well-maintained over the years. It is kept neat and tidy. The library has climate control. Some of the roofing was replaced in 2006. New carpet was laid in many areas in 2004. A new boiler was installed in 2005, along with new flooring for the original entry stairway. The library converted to gas heat in 1998 and the oil tank was removed. The electrical system has been upgraded. Staff maintenance and painting are ongoing, with much work done in-house. Although parking is still limited, the parking lot was expanded by 16 spaces, to 37 spaces, about seven years ago.

Prior to the 1986 expansion, the 1950 original building was doubtless completely inadequate after thirty-six years. After twenty-one additional years, in 2007, the expansion must still seem like a significant step forward. However, many things have

changed for the Wadleigh Memorial Library since 1986.

THE WADLEIGH MEMORIAL LIBRARY IS A PUBLIC PLACE TO SPEND TIME. NOT ONLY IS IT A PLACE WITH A HIGH-SPEED ELECTRONIC CONNECTION TO 14 OTHER NEW HAMPSHIRE LIBRARIES AND TO THE WORLD; IT IS ALSO A LOCAL PLACE WHERE RESIDENTS CAN CONNECT WITH THE STAFF AND WITH EACH OTHER. NEARLY 500 LIBRARY MEETINGS TOOK PLACE HERE IN 2006; NEARLY 500 PUBLIC GROUP MEETINGS ALSO TOOK PLACE. THIS AVERAGES TO 18 OCCASIONS EACH WEEK OF THE YEAR, OR ALMOST THREE PER DAY.

SOME OF THE CHANGES:

- Library use and circulation have risen dramatically in recent years. The circulation in 1994 was 50,000 items, in contrast to a 2006 circulation of 194,670. This represents an increase of 389% in only twelve years.

- Milford's population has been growing. When the library opened back in 1986 in mid-decade, the population was presumably something midway between the 8,685 reported in 1980 and the 11,795 reported in 1990 – say, 10,000 people. The library is now serving 15,000 people. Planning has begun for an estimated (twenty-year) population of about 18,500. As shown in the chart on the next page, the building is not large enough right now and the future for library space in this building is even less promising:

How is population growth impacting the library's ability to serve the Town?

YEAR	POPULA-TION	GROSS SQUARE FEET	GROSS SQUARE FEET PER CAPITA

1986	10,000 ±	14,000 square feet	1.4 square ft. / capita
2000	13,535	14,000 square feet	1.03 square ft. / capita
2006	15,100	14,000 square feet	0.92 square ft. / capita
2025	*18,500*	*14,000 square feet*	*0.75 square ft. / capita*

In addition, the following difficulties are noted:

- Although the library is technically handicapped-accessible at two entrances and does have an elevator, there are no accessible restrooms. In addition, the Reference collection is shelved in a book stack with narrow aisles that dead end at the wall, while the Circulation Desk lacks a segment at 30" in height.

- There is no children's restroom. This is a security liability.

- The limited, but very popular display shelving for new adult books forms one edge of the congested path of travel that leads from the main entrance to the Children's Room, where story hour and noisy activities happen and where about 48% of book circulation takes place.

THE SAME CHILD WHO WANTS TO READ <u>GREEN EGGS AND HAM</u> NOW ALSO EXPECTS TO PLAY A GAME ON THE COMPUTER, HEAR A STORY, DO A CRAFT, AND TAKE HOME SIX BOOKS AND TWO DVD'S FOR THE WEEKEND. THE SAME ADULT WHO WANTS TWO BESTSELLERS NOW ALSO READS A NEWSPAPER AND TWO MAGAZINES, LOOKS UP SOME TRAVEL INFORMATION ON THE INTERNET, AND TAKES HOME THREE MYSTERIES AND FOUR VIDEOS OR DVD'S FOR HIS FAMILY. THE SAME TEEN WHO NEVER CAME TO THE LIBRARY AT ALL NOW COMES TO PLAY A GAME WITH A FRIEND, CHECK OUT SEVERAL INTERNET SITES, READ A MAGAZINE – AND TAKE HOME FOUR CD'S AND TWO PAPERBACKS.

- Public computers have been inserted wherever possible. The main bank of computers for adults to access the Internet forms the other boundary of the path of travel to the Children's Room. Computer users literally must sit in the passageway, with no possibility of privacy for their screens and little hope of an atmosphere in which to concentrate. Location of public computers is largely determined by the location of electrical outlets.

- There is no space for additional computers, although the ones the library offers are in constant use. (It must be noted here that high-speed Internet access, with its multiplicity of possibilities for information research, has now become a basic right of citizens – because so much government information is now only available on the World-Wide Web. It is also often the only way to apply for a job, read some publications, order airline tickets, do genealogical research, and so forth.)

- Staff work spaces are extremely limited. In no case is a staff work space large enough to be considered wheelchair-accessible. Twenty-three employees, ten of them full-time, are sharing a minimum amount of space. There is an undersized Director's Office and a miniscule children's office, where two employees must work in about 80 square feet, which also houses supplies. The circulation workroom, where the burgeoning Interlibrary Loan activities take place, is really located in a 7' x 8' alcove of the passageway between the Circulation Desk and the Children's Department. The Assistant Director, who is a supervisor and a public face of the library, has an office in the basement, which doubles as a storage area. There is no space at all for an active volunteer program.

- Meeting room space is constricted, particularly the “large” multipurpose room located upstairs in the original building. It measures only 32’ X 40, or 640 square feet. The fire code limits occupancy to 44. About 22 people can be accommodated in a table configuration. For comparison, the adjacent conference room, at 22’ x 20’, or 440 square feet, can seat up to 10 people in a table configuration, by fire code. The popular monthly “Acoustic Café” program attracts more than 100 people and is held in the Children’s Room, which must be dismantled for the occasion, then re-assembled once more. Many children’s performances can also be this large.

- There is no quiet study, group study or tutoring space that can be monitored by staff.

- There is no staff break room. A small kitchen used for events in the multipurpose room does not offer any facility for relaxation.

- The building has three public entrances, as laid out. The two lower entrances, which cannot be seen by staff, are a security liability. Moreover, the accessible entrance comes into a set of corridors. In order to make use of the elevator, one must navigate a labyrinth. This is hazardous in many ways.

In summary: in 1986, the library offered about 1.4 square feet per capita and this was in the days before public access computers, video and audio collections, or large print books. In 2007 that ratio has dropped to 0.92 square feet per capita. If unchanged, for a projected population of 18,500 in 2027, the library would have only 0.75 square feet per capita. This is a downward spiral.

PLANNING FOR THE FUTURE

It is considered prudent to plan a new library building for the next twenty years, or to 2027 in this case. Since the present facility is inadequate and has been recognized as inadequate for at least the past five years by staff, trustees and a 2004 community survey, a new facility must be planned, based on minimal growth in the population to a year-round resident population of about 18,500.

The most pressing long-term needs of the library for a new library building are as

follows:

1. Complete handicapped accessibility throughout the building, including sufficient space for a wheelchair to pass and accessible rest rooms.

2. Additional space for books and media to serve a larger population

3. A larger, more identifiable and separate children's space

4. A children's rest room within the Children's Room. This is essential for both safety and security.

Why can't a small public library grow smaller, in this age of electronic resources?
SINCE 1986, THE WADLEIGH MEMORIAL LIBRARY HAS BEEN MAINTAINING A RICH AND DIVERSE COLLECTION OF BOOK TITLES IN THE TRADITIONAL PAPER FORMAT. IT HAS ALSO ADDED A MULTIPLICITY OF EQUIPMENT AND MATERIALS IN NEW FORMATS TO MEET COMMUNITY NEEDS. THIS INCLUDES 19 PUBLIC ACCESS COMPUTERS, PLUS STAFF COMPUTERS; LARGE PRINT BOOKS; VIDEOTAPES, THEN DVD'S; AUDIOTAPES, THEN CD'S. WHILE GROWTH OF THE TRADITIONAL BOOK COLLECTION HAS BEEN WELL-CONTROLLED, EACH OF THE NEW FORMATS, EACH COMPUTER, EACH COMMUNITY GATHERING - ALL PLACE NEW STRESS ON A FINITE BUILDING.

5. Space, wiring and cabling for additional public access computers for children, young adults and adults

6. Quiet study space and more seating.

7. A larger Young Adult area.

8. A more secure local history room, to house library materials, the collections of the local Historical Society and Town Reports.

9. Conveniently-located, improved and enlarged work spaces for staff and volunteers and a larger office for the library director.

10. Tutoring/group study/quiet study space that can be monitored by staff.

11. Meeting, conference and exhibit space – a much larger multipurpose room, with a small kitchen, access to rest rooms and after-hours egress.

12. A staff break room and staff rest room, separate and both separate from public and work areas.

13. Space for the ongoing book sale.

14. Improvements in building security and enhancement of the library's image.

15. Adequate parking. Present parking is now 37 spaces, plus one handicapped space. Street parking is also available. However, an increase in on-site parking should be considered one challenge for an expansion project.

16. An energy-efficient approach to insulation, lighting and HVAC.

Within the confines of the present building, nothing on this list can be fully accomplished - even at the expense of present operations. The chart in Section II is a preliminary estimate of the library's space needs for twenty years into the future.

DESIGN CONSIDERATIONS - SOME CHALLENGES FOR THE ARCHITECT

- Create a sensitive expansion that looks like it belongs in a traditional New England town.
- Create more efficient configurations for staff work spaces.
- Create a multipurpose room and/or other meeting spaces that can be used all day as part of the library - perhaps with double doors that open wide into the library proper so it can be included all day long for exhibits and additional space, even when there is no meeting.
- Design a means of isolating the multipurpose room and at least two rest rooms for use when the library is closed, while preserving the security of the rest of the library.

- Minimize construction costs, energy costs and ongoing maintenance costs.

FURTHER RECOMMENDATIONS

- That the Trustees, staff and Building Committee continue to consult with town officials, residents and potential donors with regard to their reasoning and conclusions.

- That Trustees, staff and Building Committee continue to enlarge their understanding of recent library expansions in New Hampshire, both additions and new buildings. Particular reference is made to the new building in Fremont, the 2004 expansion in Brentwood, a new library building in Pembroke and larger new buildings in Plaistow, Windham and Bedford. Out-of-state visits might include the new buildings in Gardner and Lunenburg, Massachusetts, and the soon-to-open addition/renovations in Leominster and Harvard. These buildings, and others that can be recommended by the staff of the New Hampshire State Library, can all serve as inspiration and role models for Milford residents and library planners.

