APPENDIX 3
Library Building Program Workbook

EXHIBIT - 2

PRELIMINARY SUMMARY OF SPACE NEEDS

LIBRARY BUILDING PROGRAM WORKBOOK – MBLC

The Belmont Public Library is located 1/4 mile outside of Belmont Center on a main thoroughfare that runs directly into Harvard Square, Cambridge. The library has its own parking lot; three handicapped accessible spaces and additional on-street parking. The location is accessible via a bus line and the MBTA Commuter rail is located a block away. The high school is two blocks away and the middle school is about a half-mile from the library. The location is perfect for a Main Library.

Belmont's population reached its peak of 30,000 in 1952 and has continued to decline, according to the last Federal Census which was taken in 1990. With approximately 10,000 housing units, Belmont has been built to capacity for more than two decades (Belmont Open Space and Recreational Plan 1996, 15). Based on the lack of new building and existing census data, the town's population was expected to continue to decline into the next century. Many residents moved to Belmont in the World War II era and remained in their homes as their children grew up and moved away, contributing to a gradual aging of the population. (Seniors, 65 and up, make up 18% of the Town's population.) Recently, however, parents with young children have moved in to replace elderly residents, contributing to a reversal of both the aging process and the overall population decline. The annual town residents' surveys show that the population has held steady over the past decade. School department statistics show a steady increase since 1990 in the number of school-aged children across virtually all grade levels. There is also a plan to develop the McLean Hospital property. The proposal is for the construction of 490 units of elderly housing and 110 units of Town Houses. If approved, it could have an important impact on the age, size, and geographic distribution of Belmont's population that has not yet been analyzed.

Population Trends

Federal Census (Annual Report 1997)

1970	28,285
1980	26,100
1990	24,720

M.I.S.E.R. Projections

2000	23,821
2010	22,658

Town Census

1995	25,741
1997	25,535
1998	26,500

Belmont relies heavily on residential property tax to fund services. About 93% of revenue from taxable property is derived from residential.

Belmont's population is a highly educated one. In an adult (over 18) population of 20,117, the number who hold college degrees is 11,728 (58%), while another 6,692 (33%) are high school graduates, many of whom have had some college. As might be expected, these statistics translate into a labor force which is largely professional, managerial or technically skilled. Belmont's highly educated population also translates into a high median family household income. This is not to say that Belmont is without poverty. In the 1990 census, 1,136 residents reported household incomes of under $15,000. Nonetheless, the perception of affluence prevails, both from within and from outside the Town. The library plays an important role in leveling the playing field in terms of access to materials, computers and new technology.

Residents have demonstrated a strong demand for library services. Even though the population is holding steady, the library's circulation continues to increase yearly having gone from a circulation of 288,151 in 1989 to a circulation of over 404,000 in 1998. (Belmont Public Library Statistics) That circulation makes Belmont the highest in circulation in its population group, which includes 54 Massachusetts communities. Belmont is part of the Minuteman Library

Network that includes 37 member libraries. As part of this network, Belmont makes its collection readily available to the entire state and also nationally through its' MLN membership in OCLC. The library also actively participates in the Metrowest regional library system. The breakdown for distribution of lending is 82%·is to local patrons, 15 % to other Minuteman Libraries and 3% to libraries outside the Minuteman Library Network. Belmont is also the highest in its population group for requests for information from the reference department. An average of 985 questions are received per week. (Massachusetts Public Library Data, Public Library circulation and Services Report, FY98). 84% of the registered borrowers at the Belmont library are local residents and the largest number of non-resident borrowers reside in Cambridge, Boston and Arlington. (MLN Patron Registration Report 7/98) An average of 3,600 people visit the library per week.

The Main Library was built in 1965. The building, of colonial design, consists of three levels with patrons entering via the lower level and the second level. The library consists of 29,600 square feet. It was planned to accommodate 100,000 items. Presently the library has a collection of approximately 151,000 books, periodicals and various media. The collection is currently housed on three floors.

The interior of the building is poorly designed, creating an inefficient workflow in most departments and making some space unusable and browsing the collection very difficult. The design forces the collection to be separated or disjointed with older fiction upstairs and new fiction downstairs. The business reference collection is in an area separate from the main reference room. The non-fiction collection is divided and on opposite ends of the building. This chopped up nature of the building has forced an irregular and confusing arrangement of books. Much staff time is utilized to assist patrons in locating materials which could be located independently were they arranged more logically. The circulation area is rather noisy due to a high ceiling and the adjacent marble and stone War Memorial. While the location of this public service desk at the entrance is beneficial, the structure contributes to a narrow, crowded area with major traffic problems. Patrons trying to enter and exit the building are confronted with patrons waiting at the service desk. At the time of construction no thought was given to the needs of computerization, technology or other types of media. As a result, book shelving is used for media

shelving and public space has been taken over by computers and additional shelving for paperbacks.

The roof of the building still leaks even though it has been repaired numerous times. The building has many interior doorways making security a problem and supervision rather difficult. The building does have a security system at two exits but the building design does not allow for a security gate near the elevator exit. There is a fire alarm system but there is no fire suppressant system or sprinkler system. The building has many windows that create numerous problems such as glare on the workstations, interference with the heating/air conditioning and lack of wall space for shelving or display areas. The heating/air conditioning system is as old as the building and its energy efficiency rating is very low. In addition, the temperature is very difficult to regulate year round. To maintain a comfortable temperature in one area of the building requires that another area be so hot that the windows must be open. The air in the building is extremely dry in the winter months and ventilation is lacking, making the air quality poor as well.

The main corridor, with a second floor balcony overlooking it, tends to be quite noisy. The second floor area and balcony were poorly planned and are an inefficient use of much needed space. The lighting for this main corridor consists of hanging ball lamps, which provide inadequate illumination for the area's current uses. In addition, due of the placement of the lights, the bulbs can not be changed without some type of staging. The main corridor, where the traffic flow is busiest, was originally designed to be to exhibit artwork. It is now cluttered with shelving for videos and CD-ROMs, browsing bins and photocopiers, leaving virtually no space for art or display. Entrances off the main corridor to the reference room were blocked off to provide additional shelving for paperbacks as well. The lighting is inadequate in most areas of the building, particularly in the stairwells, causing concern regarding safety issues.

The building has two meeting rooms located at opposite ends of the building on the ground level. One has capacity to seat 36 people and the other 100 people. Even though the library has two meeting rooms, the staff room is often used for meeting space along with the

historical room. The children's department, located on the ground level, also uses these rooms to conduct storytimes, show movies, and host special events such as puppet shows and storytellers. Currently, the library and the new middle school are the only facilities in Town that have meeting rooms that are handicapped accessible. There are no areas or rooms available in the library for quiet study or rooms for small groups or conferences, which are frequently needed and requested by patrons. Group projects assigned by teachers in the middle and high schools necessitate space for small groups to meet, research and talk about assigned projects. Tutors and their students now work in any public area that has a free table.

Even though the library has meeting rooms that are handicapped accessible, not all sections of the library fully comply with ADA requirements. The physical layout of the building poses difficulties for wheelchair users, as stacks are often too close together to allow access. The aisles between the shelving of our stack areas and back periodicals are only 35 inches wide and many sections have an egress at one end only. Because of the lack of adequate shelving, the bottom shelves and the tops of the bookcases are used to hold materials. Many work areas would inhibit handicapped employees. The elevator is 33 years old and does not meet ADA requirements for a motorized wheelchair. It is impossible for a handicapped person to operate the elevator from a wheelchair without assistance. There are handicapped entrances on either sides of the building but there is no handicapped access from the front of the building.

As mentioned previously, the library owns approximately 151,000 items and has exceeded the planned capacity of the building. All available space such as corridors, tops of bookcases and bottom shelves have been used. This presents problems for the elderly and the disabled. Even the window sills and book trucks are being used as shelves. In certain areas of the collection, if items are to be added, just as many items must be withdrawn. Storage areas for back issues of periodicals and shelving to display current magazines is inadequate. Some of our non-print materials are housed on shelving that is not designed for media, which often makes browsing difficult. There is also no wall space for displaying materials. Adequate space for

browsing and displays is critical for a library whose major role is that of a popular materials library. Crowded conditions make this impossible. Presently, because of the over crowding of the shelves, finding materials can be challenging. The design of the building does not facilitate patron contact with staff. It is possible for patrons to leave the library without getting the help they need, because the reference desk is removed from the buildings main traffic patterns.

. Patrons using the library experience the space crunch first hand. In the West wing, an adult reading area usurped what was to have been a young adult area in the original design. This area has subsequently come to house the magazines, business reference, high demand fiction and non fiction, large print collection, biographies and the 900's. Adults no longer have a quiet reading area nor are there adequate tables and chairs for them in the West Wing or anywhere else in the library.

There has been an increase in the number of young adults using the library. Because of this, the library remodeled a third of the reference department and constructed an acoustical glass wall to create a separate young adult area. Many young adults who come to the library after school to do homework still can not find a place to work on their homework in either the YA or adult reference room. The new young adult area only has 15 seats. The construction of the Young Adult area has helped reduce the noise level in the reference area.

The children's department, like the adult department, suffers greatly from over crowding. Children's areas, even when spacious, have many separate groupings of books -- easy readers, picture books etc. In the Belmont Memorial Library, this is complicated due to cramming books into every available nook and cranny. Shelving space is inadequate and older books must be discarded from the collection to allow room for new materials. The height of the shelving is 6 feet, but the tops of all these cases is used to shelf books, thereby placing much of the collection out of reach for the intended users. The children's department only has 24 seats available for students. The children's department is unable to accommodate class visits because of the lack of space. The librarians do go out to visit the public schools when possible. Children jockey for

position at two computers set up for CD-ROM use in what was originally an office for the head librarian. The room is extremely small and tends to get crowded and rather warm. The children's staff have an area off the back of the children's room that is used for the storage of craft supplies, seasonal and holiday books and a professional collection that cannot be put out on the shelves year round.. This area is also used as workspace for staff, but is rather inconvenient and has no view into children's room. Even though the children's department constitutes about 46% of the total circulation, the children's room has a small circulation desk with a limited amount of space for checking in and out materials. There is no reference desk or suitable staff work area. Currently the department closes before the rest of the library. This is primarily due their location within the building. The department is located on the lower level and is isolated after 5 p.m. when the technical services department closes. A new facility would enable the department to remain open during regular library hours.

The increased use of computers is also creating space problems in all areas of the library. Because computers take up more space than the old card catalog and terminals, floor space is decreasing rapidly. The library needs space to add more on-line stations for patrons to access MLN databases, as well as the growing lists of commercial databases that are, and will be accessible through the online stations. There will be more demand for access to more computers and more floor space will be necessary. At most of the computer workstations there is no room for note taking or paper work. The demand for Internet access and word processing continues to increase. The library could easily double the number of computer stations based upon the demand, but space does not allow us that capability. Patrons are often waiting for a computer to become free so they can do their research. The library currently has 3 computers available for word processing, 5 for Internet access and MNL databases, and 1 large print PC for those who are visually impaired. Presently, access to the Internet has been restricted to the 5 computers to avoid tying up access to MLN databases for long periods of time. In addition, there are 5 stations that provide access to MLN and Metrowest online databases, I&R file, and indexes to full text

periodical databases which consist of terminals and PCs. Some patrons also use their laptops at the library. Because the study carrels are not wired, electrical cords from the laptops to the outlets are sometimes strung across aisles creating safety problems.

. The public service work areas are very crowded, creating an inefficient workflow and making it extremely difficult to maintain any privacy for the patron. This is particularly problematic in the reference department. There is no area for private consultation with patrons. The reference desk consists of two desks placed side by side. There is very little storage space for staff work, messages and ready reference materials. The public often crowds the workspace of staff members making, delivery of service uncomfortable or difficult.