- That the chart in Section II and the Area Descriptions in Section III be used by the architect to design an efficient and attractive library expansion that will provide library services, computer access and exhibit and meeting space to Milford residents for the next twenty years.

- Recommended collection and seating levels have been taken from Wisconsin Public Library Standards, 2005, fourth edition, for a town of 18,500 population. The Wisconsin Standards are widely used for library planning purposes, particularly in planning a small library in a small town, since they provide an opportunity for gradations in services, according to the local context and needs. The URL for these standards is:

http://dpl.state.wi.us/pld/standard.html .

- The completely outdated standard of .7 square feet per person, published in 1960 by the American Library Association is not useful for Milford because it does not include any component for other formats, computers, for adequate children's services or for meeting spaces. It is also not intended for towns under about 20,000 population. This standard was promulgated forty-seven years ago, before handicapped access requirements, the proliferation of computers, videotapes and books-on-tape, meeting and conference rooms and the information explosion in general. More usually, since the 1990's, the expectation has been that a small public library building will offer between 1.25 and 2 square feet per capita in its projected service population, depending on collection sizes and meeting room spaces. This is a rough rule of thumb. For Milford right now, this would be a building of about 18,750 – 30,000 square feet in 2007 and 23,125 – 37,000 gross square feet in the next twenty years.

SUMMARY CHART

(Based on a twenty-year planning horizon)

WADLEIGH MEMORIAL LIBRARY, MILFORD, NEW HAMPSHIRE

PROGRAM SUMMARY CHART

SPACE NEEDS BY DEPARTMENT

AREA	EST. NET SQ. FT.	VOLS	A/V ITEMS	Periodicals	Total Collection Size	Public Computers	Total Seats	# of tables for 4	Seats at Tables / 4	Tables for 2	Seats at Tables / 2	Lounge Seats	Group Seating
Entrance & Lobby	1,000						6					6	
Circulation Desk	250					4						0	
Circulation Office	250												
Photocopier	75												
New Books	150	500			500		2					2	
Media	700		9,000		9,000	1							
Current Periodicals	580			180			14	2	8			6	
Reference Desk & Office	300												
Reference Department	1,075	1,500			1,500	15	10	2	8	1	2	0	
Local History Room	475	2,500			2,500	1	6	1	4	1	2		6
Quiet Study/Group Study	150						4	1	4				1 for four
Adult Nonfiction	1,840	21,000			21,000	1	2			1	2		
Adult Fiction		29,000			29,000	1						0	
Paperbacks	2,580	2,000			2,000								
Large Print Books	400	5,000			5,000								
Other Adult Seating	60						2					2	
ADULT TOTAL	9,885	61,500	9,000	180	70,500	23	46	6	24	3	6	16	
Young Adults													
YA Ficton & Non-Fiction		3,000	1,000	10	4,000	4	26	1	4	2	4	6	
YA Paperbacks		1,000			1,000								
YA TOTAL	900	4,000	1,000	10	5,000	4	26	1	4	2	4	6	
Children's Room													
Staff Desk & Common Area						2							
Children's workroom													
Children's storage													
Parenting & Teachers	750	1,000		10	1,000	1	3					3	
Children's Media	300		2,000	10	2,000								
Preschoolers	895	8,000			8,000	4	17	3	12			5	
Easy Readers		1,000											
Youth Services		17,000			17,000	6	15	3	12			3	
Juv. Reference		500			500	1							
Juv. Paperbacks	2,450	3,000			3,000								
Story Hour/Crafts	400												30
Children's Total	4,795	30,500	2,000	20	31,500	14	35	6	24			11	
Multipurpose Rm	1,500												125
Conference Room I	600												25
Conference Room II	300												10
General Office Storage	300												
Director's Office	175												
Assistant Director's Office	135												
Technical Services	750												
Systems Closet	150												
Staff Room & staff toilet	250												
Maintenance Office/Wrkroom	600												
GRAND TOTALS	20,340	96,000	12,000	210	107,000	41	107	13	52	5	10	33	
						(incl 1 QS & LH)							
TOTAL NET SQUARE FEET				**20,340**									
25% NET FACTOR				**5,085**									
30% NET FACTOR				**6,102**									
RANGE:													
ESTIMATED GRAND TOTAL				**25,425**	**to**	**26,442**	**Gross Square Feet**						

AREA DESCRIPTIONS:

PROGRAM DETAIL
BY
SERVICE AREA

(Based on a twenty-year planning horizon)

AREA DESIGNATION: EXTERIOR AREA NEAR MAIN ENTRANCE

AREA REQUIRED: As required by design

WHAT HAPPENS HERE: *Exterior pre-entry plaza adjacent to main entrance. Heavy pedestrian traffic at certain times: Patrons entering. Patrons leaving. Strollers, wheelchairs. Books deposited in book drops. Delivery of mail, shipments of supplies, book bins.*

FURNISHINGS: As the site permits, exterior furnishings may include signage, a stone or wood bench, a locking, weatherproof board to post notices, a trash receptacle and space for a planter or exterior sculpture.
Provide space for two free-standing book drops, preferably under protection of a roof overhang, if not interior to the building. Any book drop interior to the building must be housed in a fire-rated enclosure, with appropriate smoke alarms and a sprinkler head within the enclosure.

Alternatively, if the site permits, provide a drive-up book drop. The aforementioned fire-rated enclosure would also be required in this case.

CLOSE PROXIMITY TO: Main entry doors, handicapped ramping. Any interior or drive-up interior book drop should be adjacent to the circulation desk or work room described on the following pages.

ARCHITECTURAL FEATURES:

Architecturally, the building's entrance must look like the main entrance, both in its design and because of walkways and landscaping. The main entrance should be visible and obvious to the casual passerby, preferably also from the street. The main entrance and the walkways leading to it should be protected from snow, ice, and water cascading from the roof above and immediately adjacent. Entry doors and book drops should be sheltered from the weather. The entrance should look important but not forbidding. It should reach out and welcome people. It should relate well to any major parking areas.

AREA DESIGNATION: ENTRANCE AND LOBBY

WHAT HAPPENS HERE: *Building entrance and Circulation Desk lobby. May also be a community crossroads or even a snacking area. Anticipate10-12 people at a time entering, transacting business at the adjacent circulation desk, passing through to various parts of the building, leaving the building. Lounge chairs occupied for short-term use – waiting, socializing, observing.*

This area could also serve as a lobby for the Multipurpose Room.

SHELVING: 45 lineal feet of shelving (3 sections) for ongoing book sale or display.

FURNISHINGS: Lounge seating for six. Display case. Bulletin board. Trash receptacle. Mats or dirt traps both inside and outside doors and in vestibule.

Two computer stations for short-term patron access. One should be a stand-up station and the other at wheelchair height. Design and wiring of the stations should be integrated into the design of the lobby. Minimum dimensions of each station: 32" x 48".

Also provide two wired alcoves for future stand-up self checkout systems for patron use, or other electronic kiosk. (need two 48”x 36” counters with electrical outlets, positioned out of traffic but near circulation desk for staff assistance.)

Plan space and wiring at all entrances for an eventual theft detection system.

CLOSE PROXIMITY TO: Circulation desk

DISTANT FROM: Quiet study areas

<u>AREA REQUIRED:</u> <u>1,000 square feet, plus as required by design.</u>

SEATING CAPACITY: 6 short term use seats inside.

ARCHITECTURAL FEATURES:
There should be a generous air lock to protect the lobby from cold air. Provide a minimum of ten feet of space between the doors. If the entrance is located facing prevailing winter winds, the vestibule might consist of two sets of doors at right angles to each other.

Provide a storage closet next to the main entrance to house tools for the exterior and for quick clean-ups – broom and dustpan, snow shovel, salt or sand, small step ladder.

Since the lobby will probably not be carpeted because of heavy traffic, use high-quality acoustic ceiling elements in the design, to control noise.

The main entrance and lobby may also serve as an entrance and lobby for the Multipurpose Room.

The entrance must be accessible to the handicapped and elderly by means of ramps with handrails as necessary and flat thresholds. The option of a hand-activated pushbutton door opening system or of automatic doors should be discussed at an early design stage. (This will be a very busy public building, with people continually entering and leaving with arms full of books and other materials, as well as parents with strollers and users of wheel chairs.) The entry should be designed to trap dirt, water and snow, with some sort of shoe-scraping surface outside and inside the doors. Once inside the entry doors, appropriate elements in the lobby include:

- one locking display case, under supervision of the circulation desk.
- directional signage. Architect to advise on color, style and location. Location of signage should be incorporated into the lobby layout.
- two computer stations for short-term patron access. One should be a stand-up station and the other at wheelchair height. Design and wiring of the stations should be integrated into the design of the lobby. Minimum dimensions of each station: 32" x 48".
- Separate from these stations and nearer to the exit, anticipate two self-check-out stations for patrons to use by themselves. Minimum dimensions: 36" x 48".
- a large bulletin board, with shelving underneath, for library notices and events.
- a smaller community bulletin board in the same style for pamphlets and "take one" items
- walls for display of artwork by local artists here, as well as elsewhere in the building.

- Two separate seating areas, with a total of six chairs and appropriate tables.
- an "attractive" trash receptacle.
- Fire Alarm readout panel - agree with local authorities on location, size, etc., **IN ADVANCE**.

AREA DESIGNATION: CIRCULATION DESK

WHAT HAPPENS HERE: *This is the heart of the library. Greeting of patrons, supervision of the library entrance, receipt of returned books, charging of books; interim storage of books to be shelved on book trucks; registration of new patrons; storage of books being held for a patron; training of new employees; collection of fines; storage of items awaiting pickup; mail sorting and periodical check-in; typing; telephone conversations; other "desk work." Display of library brochures, bookmarks and informational signage.*

OCCUPANCY: Maximum of four adult workers behind the desk. Children's checkouts and returns will normally take place in the Children's Room. 2-5 patrons in front of desk, but allow for a larger group of patrons in queues at peak times, such as before and after meetings or story hours. Provide space also for patrons entering or leaving the building without transacting business at the circulation desk.

FURNISHINGS: The desk should consist of a continuous counter with easy exits for staff to main areas of the library. Avoid a free-standing "island" configuration. For children and wheelchair patrons, one section of this desk (minimum 36") should be at a lower height of approximately 30". Provide a slot in front of the desk for returning books, with depressible book truck behind; change drawer; outlets and adequate circuits for three computers, electric pencil sharpener, other small electrical equipment. A variety of shelving for books and supplies; cabinets for supplies; work counter for typing and for handling or sorting books. Each staff member work station will require five feet of counter space.