The need to provide as much space for the public as possible has led to severely limited space for staff work areas. Off desk space and staff work areas are extremely inadequate or nonexistent. Departments share crowded areas which are heavily trafficked. Volunteers often share the same space. Some staff members do not have desks or an area to work off desk. In the midst of the "Information Age" and the ever changing technologies, an area for staff training and training of the public is crucial but is not available in the present facility. Work areas for staff are also essential but are not available. The lack of workspace for the staff impacts many areas of service from the ordering of materials to the development of programming to providing good public service. Ultimately, it can also affect employee morale.

The circulation desk must contend with the increase in demand for videos, CD-ROMs etc., and the use of security cases. Storage problems have increased in the circulation department, an area that is poorly designed and much too small for all the activities that take place there. The circulation desk is made of stone and marble to match the adjacent War Memorial, which is in the main foyer. Just recently, new desensitizers that are more ergonomically designed, were being considered for purchase, but because the design of the circulation desk could not accommodate them, the library was unable to purchase them. The circulation work area is shared with the Secretary and a member of the reference department.

The library's historical room is also filled to capacity. Some of the historical artifacts are stored in the attic, which is not climate controlled. Many historical papers are filed in drawers that are filled to capacity without any special care given to their preservation. This collection should be stored in a climate-controlled room so they can be properly preserved.

The furniture throughout the building is 34 years old and very uncomfortable and often is used inappropriately. Health issues related to unsuitable furniture, due to age and inappropriate use, are a concern for both the staff and the public.

The need for a new building or a renovation/addition is growing every day. The public is constantly requesting more access to the Internet and on-line databases, and more training on the on-line catalog and the new DRA Web and other on-line databases. In a survey of patrons conducted in 1997, training was the number one request. (Belmont Public Library Survey, July 1997). This survey also demonstrated the need for more space for the collection. Patrons surveyed wanted an increase of materials in almost all areas of the collection, particularly foreign language materials, current fiction and non-fiction, paperbacks, videos, young adult materials and talking books. The library has attempted to expand some of these collections as a result of public demand but space is not available for these increasingly popular collections.

In a new facility of approximately 41,000 square feet, the library would be better able achieve its mission - *to provide free and equal access to information and ideas through a wide range of resources, including materials, services and programs, that meet the diverse interests of Belmont residents and other users; and to support and encourage a well informed society. The library strives to create an environment which welcomes users of all ages; and to meet its priority roles as a popular materials library and a place for independent learning.*

Objective – Develop a building program for a new/renovation/addition.

A new facility will provide a solution to the physical limitations that impede the fulfilling of the library's roles and mission. The delivery of library service will be substantially improved. Space for the collection will increase in order to shelve the existing collection

properly and allow for a slight increase in the size of the collection. Additional space will allow for appropriately sized shelving in the children's room as well as appropriate types of shelving for print and non-print formats in adult, YA and children's. Sufficient space will be provided for additions to the new fiction and non-fiction collections. Collections will be arranged in a logical sequence for ease of use by the public thus freeing up professional staff to assist the public with informational and reference questions. Browsing collections will be located in appropriate areas away from heavily trafficked corridors. Space will also be available for displays. The improvements in the electrical, heating and ventilation systems will provide an environment that is comfortable and conducive to library usage. These improvements will also bring about an environment adequate for the preservation of materials. A new facility would allow the library to accomplish many of the objectives in the long range plan that can not be fully accomplished or not accomplished at all because of the limitations imposed by the existing 34 year old facility. This facility will not simply be an updated library. It will be a library that propels us into the 21st century and provides a warm, welcoming and intergenerational space.

Objective - To provide resources that reflect the diversity of the community.

In a new facility the library would have the room to expand certain deficient areas of the collection, specifically the foreign language collection and ESL collection. The population of speakers of Russian and Japanese in Belmont has been growing. The present lack of shelf space limits us to the amount of materials the library can make available to the English as a second language population. A designated area in a larger building for an expanded collection of ESL materials and a foreign language collection would enable the library to meet this objective. To go along with this objective, the library could sponsor a literacy-tutoring program. The new facility would have small study rooms where tutors and students could work together and not disturb other patrons. These study rooms would also be available to all patrons for group study or small conferences.

Objectives- To provide programs, training, and written instruction that aid users to retrieve information via electronic resources; To provide word processing capabilities to the public; and to provide staff training opportunities on a regular basis.

Having a computer lab with 12 computers would enable the library to provide hands on training in the area of continuing education for both staff and the public as well as meet the ever-increasing demand for computer services. The new facility would allow the library to meet the continual demand for additional computers by increasing the amount of space for computer workstations. Presently the library has 25 workstations for the public. In a new facility we would plan for at least 40 workstations and for the evolution of technologies as well. All areas of the library will be fully wired for future technology needs and growth.

Objective - To display materials in such a way as to make them more accessible to patrons.

The new facility would have a highly visible area for new fiction and non-fiction with plenty of display areas so patrons could browse the collection easily. There will be comfortable, cozy and quiet reading areas throughout this section. A separate Audio Visual area, which would bring all types of media together in one convenient self serve location, would improve access, arrangement and display of the audio visual material. This area would be flexible in design to help accommodate the ever-changing media formats. The new area will also allow our collection of audiovisual materials to double in size.

Browsing current magazines is one of the more popular activities in the library. More shelving to better display current issues is vital. The new library would have a number of workstations to access back issues in computerized formats. As more and more periodicals become available online, the space needed for the storage of back periodicals will shrink and back issues may only be kept for 2 years instead of the current 5 – 10 years.

Objectives - Create and implement programming for specific age groups; Continue to develop a collection of materials that responds to and supports the needs of young adults.

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Young adults are a segment of library users who will be best served in their own young adult section. Because this age group is so social and tends to use the library for homework, they need a space for group work that is not always quiet. A separate young adult department in the new facility would house a young adult collection that will double in size in all types of formats and would provide an area to conduct activities for this age group.

· *Objectives - Increase cooperation between the public library and the schools; Continue to provide and expand the excellent programs to children.*

A large children's room with a storytime and crafts room adjacent to the children's area for regular programming will allow the children's department to conduct more storytimes, craft programs and special events. Access to the large meeting room for programs with over 50 in attendance will eliminate the need to walk through the building as they do now. Programming takes planning, which means an office for the librarian and more convenient work areas for staff to improve productivity. The new children's room will have comfortable, cozy window seats and benches for parents and children to sit and read together. Low tables and open floor space, non existant now, will allow an area for children and parents to play games together. With a larger space, school visits to the library would become a regular activity. The collection would be more accessible because many materials would not have to be in storage or on the tops of bookcases. The new space will have an improved and expanded area for computers and the on-line catalog to meet the demands of the public. The room will be wired for future computer needs. In a new facility, the children's room will be open the same hours as the rest of the library. The department will no longer be isolated or on a level with no other public service desk.

Objective -To continue to remove physical barriers to service.

Handicapped accessibility will no longer be an issue. Patrons with disabilities will become full-use patrons in the stacks, at the computers and in all areas of the library. The new facility will have access via the front of the building, an updated elevator, appropriate furnishings

and aisles that meet the ADA requirements. The building will provide an integrated and attractive sign system throughout the library that also makes the building accessible to everyone.

Objective - Ensure that the collection is preserved and accessible for research.

Our link to the past will be maintained in a special historical room, which will have a climate-controlled environment employing modern, professional preservation methods. The room will have enough space to organize the collection so it is readily accessible to researchers as well as the public and will have special exhibit and display cases for various artifacts.

Objective - Get new materials to patrons in a timely and user friendly fashion.

The new library will have a technical services department designed to handle acquisition, processing and cataloging of materials in a timely manner. The work area will reflect the flow of materials from the delivery area to the shelves with a designated area for checking and repairing AV materials.

Objectives - Continue to develop a plan to improve the reference staff work area; Improve the utilization of space and furnishings within the library to create a more pleasant environment.

The new public service areas will be more welcoming and visually appealing and appropriately designed for staff and staff interaction with the public. An improved and expanded reference desk with a place designated for holding private/confidential reference consultation with patrons will be available. Monitoring of the area will be vastly improved. The study area will increase in size and quiet study rooms will be added. All staff will have a defined work area (desk, counter etc.) in which to work off desk in departmental workrooms. These areas will be functional, efficiently designed work environments that will allow the staff to work productively and comfortably.

A new expanded and ergonomically designed circulation desk will hold all necessary equipment, supplies and materials and will be arranged in a convenient manner, designed to expedite the workflow. Returning of materials will no longer be done at the circulation desk.

Patrons will be encouraged to return all materials through the interior book drop. This system will help reduce or eliminate the need for patrons to wait at the circulation desk to have their returned materials accepted and placed in a secure area. There will be outside book returns in addition to the inside returns; all materials will eventually end up in the back circulation workroom. The outside returns will be available at all times for the convenience of those patrons who want to return materials without coming into the building.

The library exhibit capabilities will be improved with displays for community information, announcements and posters and will include free standing display cases.

The plan would include an art gallery to exhibit local artists' work, especially those from the Kendall Art Center in town and for school projects. An area for a cafe would help patrons to see the library as a friendly community gathering place. It would be a nice convenience for many of our patrons, who come to the library to study or do research for several hours and prefer to have a snack here rather then take time for lunch. It would also decrease the need to pick up candy wrappers and soda bottles throughout the building in hard to monitor spots.

The new facility will have the appropriate sized multi-purpose meeting room and conference rooms to accommodate the needs of the community. The rooms will be in an area that would easily be secured off from the library so they maybe used after the library closes.

Making a new facility aesthetically appealing is an important goal. The element of aesthetic wonder, artistic surprise and sensual satisfaction is something that the present facility lacks and one that a new facility will strive to provide. The building should evoke a sense of wonder, community pride and well being. It should speak to the richness of books and knowledge.

It is clear that the library is in need of an addition/renovation. The new facility will enable the library to offer additional services and benefits to the community on an on-going basis in an aesthetically pleasing and welcoming environment. The delivery of quality library service will increase and the patron use and circulation will also increase. The community will take pride

in their new library and realize more than ever that the library is essential to its well being and future.

COLLECTION ANALYSIS

As soon as the user walks into the Belmont Public Library, its central mission is clear. Racks of high circulation items - videos, CD-ROMs, and paperbacks- greet the visitors in the lobby. To the right lies a reading room with current periodicals; new fiction and non-fiction, large print books and genre favorites such as mystery and romance. This is a popular materials library.

Patrons willing to use the on-line catalog to locate resources generally will find the materials they need to pursue preliminary research or independent learning. The library is designed to offer the resources described in the Basic Information Level, Introductory (2a) of the WLN Collection Manual, which follows:

The emphasis at this level is on providing resources that introduce and define a subject. A collection at this level includes basic reference tools and explanatory works, such as textbooks; historical descriptions of subject's development; general works devoted to major topics and figures in the field; and selective major periodicals. The introductory level of a basic information collection is only sufficient to support patrons attempting to locate general information about a subject or students enrolled in introductory level courses. (WLN Collection Assessment Manual, 1992, 32).