Excellent wire management should be integrated into the design of this desk. At each computer station, provide knee space for staff members working behind the desk and seated on a chair.

USER SEATING: For staff: three adjustable wheeled chairs with backs at an appropriate height for the front desk (taller chairs), two secretarial chairs (desk height).

SHELVING: Provide an alcove for shelving or display, some hidden from public view; cabinets with doors for supplies.

EQUIPMENT: Provide space and wiring for a flat screen display for notices, etc. Three computers, a typewriter, space for 3M or other security equipment; a fax machine; telephones, an answering machine. A printer nearby. Possible video

monitor for security system.

CLOSE PROXIMITY TO: Main entrance, public areas. Workers at this desk should be able to view the exterior walkways leading to the front door. If possible, they should also be able to view the access to public rest rooms and overlook activities in a multipurpose room through several sets of double doors.

DISTANT FROM: Quiet reading areas, study areas.

AREA REQUIRED: The desk itself and the area behind the desk will require 250 square feet. Allow generous space for public in front, which will likely be incorporated into the design and traffic patters of the lobby itself.

BOOK CAPACITY: Up to 500 volumes (about 45 linear feet of shelving).

ARCHITECTURAL FEATURES:

The circulation desk itself should consist of about 250 square feet of work space and counters. Additional space for users will be required in front of the desk. The circulation desk can be modular, with units of varying size and purpose. Three sections must be designed and wired for three computer terminals and for telephone lines to them.

The area immediately adjacent to each computer station should be of uniform height, front to back, to permit a stack of books to pass (slide) between staff member and patron without lifting. The counter top should be indestructible and easily cleaned. A varnished wood counter top is not durable enough. An ordinary Formica™ top will also not hold up well. A flexible under-the-counter wire management system should be incorporated into the design.

A modular desk can be specified, using the design of any of several standard library vendors (Gaylord, Brodart, Highsmith). If a custom built desk will be more cost effective, consider it instead, but still make use of the standard vendor designs and heights. On the staff side of the desk, provide a variety of shelving, storage and file cabinets using modular elements.

In the circulation desk area, sound-deadening materials should be used wherever possible, so that transactions with patrons are not heard all over the adjacent spaces. Heavy duty acoustic tile on the ceiling over the desk itself will be helpful. Good acoustic results are sometimes achieved with a lowered ceiling over the desk,

or with carpeting on some vertical surfaces, and possibly by providing an alcove or mini-desk for telephone conversations to be conducted by staff and to shield the ringing of the telephone from public reading areas. A second alcove should be designed to house a computer printer and fax machine.

Since staff will most frequently be standing behind the circulation desk, cushioned gymnasium flooring is recommended. The area in front of the service counter, if carpeted, should be done in such a way that replacement of the carpet strip when worn is easy and inexpensive and can be accomplished with no disruption of adjacent, serviceable carpet.

Position most controls for the building, including those for light, heat and security alarm systems behind the service counter and hidden discreetly (or in adjacent office space),

In the circulation area, lighting must be excellent for reading of details and small print, and without shadows or glare on the computer screens. No lobby skylights, clerestories or windows should allow direct sunlight to fall on computer screens at any time of the day or season of the year.

AREA DESIGNATION: CIRCULATION OFFICE

WHAT HAPPENS HERE: *Off-desk work, scheduling, telephone calls, computer entries, printing of notices, preparation of mailings, sorting of mail, check-in and sorting of periodicals and newspapers, training of employees. Supply storage.*

A major activity here will be the off-desk discharge of books and sorting or placement onto carts to await shelving.

A second major activity will be the shipping and receipt of Interlibrary Loan books borrowed through the GMILCS network or through the New Hampshire State Library. These are shipped in large plastic bins.

AREA REQUIRED: 250 square feet

OCCUPANCY: Two workers, 1 guest

FURNISHINGS: Three workstations, 1 work table. Counter with small sink.

SHELVING: Four sections, 7 high. Also need space for multiple book trucks and book bins.

EQUIPMENT: Postage machine, fax machine, computers.

CLOSE PROXIMITY TO: Circulation Desk. Patron service areas of Circulation Desk should be visible from the office, but avoid a “glass fish bowl”.

ARCHITECTURAL FEATURES:

This office will provide some privacy for off-desk work for circulation staff, to prepare mailings, discharge books in quantity, make telephone calls that require some discretion. Staff working in this office should be able to glance up from their work and see that their presence is needed at the public desk. Windows or a pass-through between this office and the public desk should be positioned so that office clutter is not visible to the public. Provide three work stations with computer returns in an office landscape system, with extra space for several book trucks in each. Work table and shelving should be in an open space and may be used for sorting books as they are returned. Provide a small sink for frequent hand-washing.

AREA DESIGNATION: PHOTOCOPIER AND COMMUNITY INFORMATION CENTER

WHAT HAPPENS HERE*: Public access coin-operated photocopier with change maker. Posting of community notices.*

OCCUPANCY: Two people maximum.

FURNISHINGS: Photocopier cabinets. Counter for sorting. Supply storage (locking - to hold toner and extra paper supply.)

EQUIPMENT: Allow space for public photocopier. Large Bulletin board. Pamphlet holder. Display kiosk. Waste paper recycling bin and waste basket.

SOME PROXIMITY TO: Circulation desk.

DISTANT FROM: Quiet study areas.

AREA REQUIRED: 75 square feet.

ARCHITECTURAL FEATURES:

The photocopier needs a small alcove by itself, in proximity to a staff desk, since it will always require management by staff. A deep counter, with several cabinets underneath for the storage of paper and supplies, is envisioned. There should be several electric outlets. The counter should be long enough to provide an area for a paper cutter, hole punch and stapler, with space to sort papers into piles. Instead of one long counter, two shorter counters at right angles to each other may also accomplish these purposes. Under the counter, provide space for a trash receptacle and a recycling bin.

Also provide space for a large bulletin board, a wall-hung pamphlet holder and a free-standing kiosk for display of community information.. Provide extra ventilation for pollutants in this area. In a two-story configuration, additional photocopiers may be required, particularly in Reference and staff work areas.

Photocopiers are a source of noise. There should be enough space in this area for a patron and for a library staff member to adjust the machine. But the design of the area should discourage general socializing with people passing through the lobby area and should provide some privacy for a patron photocopying private papers.

Sound-absorbing materials should be used on the walls.
AREA DESIGNATION: NEW BOOK SHELVES

WHAT HAPPENS HERE: *This is a browsing area for new books. Most new adult books are shelved here for six months or so. At least 60 linear feet of shelving (five sections) are needed, for books. Consider a counter at waist height (or a table) to lay out large books or books of special interest. Face-out shelving display and other methods similar to retail display will be used here, and it is important that the top and bottom shelves not be used. The objective is to promote easy access, and high turnover. New and recently-returned materials will be continually restocked to this area by the circulation staff. Shelving should not be just four or five sections of shelving side by side, but rather an arrangement where more than one person can browse at a time. This is a high-use area.*

AREA REQUIRED: Allow 150 square feet.

OCCUPANCY: 2 or 3 adults, scanning shelves.

FURNISHINGS: Shelving. Display counter. Two small-scale lounge chairs. Space for a book truck loaded with newly-returned books not yet shelved to be parked.

CLOSE PROXIMITY TO: Circulation desk and lobby, with some space all its own. The reason for proximity to circulation is that these shelves will be constantly replenished as new items come back from circulation and are discharged. Yet patrons browsing in this area should not feel that they are standing in a passageway or are in the way of other library activities.

DISTANT FROM: Quiet reading areas, children's pathway through the library.

BOOK CAPACITY: 500 volumes.

ARCHITECTURAL FEATURES:

The new book area, up to 150 square feet, should be located between the circulation desk area and the regular adult book collection in such a way that a person stopping at the new book shelves will be invited to proceed from there to the regular collection. This well lighted area should be somewhat out of the way of the main traffic patterns. This area should be accessible to at least three patrons at a time.

Face-out shelving should be deep enough to accommodate a thick volume.

AREA DESIGNATION: MEDIA BROWSING

WHAT HAPPENS HERE: This is a browsing area for adult media, including videotapes, DVD's, books-on-tape and compact disks. There will be a separate area for children's media in the Children's Room. Shelving methods similar to retail display should be investigated, at least for new materials. The objective is to promote easy access, and high turnover. As with the New Book Area, new and recently-returned materials will be continually restocked to this area by the circulation staff. As the library's collection may grow rapidly in future years and new formats will be acquired, much of the shelving should be flexible and should allow for some display, but also dense shelving of the collection in the future. This is a high-use area. Allow space and shelving for 9,000 items.

OCCUPANCY: 4 - 6 adults, scanning shelves.

FURNISHINGS: Shelving. Display shelving. Pull-out bins for CD's. Space for a book truck loaded with newly-returned materials not yet shelved to be parked.

CLOSE PROXIMITY TO: Circulation desk and lobby, with some space all its own. The reason for proximity to circulation is that these shelves will be constantly replenished as new items come back from circulation and are discharged. Yet patrons browsing in this area should not feel that they are standing in a passageway or are in the way of other library activities.

DISTANT FROM: Quiet reading areas, children's pathway through the library.

AREA REQUIRED: 700 square feet.

CAPACITY: 4,000 videotapes or DVD's, 3,000 books-on-tape or CD, 2,000 CD's.

ARCHITECTURAL FEATURES:

The adult media browsing area, up to 700 square feet, should be located near the new book area. This area should be accessible to at least four patrons at a time.

AREA DESIGNATION: CURRENT PERIODICAL DISPLAY

WHAT HAPPENS HERE: *Approximately 180 current adult periodicals and 7 newspapers are displayed here on slanting shelves, with storage of up to one year for each periodical title, up to one week of each newspaper, including 3 Sunday editions. Shelving for previous year of local newspaper, previous year of adult periodicals should be nearby.*

OCCUPANCY: 14

USER SEATING: 6 casual chairs with end tables or coffee table. Two large tables for four.

SOME PROXIMITY TO: Main lobby area - this will be an appealing area and should be visible.

AREA REQUIRED: 380 square feet for seating, 200 square feet for 13 sections of shelving and aisle. Total: 580 square feet.

ARCHITECTURAL FEATURES:

A separate periodical area is needed. This should be an appealing lounge area, visible from the entrance, but located out of the main traffic areas.

Provide lift-up slant shelving with storage underneath for back issues. Approximately 180 titles are to be displayed, at 3- 4 per slant shelf. Plan for 12 standard shelving sections, no more than five shelves high, preferably wall-hung or as a (stabilized) room divider. The uppermost level of display must be accessible from a wheelchair, as required by the Americans With Disabilities Act and ensuing regulations. Provide a separate free-standing spinner for newpapers.

In the periodical area, a grouping of six adult lounge chairs with appropriate side tables and lighting is required, along with two large rectangular tables for 4.

Provide an adjacent alcove with flat shelving to store back issues of local newspaper, up to one year (previous year) of periodicals in open public access configuration. Say, 4 sections of 84” shelving, five shelves on each.

REFERENCE DEPARTMENT SUMMARY

(DETAILS ON FOLLOWING PAGES)

AREA	QUANTITY	ESTIMATED SIZE
Reference Desk and Office		300 sq.ft.
Reference Dept	2 tables for 4 1 table for two 15 public computers 1,500 volumes	1,075 sq.ft.
Local History	2,500 volumes 1 table for 4 1 table for 2 1 computer workstation	475 sq.ft.
Quiet Study/Group Study Room	1 room (count as 4 seats)	150 sq.ft.
ESTIMATED TOTAL		2,000 net sq.ft.

AREA DESIGNATION: REFERENCE DESK AND REFERENCE WORKROOM

WHAT HAPPENS HERE: *Professional staff will confer with patrons, conduct computer searches, respond to telephone reference questions. May also confer with a patron who needs privacy. Reference work can include prolonged one-to-one interviews, as well as constant movement from service desk to public access computers to book shelves. In office, Reference librarians do book selection and prepare book orders, prepare reports and bibliographies, and set up programs. Provide a locking storage closet for supplies, tools and equipment.*

OCCUPANCY: One staff member at public service desk. Two workstations in office behind.

FURNISHINGS: Public service desk with higher side and counter for patrons, lower side for staff at seated height. Provide area for handicapped access and one-to-one seated patron interviews. Allow space for one computer terminal and a printer, plus one personal computer. Bulletin board/cork board. Two filing cabinets. A telephone. Large wastebasket. A guest chair. Reference office should have two workstation desks with files, telephones, computer returns. Two guest chairs.

SHELVING: 60 lineal feet of shelving for frequently used (ready reference) materials adjacent to the public desk. Four sections of shelving in office.

CLOSE PROXIMITY TO: Reference department, adult non-fiction shelving. Reference librarians may also supervise Young Adult seating area or activities in an adjacent multipurpose room, depending on the layout.

DISTANT FROM: Children's Room, new book area, and the fiction collection..

AREA REQUIRED: 100 square feet for service desk. 200 square feet for office.
Total: 300 square feet

ARCHITECTURAL FEATURES:

The reference desk should be positioned so that the staff member "greets" an approaching patron, but confusion between the reference desk and the circulation desk should be avoided through design, signage, lighting, etc. To increase security and staff interaction, staff at the reference desk should ideally be able to view activity at the circulation desk and vice versa. In any case, reference desk should be positioned to greet the public as well as to supervise and schedule public

computer use.

The reference office is to have a door that can be locked from the outside only. Staff will move from the service desk to the various areas of the library almost constantly on a busy day. The desk should look "official" and professional, but it should be easy to move out from behind it. Lighting should be non-glare, but intense enough to read small print. Counter should be very durable and easily cleaned - bindings of books can cause stains.

Provide optimum acoustic baffles, as discussed for the circulation desk. Transactions with patrons and telephone inquiries may require some privacy.

AREA DESIGNATION: REFERENCE DEPARTMENT

WHAT HAPPENS HERE: *Quiet Study. Browsing of book shelves. Staff assistance to patrons. Patrons working together. Use of computers, microfilm reader/printers, CD/ROM equipment, future use of other machines.*

OCCUPANCY: 27

USER SEATING: 2 tables for four; 1 table for two, 15 computer work stations. (TOTAL 25 - count as 10 reader seats, plus 15 special-use seats.) Each computer station should be a minimum of 42" wide. Some could be 48" wide.

SHELVING: For 1,500 volumes (7 vols/sq.ft). Plan on only 5 shelves per 84" high unit, since reference books are taller. At least one range of shelving should be low, at counter-height, topped by a counter, which is a useful surface for opening a heavy book to lie flat. Shelves should be 12" deep. Allow for 42" aisles in this space ONLY. See "Architectural Features" below for more details. One section of display shelving for brochures and other ephemera.

EQUIPMENT: Computers, microfilm readers and reader/printers, printer, small photocopier.

PROXIMITY TO: Circulation desk.

DISTANT FROM: Children's Room, main entrance.

AREA REQUIRED: 215+ square feet for books, 860 square feet for seating.
TOTAL: 1,075 square feet.

ARCHITECTURAL FEATURES:

The present reference collection has been and will be weeded, since computers are increasingly a major source of current information. It should be noted that reference books are unusually heavy and tall. They do not circulate. Sixteen inches of height are required between the shelves, instead of the usual twelve inch space. This is one area where a 42" aisle between the ranges of shelving is necessary.

The reference department will need two generous rectangular tables for four and one two-person table, as well as fifteen computer stations for Internet access and Public Access Catalogs. All study carrels and tables should be "wet," that is, they

should be wired themselves or they should be immediately adjacent to electric outlets. Each carrel and machine work station should be a minimum of 42" wide. Some should be 48" wide. Each pair of computers will require a separate electrical circuit. Provide cable as well as electrical outlets.

Lighting is very important in the reference department. Reader seats (tables and carrels) should be placed at right angles to windows and provision should be made by means of roof overhang, blinds or tinted glazing to reduce the glare of winter sun on snow. None of the carrels or computer workstations should face a window at eye level directly. Individual task lighting may be appropriate for the carrels.

Other elements in the reference department may include:

- an atlas stand.
- two standard lateral filing cabinets, secured to the floor or the wall.
- two locked display cabinets.

Overall, the reference department should induce a real "library" feeling in the user, through the use of color and lighting, soundproofing and sound barriers, and in the configuration of the facilities, shelving and seating. The reference department should be somewhat within the line of sight and certainly within earshot of the circulation desk, but at some distance, so that the normal bustle of the circulation desk will not disturb serious readers.

AREA DESIGNATION: LOCAL HISTORY ROOM

WHAT HAPPENS HERE: *Secure storage for rare books & local history; space to make use of these, display walls for maps, photographs, portraits. Display of small artifacts; private space for quiet study or tutoring.*

USER SEATING: 1 table for 4; 4 chairs
1 table for 2, 2 chairs
1 computer workstation and chair

SHELVING: 12 sections 12" deep open shelving, 5 shelves each, 6 additional sections with metal grills or locking glass doors. For storage of older or rare books, <u>it is required that the shelves be metal or glass, not wood.</u> (New wood is a source of acid and other chemicals.) Supports, surrounds or frames can be wood.

Take care that shelving does not cover electric plugs.

BOOK CAPACITY: 2,500 volumes.

CLOSE PROXIMITY TO: Reference Department

<u>AREA REQUIRED: 475 square feet.</u>

ARCHITECTURAL FEATURES: This room will serve several purposes: the storage of rare books and books on local history with space to use them and quiet work space for a patron or for tutoring. Display of maps, portraits, photographs.

For security reasons and since people may use this room for several hours at a time, glazing in the door and in the interior wall facing the Reference Desk are required. A glass or half-glass door between this room and the main areas of the library will also make this room visible and inviting to the public even when it is locked. Glass will also provide some supervision opportunity when it is in use. A small side light or table lamp, turned on, will serve to inform patrons that the room is available without wasting electricity with full illumination.

Door to have key access but to lock ONLY from the outside

Computers may be used in this room, so there is a need for data outlets and electrical outlets.

In order to protect the materials in this room from sunlight, minimal daylight is required and shelving should be placed so that sunlight does not fall on materials. Ultraviolet shades are required for lighting fixtures.

Separate climate control should be discussed, particularly if the Local History Room is to be located below grade.

AREA DESIGNATION: QUIET STUDY/GROUP STUDY/TUTORING ROOM

WHAT HAPPENS HERE: *Quiet study, one-on-one and small group study and tutoring.*

AREA REQUIRED: 150 square feet

OCCUPANCY: A singe patron. Or 1 teacher/volunteer, 1 - 3 students. Or a group of students for a group project.

FURNISHINGS: Provide 1 work table, 4 chairs, one computer work station. Provide a white board.

CLOSE PROXIMITY TO: Reference department staff.

DISTANT FROM: Open public areas of the library. Casual passersby do not need to see who is using the computer or materials in this space.

ARCHITECTURAL FEATURES:

Room should have a data port and electric outlets.

Door to have key access but to lock ONLY from the outside. Door to have partial glazing.

If study room cannot have exterior window access, consider borrowed light in one wall for more spacious feeling.

People who are being tutored require some privacy in order to concentrate and because it can be embarrassing to be an adult student. At the same time, it may be necessary for the reference staff to monitor this space or a computer in it.
The Adult Quiet Study Room should be near Reference. Provide extra soundproofing in any walls adjacent to office space.

AREA DESIGNATION: ADULT NON-FICTION

WHAT HAPPENS HERE: *Shelving of adult non-fiction collection. Browsing by adults, young adults and older children. Reference work by staff and/or patrons.*

SEATING: 1 table for two.
COMPUTER: 1 stand-up computer station.

SHELVING: Standard metal shelving, 7 shelves high, configured in rows with a 36" aisle. Shelf ranges to have a 48" aisle at each end. No shelves to dead-end at the wall. No row to be more than 6-7 sections. Avoid wall-hung shelving - space at edges or by windows is better used for seating. Shelving should be light in color. Slatwall end panels are required for end panels that face public areas.

CLOSE PROXIMITY TO: Reference department, if possible.

AREA REQUIRED: 21,000 adult volumes / 12 volumes per square foot = 1,750 square feet, plus table, chairs and computer station = 1,840 square feet. Allow for shelving to be 10" deep. Apply formula of 10 volumes per linear foot to eventual configuration. Bottom shelf not to be used in calculation. (Bottom shelves in non-fiction will house oversize volumes.)

ARCHITECTURAL FEATURES:

This should be an ordinary book stack. Shelves must be positioned in such a way that a view of patrons browsing is afforded from the circulation desk, Reference Desk, or staff offices. But this concept should not be taken to an extreme, such as a diagonal layout.