The library is clearly meeting its roles as a popular materials library and a place for independent learning as defined in the Library's long range plan. The adult collection provides coverage across a wide range of subject areas and formats, aiming for breadth rather than depth in most subject areas. The library purchases all books on the New York Times bestseller list, with multiple copies of those most sought by the community. Of the different genres, mystery/detective book and romances are collected in the greatest number. Hard cover is the format of choice for classics and "hot" new books that patrons want as soon as they are published; hard cover outnumbers paperback by a ratio of about 4:1. (Minuteman Library Network Holdings Report)

As far as circulation goes, the highest circulating materials for the library are popular videos which includes mostly new releases, with a small collection of Shakespeare plays and other literary works. Books account for 93% of the library's holdings but only 75% of the circulation. Fiction is the second highest circulating item with paperbacks and mysteries following. The amount of shelving for the fiction collection needs to be increased and unified, not located on two separate floors as it is now. Also in demand are "talking book" audiotapes which are the fifth highest in circulating items. (Minuteman Library Network Item Circulation Statistics). The largest areas of circulating nonfiction are the 900s, with many volumes of biography and U.S. history. Other areas with extensive holdings include literary criticism and the social sciences, including a sizable career and college collection for young adults. Approximately 40% of the collection consists of materials published between 1970 -1989. Publications from the 1990's make up approximately 39%. (Minuteman Library Network Collection Age List, 1998)

The CD music collection covers a wide range of classical, folk and Big Band music and pop music but the collection is small. The non-fiction videos and audiotape collections are small and could be expanded to provide more choice for patrons with different learning styles. The circulating CD-ROM collection includes many solid reference materials, from encyclopedias and world atlases to manuals on gardening and home repair. However, these works tend to sit on the shelf while the games fly out the door.

Periodicals are sixth in circulation. The library has over 250 subscriptions and most periodicals are retained for 5 years in open stacks, easily available to users. However, as secondary school instruction places more emphasis on "the Big Six" skills of information literacy, and primary sources are required, there is a demand for back issues that the library is hard-pressed to meet. The library offers 14 databases including a national phone directory, Books in Print, electric library, the Boston Globe and InfoTrac. The use of on-line databases and the Internet is definitely on the rise and the databases offered needs to be increased. The library has one PC with Internet access that patrons may sign up to use for a one-hour block of time. This

PC is booked daily from 9-9. There are 4 other PCs in the adult area that have Internet access and other on-line databases that are available on a first come basis. Based upon staff observations, patrons often have to wait in line to use them.

The reference collection provides good coverage across subject areas for a library of its size but some of the materials are outdated. A systematic review is underway to weed old, no longer useful materials and purchase updated material as needed. Strong areas include literature, law and genealogy.

The children's room contains all the different formats available to adults except music compact disks; in addition, kits are available of paperback books in print and on audiotape. The collection is respected for its literary quality. Circulation figures show that the children's room is heavily used in proportion to the number of children living in Town. According to FY97 school enrollment figures, a total of 1770 children were enrolled in kindergarten through grade 5, amounting to 6.9% of the Town's population. However, children's materials accounted for 46% of the library's total circulation. (State aid to public libraries ARIS 1998) Picture books are the highest circulating items in the children's room with paperbacks second, videos third, fiction fourth and fairy tales fifth. Approximately 66% of the collection consists of materials published between 1980-1998, 38% was published in the 90's.

The young adult collection consists primarily of hardcover and paperback fiction. There is also a category called Reading List books-those required for summer reading, and approximately 200 books permanently designated for school assignments. There are about twelve magazine subscriptions, selected for popular appeal, which circulate and receive heavy in-library use. The young adults are under served in relation to their numbers in the community. Young adults make up approximately 10% of the Town's population but their fiction section makes up only .81% of the holdings.

Materials are weeded regularly to maintain the currency, accuracy, and attractiveness of the collection. The process for withdrawing materials that no longer meet the criteria for

inclusion in the library's collection is an integral part of collection management. Factors considered are whether materials are superfluous because of duplicate titles or because demand no longer exits, obsolete, superseded edition, or no longer accurate. The Crew Method is used as a guideline for weeding. Some areas are maintained better than others. The average net acquisitions rate is 4,117 per year. The Circulation per capita is 17.14, fourth in our population group; placing Belmont higher than 90% of the other communities. Holdings per capita is 6.59 which is third in our population group. (Massachusetts Public Library Data Public library Circulation and Services Report, FY98).

The collection over the next 20 years will increase only slightly. Consideration was given to technology and the addition of more electronic publishing databases. Also taken into consideration was resource sharing - resource sharing within a Network, within the State, within the world. With improvements being made to the virtual catalog now, as well as improvements in the Network delivery system, resource sharing will increase, have a quicker delivery time and be more readily available and standard practice. A collection of over 151,000 items is excellent, and well above the recommended standards for a community our size. (Advanced standard – 3.32 volumes per capita – 83,000 volumes) The book collection will increase by 9% and the media collection will double in size. Periodical subscriptions will remain at 257 and back issues of periodicals will be reduced by half or more over the next 20 years with the increase in availability online. Space currently filled by stacks for periodicals will be eliminated and replaced with additional PCs or other newer technologies. (Advanced standard – 9.88 per 1,000 pop. – 247 titles) Focus will still be given to history and literature, considered strong areas in our collection, to continue to maintain their excellence. The collection will become more current and will continue to meet the roles of independent learning and popular materials library.

CHART I - A

12/4/99
12/22

		Projected Space Needs: PRELIMINARY ESTIMATE Library Materials - BOOKS			
AREA		Present Holdings	% of Total *	Projected % of 20-year total holdings.	Projected 20 YEAR holdings **
Column A	Column B	Column C	Column D	Column E	Column F
Adult	Reference	5082	3.9	3.5	5000
	Non-Fiction	53475	41.7	39.0	55000
	Biography, if separate	—			
Current Circ: 205337	Fiction	17941	14.0	16.3	23000
% of overall Circ.: 53 %	Mysteries & Sci-Fi, if separate PB	4200	3.2	3.5	5000
	Large Print	1706	1.3	1.4	2000
	Local History & Rare Books	655	.5	.1	1200
	New Books	5811	4.5	4.6	6500
	TOTAL Adult Volumes	88870	69.4	69.3	97700
Y.A. Circ: 5034 % of overall Circ.: 1 %	TOTAL Young Adult Volumes	3700	2.8	4.1	5800
Children 181797 Circ:	Juv. Reference	1008	.7	.4	650
	Picture Bks	7566	5.9	5.3	7566
% of overall Circ.: 46 %	Easy Readers	1069	.8	.7	1069
	Juv. Fiction	6425	5.0	4.9	7000
	Juv. Non-F	13308	10.3	10.6	15000
	Parenting/ PB Teachers' Collection	6105	4.7	4.3	6105
	TOTAL CHILDREN'S VOLUMES	35481	27.7	26.5	37390
GRAND TOTAL		128051			140890
Enter total annual Circulation of all library materials here. Exclude ILL received. 392168 Use this number for calculations in column A, above.					