The library specifies that a standard light color such as light gray, sand or white must be chosen for shelving.

Lighting in a full height book stack is very important and often difficult to achieve. Think of a range of shelving as an eight or nine-foot tall wall, with another wall just 36" away. Titles of books on both the bottom and top shelves must be readable. Illumination in the aisles and in corners and at the ends of aisles is also important, since staff will be working from a book truck in these areas when doing inventory or weeding, and patrons may stop anywhere to try out a page of a book or search an index or table of contents. Reflective ceiling-hung lighting should be designed

perpendicular to the direction of the shelving.

End panels are required for book stacks, with provision for stack labels. Wood or wood-veneer end panels can have some acoustic value as well, if they are appropriate for the design scheme. Slatwall end panels are required for end panels that face public areas.

At the end of one stack range, provide one computer stand-up unit with wiring. Because of accessibility regulations, this cannot be a cantilevered suspended unit, but must be free-standing, with four legs. The dimensions of the computer stand should be a maximum of 24”, to match the adjacent end panel.

AREA DESIGNATION: ADULT FICTION

WHAT HAPPENS HERE: *Shelving of adult fiction collection, browsing by patrons.*

COMPUTER STATION: 1 stand-up computer station.

SHELVING: Standard metal shelving, 7 shelves high (84" high), configured in rows with a 36" aisle between each. Shelf ranges to have a 48" aisle at each end. No shelves to dead-end at the wall. No row to be more than 6-7 sections. Avoid wall-hung shelving - space at edges or by windows may be used for seating.

In figuring capacity, use formula of 12 volumes/square foot. Apply formula of 9 volumes per linear foot to eventual configuration. Bottom shelf not to be used in calculation. Slatwall end panels are required for end panels that face public areas.

BOOK CAPACITY: 29,000 volumes - Fiction, Science Fiction, Mysteries, Westerns, and 2,000 paperbacks.

AREA REQUIRED: 2,580 square feet.

ARCHITECTURAL FEATURES:

LIGHTING: See non-fiction section.

At the end of one stack range, provide one computer stand-up unit with wiring. Because of accessibility regulations, this cannot be a cantilevered suspended unit, but must be free-standing, with four legs. The dimensions of the computer stand should be a maximum of 24”, to match the adjacent end panel

AREA DESIGNATION: LARGE PRINT BOOKS

WHAT HAPPENS HERE: *Shelving of adult large print books as a separate collection, browsing by patrons.*

SHELVING: Standard metal shelving, but 6 shelves high (84" high), configured in an alcove or in rows with a 42" aisle between each.

In figuring capacity, use formula of 8 volumes/linear foot. Bottom shelf not to be used in calculation. Slatwall end panels are required for end panels that face public areas.

BOOK CAPACITY: 5,000 large print volumes.

CLOSE PROXIMITY: Near Adult fiction or near browsing area.
FAR FROM: Young Adult area, Children's Room.

AREA REQUIRED: 400 square feet.

ARCHITECTURAL FEATURES:

Lighting must be excellent, since this collection is particularly for individuals with poorer vision.

AREA DESIGNATION: ADULT SEATING

WHAT HAPPENS HERE: *Seating other than Reference department and Current Periodicals. Purpose is to provide a choice of quiet seating*

OCCUPANCY: 2

FURNISHINGS: isolated lounge chairs.

CLOSE PROXIMITY TO: Adult fiction stacks, Large Print books.

DISTANT FROM: Noisy areas.

AREA REQUIRED: 60 square feet.

ARCHITECTURAL FEATURES:

Seating for adults interspersed in the adult book stacks is desired. Locations should not be completely out of staff view, but patrons should be able to concentrate on their work. Window views are pleasant for long periods of study, but readers should not be seated facing windows directly. Lighting in the seating areas should be adequate for reading.

AREA DESIGNATION: YOUNG ADULT AREA

WHAT HAPPENS HERE*: Browsing; seating/study area for young adults. Games, puzzles. Small group meetings.*

FURNISHINGS: 1 rectangular table for four, 2 tables for 2, 6 lounge chairs

COMPUTERS: 4

OCCUPANCY: up to 16.

SHELVING: A total of 13 sections - to display 10 periodicals and to shelve 4,000 titles, many paperback. OK to plan several free-standing revolving paperback racks, but they should be positioned in such a way that the tables do not impede access to them. At least one wall-hung section is needed for display face-out of up to 10 current periodicals as well as new books.

CLOSE PROXIMITY TO: Lobby or Circulation Desk. Reference department. Young Adult area should be under visual supervision of a public service desk, but at some distance from it. Some proximity to the Children's Room is also desirable.

DISTANT FROM: Large Print book collection, periodical display area.

<u>AREA REQUIRED: 900 square feet – 285 sq.ft. for shelving , 615 for seating and computers</u>

ARCHITECTURAL FEATURES:

The Young Adult Area should be a discrete area, preferably near the Circulation Desk. It consists of shelving for about 4,000 volumes, some display shelving for paperbacks and periodicals, one rectangular table (or booth) for four, two tables for two, six lounge chairs and four computer work stations. Occupants of this area should have the illusion of some degree of isolation and privacy, but library staff should be able to observe what is going on from a public service desk. This area should be a transition, both psychologically and physically, from the Children's Room to the adult book collection. This area should have extra sound proofing – ceilings, walls, flooring. If at all possible, doors with glazing would be a good idea. Seating in this area will get heavy use by the after-school crowds, so furnishings should be very durable. Access to the shelving should not be blocked by the seating. (It should be possible for a shy adolescent to browse the shelves for reading materials without having to disturb or interact with others working at the

tables.)

It is assumed that Young Adults will also be making use of computers in Reference or the Children's Room.

Provide some coat hooks and shelving for backpacks.

Décor should be informal and responsive to the atmosphere of the present, newly-established space. Consider furnishings such as booths, beanbag chairs, platforms.

CHILDREN'S ROOM SUMMARY

(DETAILS ON FOLLOWING PAGES)

Service Area	Quantity	Estimated Square Feet
Children's General Reception Area	Office and storage, Service Desk, Parenting collection (1,000 vols.), 10 periodicals, 1 public computer, Family restroom	750 sq.ft.
Children's media browsing area	2,000 A/V items	300 sq.ft.
Toddlers / preschool /early readers	Play area, 3 tables for 4, 2 small couches, 8,000 vols., 4 computers	895 sq.ft.
Youth Services	3 tables for 4, 3 lounge chairs, 4 computer work stations, 1 standing computer station, Reference books (500), Easy Readers (1,000), paperbacks (3,000), 17,500 volumes	2,450 sq.ft.
Story Hour/Crafts Room	Capacity: 25 children 5 folding tables, 25 chairs, sink and cabinets, storage closet.	400 sq.ft.
TOTAL		4,795 net square feet

AREA DESIGNATION: CHILDREN'S ROOM (General reception area)

The Children's Room should look like a Children's Room, not like a space for little adults. The Children's Room is the busiest part of the library, attracting nearly 48% of the library's book circulation. The potential is for even higher usage in an improved facility. Although architecturally speaking it is one space, the Children's Room actually serves a wide range of children, from those a few months old to about age ten to eleven. Since this is such a spectrum of ages and abilities, general parameters for the entire space will be outlined here, and separate descriptive sections for Media Browsing, for Youth Services, for a Toddler/Preschool/Early Readers' Area and for a Story/Crafts space will follow.

WHAT HAPPENS HERE: *Children come to the Children's Room from a very early age through beginning adolescence. They expect to be welcome and to be able to browse freely for books and other materials that are interesting and at an appropriate level. Friendly, welcoming staff are a part of this ambience, since staff serve as guide and teacher, advisor to parents, and monitor of overall order and security for the entire department.*

CHILDREN'S DESK: Near the entrance to the Children's Room, provide a public service desk with space for two staff and space for two computer terminals. This desk will be used by staff to greet children and their parents as they arrive. It should be positioned so that staff can also supervise the entire room. This desk will also be used for charging and discharging books to both children and adults.

Since staff will frequently be standing behind the Children's Desk, carpet with extra padding or padded gymnasium flooring is recommended. The area in front of the service counter, if carpeted, should be done in such a way that replacement of the carpet strip when worn is easy and inexpensive and can be accomplished with no disruption of adjacent, serviceable carpet.

In the desk area, lighting must be excellent for reading of details and small print, and without shadows or glare on the computer screens. No lobby skylights, clerestories or windows should allow direct sunlight to fall on computer screens at any time of the day or season of the year.

CHILDREN'S OFFICE/WORKROOM: Behind the desk should be a 300 square foot office/work room and storage closets with appropriate interior windows so that a seated staff member is visible and available to the public. The office should have a door with glazing. Intermittent windows, not continuous windows, should be designed so that ordinary desk clutter is not visible to the public. The office needs

two staff work stations with space for computers as well as a work counter with outlets and a small sink. Carpet with extra padding or padded gymnasium flooring is recommended. Provide a large walk-in closet and some built-in storage cabinets to store things like poster board and art supplies, puppets and seasonal decorations.

GENERAL PUBLIC AREA AT ENTRANCE: Provide 1 public computer workstation for quick access to the library's holdings. Provide space for a public photocopier. Also provide coat hooks, shelving for backpacks, and an area for parking strollers.

FAMILY REST ROOM: Within the Children's Room and within sight of the public service desk, provide one accessible "family rest room." Equipment should include a changing shelf or counter. This rest room will require a drain in the floor. Avoid "child size" fixtures. Materials in the restrooms should be indestructible, resistant to graffiti, scratching and other vandalism, and easily cleaned. Color accents should be used to avoid a clinical feeling. Adjacent to the family rest room, provide drinking fountains at both adult and child heights.

CLOSE PROXIMITY TO: From the main entrance, the path of travel for children should not pass through adult areas to get from the main entrance into the Children's Room. But it should not be easy for a toddler to "escape" from the Children's Room and onto an elevator or out the front door alone.

AREA REQUIRED FOR GENERAL RECEPTION AREA: 750 square feet (including service desk and workroom).

SHELVING: In the common transitional area near the desk, provide two sections of periodical display for up to 10 titles with back issues (children's magazines, parenting magazines) and six of shelving for a Parenting Collection and for materials for teachers and home schooling - a total of 1,000. Provide one section for display of new books and other materials. (A total of nine sections in this area.)