* Column D = Column C divided by Grand Total.   ** Column F = Projected Grand Total x Column E.

Projected Space Needs: PRELIMINARY ESTIMATE
Library Materials - MEDIA AND OTHER FORMATS

AREA		Present Holdings	% of Total *	Projected % of 20-year total holdings	Projected 20 YEAR holdings **
Column A	Column B	Column C	Column D	Column E	Column F
Adult Circ: 64776 % of overall Circ. 32 %	Videotapes	2470	34.6		4600
	Books on Tape	1203	16.8		2400
	33 rpm recordings				
	Audio tapes				
	Compact disc recordings	1039	14.5		3000
	Computer Software	95	1.3		200
	Puzzles, etc.				
	TOTAL Adult Media Items	4807	67.4		10,200
Young Adult Circ: 0 % of overall Circ. ___ %	TOTAL Young Adult Media Items				300
Children Circ: 39931 % of overall Circ. 22 %	Juv. Videotapes	1009	14.1		2000
	Juv. Kits/Bks on Tape	668	9.3		1000
	Juv. 33 rpm recordings				
	Juv. Audiotapes	500	7		500
	Juv. CD's				1000
	Juv. Computer Software	145	2.		500
	Juv. Toys & Puzzles				
	TOTAL Children's Items	2322	32.5		5000
MEDIA GRAND TOTAL (Total Circ. 104707)		7129			15,500

* Column D = Column C divided by Grand Total.   **Column F = Projected Grand Total x Column E.

CHART I-C

Projected Space Needs: PRELIMINARY ESTIMATE Library Materials - PERIODICALS					
AREA		Present Holdings	% of Total *	Projected % of 20-year total holdings	Projected 20 YEAR holdings **
Column A	Column B	Column C	Column D	Column E	Column F
Adult Circ: 6707 % of overall Circ. __1__%	Periodicals & Newspapers	2844			2844
	Periodical Backfiles	12,256			6128
Young Adult Circ: 243 % of overall Circ. ____%	Young Adult Periodicals	250			250
Children Circ: 586 % of overall Circ. .01 %	Juvenile Periodicals	802			802
PERIODICAL & NEWSPAPER GRAND TOTAL (Total Circ. 7536)		16152			10,036

CHART II

	Area	Present Seating Capacity SEATS	COMPUTERS	Projected Seating (for next 20 years) SEATS	COMPUTERS
Projected Space Needs: PRELIMINARY ESTIMATE PATRON SEATING					
Adult Seating	at Tables	40		48	
	Study Carrels	22		22	
	Lounge Seats	10		25	
	Machine/Computer Seats		14		33
	Quiet Study Room(s)	0		8	
	Local History Room	16	16	8	
Adult Seating/ Computer Total		88 Seats	Computers 15	111 Seats	33 Computers
Young Adult Seating	At Tables	15		24	
	Study Carrels	0		0	
	Lounge Seats	0		3	
	Computer Seats		3		6
YA Seating/computer Totals		15 Seats	Computers 3	27 Seats	Computers 6
Children's Seating	Preschool Seats or play area	4		12	
	Juv. Seats at tables	24		30	
	Juv. Seats at Study Carrels	0			
	Juv. Lounge seats	0		8	
	Parent Seats	2		4	
	Children's Computers		7		14
Children's Seating/computer Totals		30 Seats	Computers 7	54 Seats	Computers 14
GRAND TOTAL		133 Seats	25 Computers	192 Seats	53 Computers
OTHER FACILITIES	Story Hour/Crafts/Activities Room	0 Seats		50 Seats	
	Meeting Room	Seats		100 Seats	
	Conference Room	Seats		25 Seats	
	Technology Training Room	Computers		13 Computers	
Other (Specify)	Conference /Trustees Rm	Seats		20 Seats	

CHART III

PROJECTED SPACE NEEDS: PRELIMINARY ESTIMATE SPACE NEEDS FOR STAFF				
AREA	CURRENT SQUARE FOOTAGE	NUMBER OF STAFF WORKSTATIONS	20 YEAR SQUARE FOOTAGE	PROJECTED NUMBER OF STAFF WORKSTATIONS
Circulation Desk	235.7	3	450	3	3×12
Circ Check-in Rm / Circulation Workroom	142.5	3	250 / 350	2 / 4	2×125 / 2×125 / 2×50
Reference Desk	80	2	300	2	2×150
Reference Office	120	1	165	1	Office + l
Technical Services	1768	5	1000	5	
Systems Room/ Communications Closet	36		125		
Children's Service Desk	104	2	450	3	3×150
Director's Office	165	1	200	1	
Other Staff / Secretary	204	1	250	1	
Volunteers			125	1	
Staff Lunch Room	691.5		400		
Janitor's Work Area	416 *		420		
TOTAL STAFF WORK SPACE					

* w/out furnace

Circulation Office	125	1	
Children's Sup. Office	165	1	
4 Children's Work Rm	350	4	2×125 / 2×50
8 Reference Work Rm.	680	8	8×85
Tech. Services Sup. Office	165	1	
Assistant Director's Office	165	1	
Technology Librarian's Office	200		