SEATING: Three lounge chairs

EQUIPMENT: Bulletin Board. Display area and display cases. Tackboard strip around most of the room's perimeter for changing displays.

ARCHITECTURAL FEATURES: The Children's Room should be prime space. It should be one of the most vital elements in the building. The overall message should be that children are very important in the town of Milford and that the library is a great place to visit, where children are welcome. This should not look like adult

space. The room should be well lighted, with good lighting down to floor level, cheerful colors and nice views out low (but protected) windows. If space allows, reading alcoves in corners or window seats are a good idea.

Supervision and control must also be underpinnings of the design concept. From the main children's service desk and other staff workstations , it should be possible to see what's going on, not only in most of the room, particularly in the toddler area and at most of the study tables and carrels, but also outside the entrance to the room, in any lobby area. This is a security issue to protect children from strangers, as well as to enable staff to supervise activity in the room.

Sound control is particularly important to the success of the Children's Room design. Although the doors to the Children's room should be kept open most of the time to welcome visitors - if the entrance turns out to be in a fire wall, automatic fire doors that can be kept open are recommended - it is important to be able to close off the Children's Room to control noise from occasional festive events.

The ceiling in the Children's Room should be heavy duty acoustic tile. No other ceiling is acceptable. The floor must be carpeted.

Edges of furniture and corners of service desks should be rounded. As a safety consideration, all electrical outlets at floor level should be child proof.

If the site permits, an outdoor play/story hour area and garden are appropriate elements.

AREA DESIGNATION: CHILDREN'S MEDIA BROWSING AREA

WHAT HAPPENS HERE: *To display and house popular children's media, including videotapes or DVD's, audiobooks, media kits and future formats suitable for public library use - total of 2,000 items, plus 10 periodicals.*

AREA REQUIRED: 300 square feet

OCCUPANCY: 3 -4 children, up to 3 parents

USER SEATING: None.

SHELVING: 50 linear feet for kits (special hangers). 250 linear feet for videotapes, etc. Some slant-type shelving for periodical and other media display.

SOME PROXIMITY TO: Entrance to Children's Room. But this area should not be the first thing one sees on entering the Children's Room.

DISTANT FROM: Quiet areas

BOOK CAPACITY: Area to house up to 2000 high-use media.

ARCHITECTURAL FEATURES:

This should not be the first area one sees on entering the Children's Room.

AREA DESIGNATION: TODDLERS/ PRESCHOOLERS/ EARLY READERS

WHAT HAPPENS HERE: *Young children will select books and media, alone or with parents. Parents may read stories to their children. Library staff will interact with parents and children, to suggest titles or activities. Displays of books standing upright on shelves and counter tops.*

OCCUPANCY: Infants; toddlers; preschoolers, young grade school children, parents, day care personnel and other adults.

FURNISHINGS: Provide a play area for toddlers. 3 tables for four sized for first through third graders. In lieu of one table, provide a play area instead. 2 two-seat couches, one large chair or window seat for two. (450 square feet.)

SHELVING: The library is shelving preschool books in 15 wheeled book bins, approximate capacity 300 volumes each. Provide space for up to 20 wheeled bins, plus 83 lineal feet of low shelving with counter tops for 2,000 picture books. (nine sections, 3 shelves each, or 14 sections, 2 shelves each) Picture book shelving should have moveable dividers for support. (325 square feet total) Allow for 42" minimum aisle in this area only.

COMPUTER STATIONS: For preschoolers, four child-size computer stations with electric outlets and data ports. Allow space for children to gather around a computer or for a parent and child to interact. (120 square feet).

CLOSE PROXIMITY TO: Story/Crafts Room or Area (see separate description)

DISTANT FROM: Adult quiet reading areas

AREA REQUIRED: 895 square feet.

ARCHITECTURAL FEATURES:

This should be a safe, friendly, casual open area. There should be some architectural “landmark” to draw young children to the area. They should feel that this is “their” space. The area might be defined by an alcove, a special color, an area of the carpet, furnishings. Some examples are available at www.bigcozybooks.com and at www.peoplefriendly.com. Banners or quilts may be displayed on a seasonal basis, or plants and other colorful toys and puppets may be displayed on higher wall-hung shelving. Any murals should be mounted and removable for cleaning or maintenance.

AREA DESIGNATION: YOUTH SERVICES (Older children - grades 3 - 6, ages eight to twelve.)

WHAT HAPPENS HERE: *Older children, - third or fourth grade through early middle school - need a more grown-up space that is distinct and separate from that for younger grade school children and preschoolers. The children who will use the Youth Services space year-round have academic, recreational and social needs. There may be a Homework Center. They are adept at computer use.*

AREA REQUIRED: 2,450 square feet

OCCUPANCY: up to 20.

USER SEATING: Three rectangular tables for 4. Three lounge chairs or casual seats, not grouped together. All seating should be visible from the main desk. (420 square feet)

SHELVING: TOTAL of 21,000 volumes, as follows: near the table seating, provide a small reference area - 500 volumes. Provide shelving for Easy Readers (1,000), juvenile fiction and non-fiction (16,500). Shelving to be a maximum of five shelves high. Provide display shelving on spinners for up to 3,000 paperbacks. (1800 square feet)

COMPUTER SPACE: Provide 4 work stations for computers or other machines. Each computer carrel requires a minimum of 42" of work surface and space behind, since computers are a magnet for children and they tend to work in groups with each other or with parents. (200 square feet)

At the end of one stack range, provide one computer stand-up unit with wiring. Because of accessibility regulations, this cannot be a cantilevered suspended unit, but must be free-standing, with four legs. The dimensions of the computer stand should be a maximum of 24”, to match the adjacent end panel. (30 square feet)

CLOSE PROXIMITY TO: Should be a section of the Children’s Room, but separate from the area for younger children.

ARCHITECTURAL FEATURES: This should be an inviting area with bright colors, but not childish. Avoid nursery or “classroom” decor.

AREA DESIGNATION: STORY HOUR/CRAFTS AREA

WHAT HAPPENS HERE: *Primarily for Story hour and craft activities. May also serve as auxiliary after-school homework or activity center or as a toddler play area..*

AREA REQUIRED: 400 square feet

OCCUPANCY: Up to 30 children. Larger children's groups will use the multipurpose meeting room.

FURNISHINGS: Provide five child-height folding tables, 30 child-size stacking chairs. Provide closet for storage of all furnishings. Provide storage closet for supplies. Provide tackboard strips around the perimeter of the room.

CLOSE PROXIMITY TO: Children's Room. Children's service desk should be able to supervise this room through one or two sets of double doors. Except when these doors are closed, the story hour/craft space should function as part of the Children's Room itself.

ARCHITECTURAL FEATURES: This room should have extra sound proofing in the walls and ceiling. Provide adjustable lighting on a rheostat. Room-darkening shades are required. There should be a sink area, with a sink at children's height as well as one at adult height, and cabinet storage above and below. Consider a cushioned vinyl tile floor for crafts, a carpeted area for stories and play.

Doors to this room should have partial glazing.

AREA DESIGNATION: MULTIPURPOSE ROOM

WHAT HAPPENS HERE: *Lectures, films, slide shows, performances for large groups of children, book discussion groups, meetings of civic organizations, Friends of the Library. Quilting and craft workshops, art display, book sales, concerts, recitals. After school homework center. Lobby may also be used as a community gathering area, or for serving of light refreshments.*
OCCUPANCY: Up to 125 adults in lecture configuration.

FURNISHINGS: Lectern. 125 substantial stacking chairs on carts. Modular tables, approximately 40" x 29", with durable finish. Ceiling-mounted multi-media projection unit (data and video). Sound system. Pull-down screen. Storage closets for 2 A/V equipment carts, chairs and tables.

CLOSE PROXIMITY TO: Kitchenette, main entrance, restrooms and Children's Room. Traffic to the multipurpose room should not pass through the quiet areas of the library. On the other hand, users of the multipurpose room should be encouraged to pass the circulation desk and browsing/new book area as they arrive for a meeting by the main entrance. For the sake of security, most users of the multipurpose room should come and go this way, by entering the library itself.

Ideally, it should be possible for library staff to view a portion of the multipurpose room, either from the Children's service desk or from the circulation desk. This could be accomplished by providing one or more sets of double doors that open toward one of the appropriate library staff stations. (The intention is to provide some security for exhibits in the multipurpose room as well as to permit the space to be used informally as part of the library seating when no meeting is scheduled. One example would be an after-school homework center; another might be as a parent gathering area during Story Time, as a toddler play area or as a group study area.)

However, it should also be possible to enter and exit the multipurpose room when the rest of the library is closed and secure ("after-hours"). This direct exit can also serve as an emergency exit. It will ordinarily be closed and alarmed. In an "after-hours" configuration, the multipurpose room must also remain accessible and must have access to restrooms. It would also be possible to design rest rooms for the exclusive use of the multipurpose room, while other rest rooms are available in the library itself for daily use by the public.

It should also be possible for children to pass from the Children's Room to the multipurpose room without disturbing adults or causing congestion at the circulation

desk.
AREA REQUIRED: Up to 1,500 square feet.

ARCHITECTURAL FEATURES:

In the multipurpose room, a shallow audiovisual closet with a secure lock should have enough space to store two audiovisual carts, with shelving for some supplies and media.

There should be a separate storage closet for stacking chairs and tables.

Provide hooks or pegs for up to 100 coats, or a coat rack in a lobby.

There should be no windows directly behind the area of the multipurpose room where a lecturer will stand, to avoid glare and distraction for an audience. Windows are appropriate in other locations. Since films will be shown in this room, windows must have room-darkening shades, and skylights can be a liability.

The multipurpose room should have a picture rail for hanging art exhibits.

The multipurpose room needs sound insulation from the rest of the library. Neither speaking voices nor music nor voices from a film should be audible in adjacent library spaces or in rest rooms. Doors from the library into this room will also require extra sound insulation. (Consider how a multi-screen movie theater isolates its various auditoriums from each other and from the adjacent corridors.)

Entrance to the multipurpose room should usually be through the main library entry and past the circulation desk, but the room should be separated enough from the rest of the building to permit its use when the rest of the library is closed. It should be possible for an evening meeting to begin during library open hours and for the library staff to then secure and close the rest of the building, leaving the meeting to proceed to a later conclusion. In an “after-hours” configuration, the multipurpose room must also remain accessible and must have access to restrooms.