CHART IV

PROJECTED SPACE NEEDS: PRELIMINARY ESTIMATE SPACE NEEDS FOR ALL LIBRARY SERVICES, BY TYPE		
	1999	THE FUTURE
	Present Holdings	Projected 20 year holdings
Materials	151332	166326
Seats	133	192
Public Computers	25	53
Story Hour/Crafts	—	50
Meeting Room	100	100
Conference Room	25	25
Technology Training Rm	0	13
Staff	20 FTE	31.5 FTE
Conference/Trustees Rm		20

4 New Full Time

YA becomes full Time

24 Temp hours

CHART V

PROJECTED SPACE NEEDS: PRELIMINARY ESTIMATE SPACE NEEDS FOR ALL PUBLIC SERVICES, BY DEPARTMENT			
		1999	**THE FUTURE**
AREA		Present Holdings	Projected 20 year holdings
Adult	Books	88 870	97 700
	Media	4807	10,200
	Periodicals	15100	8972
	Seats	88	111
	Public Computers	15	33
Young Adult	Books	3.700	5800
	Media		300
	Periodicals	250	250
	Seats	15	27
	Public Computers	3	6
Children	Books	35481	37390
	Media	2322	5000
	Periodicals	802	802
	Seats	30	54
	Public Computers	7	14
	Story Hour/Crafts	0	50
Other Facilities	Meeting Room	100	100
	Conference Room	25	25
	Technology Training Rm	—	13
Other	Conf / Trustees	—	20

File:prelimcharts6/1/99

CHART VI-A

Space Needs FOR MATERIALS - BOOKS

AREA		Projected Capacity	Formula	Projected Square Feet
Column A	Column B	Column C	Column D	Column E *
Adult	Reference	5000	7 vols/sq.ft.	714
	Non-Fiction	55000	10 vols/sq.ft.	5500
	Biography, if separate		10 vols/sq.ft	
	Fiction	23000	12 vols/sq.ft	1916
	Mysteries & Sci-Fi, if separate PBS	5000	12 vols/sq.ft 14	357
	Large Print	2000	8 vols/sq.ft .	250
	Local History & Rare Books	1200	10 vols/sq.ft	120
	New Books	6500	10 vols/sq.ft	650
	TOTAL Adult Volumes	97700	✕	9507
Y.A.	TOTAL Young Adult Volumes	5800	12 vols/sq.ft	500
Children	Juv. Reference	650	10 vols/sq.ft .	65
	Picture Bks	7566	20 vols/sq.ft	378
	Easy Readers	1069	16 vols/sq.ft	66
	Juv. Fiction	7000	12 vols/sq.ft	583
	Juv. Non-F	15000	14 vols/sq.ft	1071
	Parenting/ PBS Teachers' Collection	6105	10 vols/sq.ft	610
	TOTAL CHILDREN'S VOLUMES	37340	✕	2773
GRAND TOTAL		140890	✕	12780

* Column E = Column C divided by volumes in Column D

CHART VI-B

Space Needs for Materials - MEDIA AND OTHER FORMATS				
AREA		Projected Capacity	Formula	Projected Net Square Feet
Column A	Column B	Column C	Column D	Column E *
Adult	Videotapes	4600	10 vols/sq.ft	460
	Books on Tape	2400	10 vols/sq.ft	240
	33 rpm recordings		30 vols/sq.ft	
	Audio tapes		15 vols/sq.ft	
	Compact disc recordings	3000	30 vols/sq.ft	100
	Computer Software	200	10 vols/sq.ft	20
	Puzzles, etc.		10 vols/sq.ft	
	TOTAL Adult Media Items	10,200		800
Young Adult	TOTAL Young Adult Media Items	800	15/sq ft	20
Children	Juv. Videotapes	2000	10 vols/sq.ft	200
	Juv. Kits/Bks on Tape	1000	10 vols/sq.ft	100
	Juv. 33 rpm recordings		30 vols/sq.ft	
	Juv. Audiotapes	500	15 vols/sq.ft	33
	Juv. CD's	1000	30 vols/sq.ft	33
	Juv. Computer Software	500	8 vols/sq.ft	62
	Juv. Toys & Puzzles		8 vols/sq.ft	
	TOTAL Children's Items	5000		428
MEDIA GRAND TOTAL		15,400		1268 net sq.ft.

* Column E = Column C divided by Column D.

CHART VI -C

Space Needs for Materials - PERIODICALS		Projected Capacity	Formula	Projected net Square Feet
AREA				
Column A	Column B	Column C	Column D	Column E *
Adult	Periodicals & Newspapers _Current_	237	1 per square foot	237
	Periodical Backfiles (storage) _reduced_	Titles X no. of years = N 257 X 3	1 year/sq.ft	771
Young Adult	Young Adult Periodicals	15	1 per square foot	15
Children	Juvenile Periodicals	30	1 per square foot	30
PERIODICAL & NEWSPAPER GRAND TOTAL				1053
GRAND TOTAL ALL LIBRARY MATERIALS (CHARTS VII-A, VII-B & VII-C.)				14048 15101 net square feet