This means that this room requires a separate heating zone, separate control of its lights, control of outside lighting and its own emergency exits, with individually controllable alarms for each. Depending on the nature of the meeting, the emergency exits may also be used as the entrance to a meeting, to provide some privacy for participants.

The multipurpose room should have data outlets and be wired for cable, in

conjunction with the local cable station. It should have wireless communication capabilities.

Lighting for the multipurpose room should be carefully planned. Dimmer switches, alternate banks of lights on separate switches, wall-washers and spotlights for the lectern area are some of the options to be considered. In the multipurpose room, do NOT use HID lighting or other lighting that takes time to reach full illumination. These are a poor choice for meetings, since it must be possible to regulate lighting instantly following a slide show or film.

Windows must have room-darkening shades or draperies. It must be possible to darken any skylights or clerestories to show a film during the day.

A small simple concealed "kitchenette" is needed. The kitchenette should be accessible from the lobby or located at the rear of the room for food preparation while a meeting is in progress. Specifically, a work counter with outlets convenient for small appliances (minimum 4, on two circuits), an extra-deep sink with a gooseneck faucet for filling a coffee urn, storage cabinets for supplies, an undercounter refrigerator and counter space and outlets for a microwave and other small appliances are needed. Allow space for a large trash can and recycling bin. It should be possible to close and lock off the kitchenette behind discreet doors, but it can be a wide alcove, not a closed room.

Near the kitchenette but in the multipurpose room itself, plan an area with counters with multiple electric outlets (minimum: 4, on two circuits) for coffee urns and warming grills.

Lobby may also be used as a community gathering area, or for serving of light refreshments.

The multipurpose room space will be used actively for a variety of community purposes. Durable, easily cleaned surfaces are essential. Carpeted floors and acoustic ceiling tile will be necessary for acoustics. Cove molding near ceiling height or another means of temporarily hanging paintings is needed, along with a tack board strip along one wall.

AREA DESIGNATION: PUBLIC RESTROOMS

OCCUPANCY: According to local code.

FURNISHINGS: Infant changing shelves in both men's and women's rooms. Can be pull-down.

CLOSE PROXIMITY TO: Consider possibility of positioning some rest rooms for use with multipurpose room and positioning others for direct supervision and control by staff and daily use by patrons. Within control and supervision of circulation desk or other staff location, but it should be possible to isolate some of the restrooms along with the multipurpose room from the rest of the library for "after hours" use.

DISTANT FROM: Quiet areas.

AREA REQUIRED: According to local code. Must comply with all requirements of the Americans With Disabilities Act with regard to placement of fixtures, hand rails, accessories and style.

ARCHITECTURAL FEATURES: Public restrooms pose many problems for library staff. Access to them should be visible to staff. They should not be located in a remote corner, nor should they be located right inside the main entrance. Library restrooms must sometimes be controlled by key access. There should be locks on the doors and it should be possible to leave the door in either a locked or unlocked state, as well as to override any inside lock in case of an emergency. All restrooms should be fully handicapped-accessible. Materials in the restrooms should be indestructible, resistant to graffiti, scratching and other vandalism, and easily cleaned. Color accents should be used to avoid a clinical feeling. In public restrooms, a hand dryer is preferred.

Restrooms are a water source and thus a potential source of damage for books, computers, other library materials and carpet. For this reason, **a floor drain** is required in each restroom, even when not required by code. In addition, restrooms and other water sources should not be located above or adjacent to such vulnerable areas of the library as a rare book room, archive or computer and audiovisual equipment.

AREA DESIGNATION: GENERAL OFFICE STORAGE

WHAT HAPPENS HERE: *Storage of library supplies and janitorial supplies.*

OCCUPANCY: 2 staff.

FURNISHINGS: Sorting table or counter.

SHELVING: Shelving for books and other materials. Storage of office supplies. Total of 300 linear feet, maximum of 6 shelves per unit = 16 single-faced sections. Configure area so that compact shelving can be used eventually to double capacity if necessary.

CLOSE PROXIMITY TO: Technical Services Department.

DISTANT FROM: Closed to public, but easy for staff to reach without walking far. This does not have to be a separate closet, but must be in a limited access area.

AREA REQUIRED: 300 square feet.

FURNISHINGS: Work table or counter

ARCHITECTURAL FEATURES:

The storage area should be accessible from the circulation desk and reference department. It should be adequately lighted and needs good ventilation, since staff will occasionally be working here for several hours at a time. A window is required.

AREA DESIGNATION: DIRECTOR'S OFFICE

WHAT HAPPENS HERE: *Planning; report writing; conversations with staff, trustees, patrons; candidate interviews; personnel evaluations; telephone conversations.*

OCCUPANCY: I library director, 2-3 guests.

FURNISHINGS: 1 desk, ergonomic desk chair; computer ell or counter for computer; computer and printer; four lateral files; 2 book cases; 2 guest chairs. Small work/conference table. Telephone and telecommunication lines. Coat closet.

SHELVING: 36 linear feet of wall-hung shelving, with counter and up to four lateral files.

CLOSE PROXIMITY TO: Other staff areas, reference desk.

DISTANT FROM: (hidden from) main entrance and major public traffic and seating areas. The director should be available, but should not be the first person seen by a patron entering the building.

AREA REQUIRED: 175 square feet.

ARCHITECTURAL FEATURES: The director of a public library is responsible for all operations, as well as planning, budgeting and personnel. Library directors are also vulnerable to drop-in visitors. This office should have some sense of seclusion. The director should not be the first person the public sees on entering the library. The director needs privacy for conferences with trustees, for handling personnel matters and for periods of concentration on reports and budgets. Acoustics are important. When the office door is shut, whatever is said in the office should not be audible in adjacent spaces. Public seating areas should not be located directly adjacent to the office door. An exterior window with operable sash is required.

AREA DESIGNATION: ASSISTANT DIRECTOR'S OFFICE

WHAT HAPPENS HERE: *Planning; report writing; conversations with staff, trustees, patrons; candidate interviews; personnel evaluations; telephone conversations.*

OCCUPANCY: I assistant library director, 2 guests.

FURNISHINGS: 1 desk, ergonomic desk chair; computer ell or counter for computer; computer and printer; two lateral files; 2 book cases; storage behind doors; 2 guest chairs. Telephone and telecommunication lines.

SHELVING: 36 linear feet of wall-hung shelving, with counter and two lateral files.

CLOSE PROXIMITY TO: Director's Office, Administrative Office, Conference Room

DISTANT FROM: (hidden from) main entrance and major public traffic and seating areas.

AREA REQUIRED: 135 square feet.

ARCHITECTURAL FEATURES: The assistant director of a public library is generally responsible for operations, including the building, as well as planning and personnel. It is important that the assistant director's office be near most of the activity, since he or she will be involved in most crises, from irate patrons to unexpected deliveries to problems with the building itself. The assistant director also needs privacy for conferences with staff and the public, for handling confidential and personnel matters and for periods of concentration on reports and budgets. Acoustics are important. When the office door is shut, whatever is said in the office should not be audible in adjacent spaces. Specifically, care must be taken that all interior walls are constructed up to the ceiling deck and that shared HVAC duct work does not conduct sound into adjacent spaces. Public seating areas should not be located directly adjacent to the office door. At least one exterior window with operable sash is required.

AREA DESIGNATION: CONFERENCE ROOM I

WHAT HAPPENS HERE: *Space for small meetings, Trustees or Friends' meetings, staff meetings, civic groups and for quiet study or tutoring.*

USER SEATING: 25 chairs. Modular conference table.

CLOSE PROXIMITY TO: Administrative Area: Director's Office. Should also be available to the Public or to other staff. Also, a water source.

AREA REQUIRED: 600 square feet.

ARCHITECTURAL FEATURES: This room will serve many purposes: meeting space for small conferences and meetings; meeting space for Trustees, Friends of the Library, staff or other small groups; quiet work space or project space for staff or a patron or for group study or tutoring. Since people may use this room for several hours at a time, windows that open are important.

Because this room will be used for conferences, sound isolation is required, both between it and the main areas of the library and any the common walls. Sound isolation will also require attention to details such as ductwork between the adjacent spaces. A half-glass door between this room and the public areas of the library will make this room secure, visible and inviting even when it is locked and will provide some supervision opportunity when it is in use.

Provide a small deep sink with gooseneck faucet, counter with outlets, space for a trash bin, cabinet for storage.

The Conference Room needs a white board (marker board)

Computers may be used in this room, so there is a need for data outlets and electrical outlets.

AREA DESIGNATION: CONFERENCE ROOM II

WHAT HAPPENS HERE: *Space for small meetings, Trustees or Friends' meetings, staff meetings, community groups, and for quiet study or tutoring.*

USER SEATING: 1 modular conference table in segments; 10 chairs

CLOSE PROXIMITY TO: Public areas.

AREA REQUIRED: 300 square feet.

ARCHITECTURAL FEATURES: This room will also serve many purposes: meeting space for small conferences and meetings; meeting space for Trustees, Friends of the Library, staff or other small groups; quiet work space or project space for staff or a patron or for group study or tutoring. Since people may use this room for several hours at a time, windows that open are important.

Because this room will be used for conferences, sound isolation is required, both between it and the main areas of the library and in the common wall between this room and the director's office. Sound isolation will also require attention to details such as ductwork between the adjacent spaces. A half-glass door between this room and the public areas of the library will make this room secure, visible and inviting even when it is locked and will provide some supervision opportunity when it is in use.

The Conference Room needs a white board (marker board)

Computers may be used in this room, so there is a need for data outlets and electrical outlets.

AREA DESIGNATION: SYSTEMS CLOSET

WHAT HAPPENS HERE: *Separate room to house computer system, work on troubleshooting problems, storage of parts.*

AREA REQUIRED: 150 square feet

EQUIPMENT ROOM: Telephone and telecommunication lines. Two equipment racks. System equipment to be positioned 36" away from the wall, with space on all sides for easy access. Adequate exterior ventilation and climate control are extremely important for the equipment room. Without adequate air circulation, equipment will overheat and eventually be destroyed. Tile flooring required. Discuss special electrical wiring and storage needs in detail with Systems Operator at the time of design. One computer work station. Work counter, multiple outlets. Storage shelving for parts.

This is the library's other heart.

AREA DESIGNATION: TECHNICAL SERVICES OFFICE

WHAT HAPPENS HERE: Placement of orders for library books and media. Receipt of shipments in large boxes, mail and supplies in large boxes; shelving of new books waiting to be cataloged; original cataloging; entry of new acquisitions into computers; stamping and labeling of books; occasional typing; current technical services supply storage, including mending supplies and plastic book jackets.

OCCUPANCY: Up to 3 staff; 1 guest (patron, salesperson, other staff).

USER SEATING: 4 work stations with computer return. Shelving. Large work table. Work counter with sink and storage above and below.

Near the delivery entrance, design a separate Mail/Interlibrary Loan area, with sorting counter, supply storage, mailing supplies, postage machine, shelves for van pick-up and delivery.

SHELVING: 10 sections, 6 shelves each = 180 linear feet.

BOOK CAPACITY: 1200 volumes.

EQUIPMENT: Up to three computers and printers, one typewriter, various small appliances. Bulletin board.

CLOSE PROXIMITY TO: Delivery entrance or loading dock

DISTANT FROM: Public service areas and public view.

AREA REQUIRED: 750 square feet.

ARCHITECTURAL FEATURES:

Technical Services is an area that will benefit from both flexibility in design and copious shelving and storage. A particular problem in technical services is security - for new, uncataloged books, for supplies, and for personal belongings.

Do not assume that this area will be staffed for all the hours the Library is open, particularly at night and on weekends. Personnel working in technical services cannot be expected to supervise public areas while performing tasks. Technical services should not be a corridor leading anywhere, but a self-contained unit, away

from public areas. The staff break room and staff rest room should not be accessed through Technical Services. Because technical services departments tend to be the messiest part of the library, there should be no windows to public areas. However, exterior windows are required.

Because chemicals are sometimes used in this office and because the work is often tedious, windows are needed. They should open. Good ventilation is also required.

Design a long, well-supported counter surface, to accommodate several work areas used by more than one staff member as well as by volunteers. The counter will accommodate a small sink, a generous area for processing books and a similar area for mending books, both with drawers and cabinet storage below and shelving above. The counter must have electrical outlets above.

A large part of what goes on in technical services has to do with the movement of books through various processes, with pauses in between. Books are often stored on shelves, awaiting a bill, a set of cards, a particular supply. Discarded books are also warehoused in the technical services department, awaiting their fate in a book sale. Books may be temporarily stored on book trucks, and passage for book trucks to move around the space and out into the library must be clear.

Provide extra electric outlets at each work station and at the counter.

AREA DESIGNATION: STAFF ROOM AND STAFF TOILET

WHAT HAPPENS HERE: Area for staff rest periods, food storage and preparation. Secure coat and purse storage. Staff toilet.

OCCUPANCY: Up to six

USER SEATING: 2 tables with 8 chairs, 1 sofa, 1 lounge chair. 15 lockers or coat closet and small lockers.

EQUIPMENT: Microwave, sink with disposal, small refrigerator (full height). Counter with electric outlets for coffee maker, electric tea kettle and other small appliances. Storage cabinets as a kitchen. Generous mail boxes for 30 staff/ trustees/volunteers/pages.

CLOSE PROXIMITY TO: Technical services.

DISTANT FROM: Public areas. Entrance to staff room should not be directly from a public area. Staff rest room to be positioned for privacy.

AREA REQUIRED: 250 square feet.

ARCHITECTURAL FEATURES:

The staff need a private space to eat and a private rest room. For privacy and sanitation reasons, the staff rest room should open into a corridor or locker room, **not** directly into the staff room itself, either kitchen or eating area.

Frequently staff rooms are located below grade or do not have windows. Design this staff room to be inviting space, preferably with windows.

Provide a thirty section system of cubby holes or "mail boxes", to be used by staff, volunteers and trustees. Provide a locking coat closet for storage of coats and boots.

AREA DESIGNATION: CUSTODIAN'S FACILITIES

WHAT HAPPENS HERE: *Storage of equipment for maintenance and cleaning*.

FURNISHINGS: 1 janitor's sink on each level of the library. One small storage closet off the main lobby. Custodian's office, other storage and maintenance may be in a basement.

SHELVING: For equipment and supplies.

EQUIPMENT: Cleaning equipment including vacuum cleaner, rug shampooing machine, buckets, brooms, mops, supplies include paper products, painting equipment, tools.

AREA REQUIRED: Custodian's office and workroom = 600 square feet. Storage closet with sink on each floor.

ARCHITECTURAL FEATURES:

While many janitorial supplies can be stored in a basement, a locked closet on each level of the building should supply water and provide storage for a vacuum cleaner and frequently-used supplies. The custodian and other library staff should be able to access these closets without disturbing patrons in public spaces and without entering rest rooms or offices to do so. The janitor's sinks need a generous supply of hot water.

AREA DESIGNATION: SERVICE ENTRANCE AND RECEIVING AREA

WHAT HAPPENS HERE: *Delivery of shipments of books, materials and equipment. May also serve as staff entrance, depending on location.*

OCCUPANCY: Small delivery trucks such as mail trucks and UPS, staff automobiles, City-owned trucks or school district trucks.

CLOSE PROXIMITY TO: Technical services office.

DISTANT FROM: Public entrance and patron traffic

ARCHITECTURAL FEATURES:

Good exterior lighting. A doorbell. Protect this entrance from snow and ice falling from the roof. Provide good drainage. Provide a delivery ramp.

Provide a small "garage" with fire wall for outdoor equipment, including snow blower.

Provide space for a dumpster and screen this area from public view.

Provide a generous turnaround for trucks, free of obstacles and landscaping.

AREA DESIGNATION: LIBRARY PARKING

WHAT HAPPENS HERE: *Parking for library and multipurpose room in a site plan appropriate for the area and with safe and effective egress.*

OCCUPANCY: As many as possible, dedicated to library use. The library has 37 spaces, plus one handicapped space, right now.

CLOSE PROXIMITY TO: Main entrance of building.

AREA REQUIRED: 1 parking space = 350 square feet.
10 spaces = 3,500 square feet +

ARCHITECTURAL FEATURES:

If at all possible in this site plan, retain the present drive-up book drop or provide an alternative.

Allow marked spaces for staff parking. These could be in a remote location, near a staff entrance. Allow the maximum possible patron spaces (or according to local code), plus marked "handicapped spaces" and "handicapped van" spaces, near the entrance or according to local and state codes in force at the time of construction. Library parking should be independent of other municipal parking and located conveniently for library patrons.

Some relevant formulas:

20 spaces = 7,000 square feet
30 spaces = 10,500 square feet
10,500 square feet / 43,650 square feet per acre = .24+ acre

Expansion of parking from a minimum level may be necessary as required by use patterns, even if the building itself is never expanded. A plan for supplemental or auxiliary parking should be part of the site plan so that eventual expansion is logical and provides safe access to the building. Site selection and site plan should anticipate an eventual need for more parking.

Parking must be well-lighted. Primary access to the building will be by the main entrance, but allow for direct access to the multipurpose room exits as well. Allow area for snow piles, away from the building and landscaping and beyond the

parking area. Access to the building should be by a walkway that is either protected by a portico or at least not overhung by the roof of the building, so that snow and ice will not slide off the roof onto pedestrians or cars. Sometimes, in snowy climates, an arcade is a wonderful asset. Access to the road from the parking area should have a clear view of traffic from both directions, unobstructed by landscaping, trees, or signs.

APPENDIX

NET SQUARE FEET AND GROSS SQUARE FEET - WHAT? AND WHY?

A standard Library Building Program applies standard net-square-foot formulas for each library area. However, these formulas can only produce an estimate of the total net square footage required for library service. They are not designed to predict an actual building configuration. Until an actual design has been presented by an architect, the precise capacities and ultimate gross square footage of the library building cannot be calculated.

At the programming stage, in order to obtain a preliminary estimate of the total gross square footage required in the actual future building, a factor of 25% - 35% must be added. This factor recognizes that, until the building is actually designed, it is impossible to forecast whether the building will be one-story or multiple stories, requiring an elevator and multiple fire stair cases. The height of shelving, the length of a range of shelving and the actual configuration have yet to be determined. Pre-design, it is unknown whether there will be a basement or an attic in which to house heating and air conditioning equipment and some storage. The added factor also makes allowance for lobbies, vestibule and entrance space, public staircases, emergency exits, corridors, rest rooms, closets, storage, furnace, airconditioning unit, electrical rooms, "circulation" (moving around) space, and the thicknesses of both exterior and interior walls. To put it another way, it can be said that the gross area of any building can be determined by the exterior measurements, (like a tape measure around the outside), multiplied by the number of stories.

The "efficiency" of a particular building design is ultimately the ratio of net square feet to gross square feet. Thus, a design that provides 8,000 net square feet for library services may actually require the construction of, say, 10,500 gross square feet (8,000 ÷ 10,000 = 76% efficiency), or 11,000 gross square feet (72.7% efficiency), or 11,500 gross square feet (69.56% efficiency). This depends on the design and whether the building is to be single-story or multi-story.

Only when an actual design is available to be analyzed can the actual square footage

of the building be determined, by the real dimensions of the building. The capacity of the shelving shown on the drawings can also be estimated, once the heights of shelving and the configuration of shelving are known. The Building Program comes into play once more at this stage, to be used as a yardstick or checklist to be certain that all of the desired elements are actually present in the desired amounts, in the design.

In past decades, some writers have discussed a building efficiency of up to 80%. This would be a warehouse-style structure, with no interior walls and minimal details such as vestibules or hallways or rest rooms. Most architects assert that it is no longer possible to design a library building that is 80% efficient. Some factors that prevent such a design include:

- new requirements (since 1991) of the Americans with Disabilities Act for minimum space between ranges of shelving and around furniture, just as the do in rest rooms, etc.
- earthquake requirements that add extra columns and structure and increase the dimensions of columns
- walls that are now thicker because of insulation, wiring, heating and air ductwork, and fireproofing
- additional rest rooms and egress corridors required by modern building codes
- electrical and computer needs, including closets
- site limitations
- an addition to an existing building.

At the programming stage, it is prudent to think at the very outset in terms of a realistic estimate of the library's size by using the standard formulas, then adding 25% - 30%. It will then be a pleasant surprise if the eventual design can be smaller because it is also very efficient. Likewise, a particular design may be larger because it includes a special feature that the building itself requires, such as a grand central staircase or a two-story clerestory or an outsize lobby, an elevator, multiple egress stairs - or simply because the layout is inefficient. A particular design can often be modified to increase efficiency. At the programming stage, particularly in the case of an addition/renovation of an existing or historic building or a difficult site, it may be wiser to propose a range

of ratios, and thus a range of gross square feet.