CHART VII

	Area	Projected Seats SEATS	COMPUTERS	FORMULA	Projected net square feet SEATS	Projected net square feet COMPUTERS
		Space Needs: PATRON SEATING				
Adult Seating	at Tables	48		30 sq.ft./	1440	
.·	Study Carrels	22		35 sq.ft./	770	
	Lounge Seats	25		35 sq.ft./	875	
	Machine/Computer Seats		33	45 sq.ft./		1485
	Quiet Study Room(s)	8		30 sq.ft/ occupant	240	
	Local History Room	8		30 sq.ft./ occupant	240	
Adult Seating/ Computer Total		111 Seats	33 Computers		3565	1485
Young Adult Seating	At Tables	24		25 sq.ft./	600	
	Study Carrels	0		35 sq.ft/		
	Lounge Seats	3		30 sq.ft./	90	
	Computer Seats		6	45 sq.ft/		270
YA Seating/compu ter Totals		27 Seats	6 Computers		690	270
Child Seats	Preschool Seats/ playarea	12		25 sq.ft/	300	
	Juv. Seats at tables	30		25 sq.ft./	750	
	Juv. Seats at Carrels			30 sq.ft/		
	Juv. Lounge seats	8		25 sq.ft/	200	
	Parent Seats	4		35 sq.ft/	140	
	Children's Computers		14	40 sq.ft./		560
ChildSeats/ computr Totals		54 Seats	14 Computers		1390 net sq.ft.	560 net sq.ft.
GRAND TOTAL		192 Seats	53 Computers		5645 net sq.ft	2315 net sq.ft
OTHER FACILITIES	StoryHr/Crafts/Activities Room	50 Seats USed Naticks		20 sq.ft./ +20%	820 net sq.ft	net sq.ft
	Meeting Room	100 Seats		10 sq.ft./ +30%	1443 net sq.ft	net sq.ft
	Conference Room	25 Seats		25 sq.ft./ +20%	750	net sq.ft
	Technology Training Rm	13 Computers		40 sq.ft./ +20%	625	net sq.ft
TOTAL	Conf/Trust	20 Seats/Computers			329	net sq.ft

208 Seats

9612 | 2315

TOTAL 11,927

CHART VIIII

SPACE NEEDS FOR STAFF			
AREA	NUMBER OF STAFF WORKSTATIONS	FORMULA	PROJECTED SQUARE FEET
Circulation Desk	3	3×125 5 linear ft per counter/terminal	450
Circulation Workroom /Check in Rm	6	allow 65 sq.ft/ station	390
Reference Desk	2	allow 65 sq.ft/ station	130
Reference Office — Supervisor's	1	allow 65 sq.ft/ station + storage	165
Technical Services	5	allow 100 sq.ft./station ++	700
Systems Room/ Communications Closet		allow 100 - 150 sq.ft.	100
Children's Service Desk	3	5 linear ft per counter/terminal	450
Director's Office	1	125 - 175 sq.ft.	175
Other Staff Circularism Sup.	1	as applicatble 65 - 125 sq.ft.	120
Reference Work Rm	8	as applicatble 65 - 125 sq.ft.	490
Children's Work Rm	4	as applicatble 65 - 125 sq.ft.	280
Volunteers	1	as applicable	125
Staff Lunch Room		25 sq ft/ potential occupant + 30%	400
Janitor's Work Area		as needed	420
TOTAL STAFF WORK SPACE			net square feet

6×65
2×50
4×65
20 sq ft.

Children's Sup Office	1	165
Tech Services Sup. Office	1	165
Assistant Director Office		165
Technology Librarian Office		200
Secretary		200
		5290

CHART IX

PROGRAM SUMMARY: SPACE NEEDS FOR ALL LIBRARY SERVICES, BY TYPE		
	Projected Capacity	Projected Net Square Feet
Materials	166426	15101
Seats	192	5645
Public Computers	53	2315
Story Hour/Crafts	50	820
Meeting Room	100	1443
Conference Room	25	750
Technology Training Rm	13	625
Staff	31.5 FTE	5290
Other (Specify) Conf/Trust	20	329
TOTAL NET SQUARE FEET		32318 Net Square Feet
30 % - 35% Auxiliary space		+ 9695 Square Feet
TOTAL ESTIMATED GROSS SQUARE FEET		42013 GROSS SQUARE FEET

5% out in circ 14345   41,258

CHART X

12/22

PROGRAM SUMMARY: SPACE NEEDS FOR ALL PUBLIC SERVICES, BY DEPARTMENT			
AREA		Projected Capacity	Estimated Net Square Feet
Adult	Books	97700	9507
	Media	10200	820
	Periodicals	8972	1008
	Seats	111	3565
	Public Computers	33	1485
	SUBTOTAL		16385
Young Adult	Books	5800	500
	Media	300	20
	Periodicals	250	15
	Seats	27	690
	Public Computers	6	270
	SUBTOTAL		1495
Children	Books	37390	2773
	Media	5000	428
	Periodicals	802	30
	Seats	54	1390
	Public Computers	14	560
	Story Hour/Crafts	50	820
	SUBTOTAL		6001
Other Facilities	Meeting Room	100	1443
	Conference Room	25	750
	Technology Training Rm	13	625
	SUBTOTAL		2818
Other	*Tables/carrels*	20	329
TOTAL NET SQ.FT.			27028 NET SQ.FT.
30 % - 35% Auxiliary space			35,136 ↙8108
TOTAL ESTIMATED GROSS SQUARE FEET			GROSS SQUARE FEET

Circulation librarian's Office
- Circulation Desk
- Check-in/Delivery Area
- Circulation Work Area
- Reference Work Room
- Local History
- Paperback books
- Reference room/adult study area
- Study Rooms
- Non-fiction stacks
- Adult fiction
- Audio-visual area
- Large print area
- Current periodicals and newspapers
- Periodical storage
- New books
- Office of Coordinator of public Services
- Young Adult Room

Tech. Services – general requirements
        delivery area
        Serials/magazines
        Acquisitions/cataloging
        Processing
        Data entry/adult/ya
        Data entry/juvenile
        Coordinator's office

- Children's storyhour/craft room
- Supervisor of Children's Services
- Children's staff workroom
- Children's Room
- Juvenile Shelving
- Lobby
- Entrance
- Custodial Office area
- Boiler area/mechanical room
- Maintenance and delivery area
- Utility closets 1 per floor
- Friends book sorting/storage room
- Staff Room
- Art display or gallery
- Assistant Director's
- Director's office
- Administrative office
- Trustees meeting room/small conference room
- Photocopiers 8
- Machine room
- Technology Office
- Computer lab
- Large Multi purpose meeting room
- Conference room
- Public rest rooms
- Drive through???
- Café area for coffee and snack – could be vending machines??
- Quick area

Exhibit 3

BUILDING NEEDS ADVISORY COMMITTEE
SUMMARY OF NEEDS

The Building Needs Advisory Committee is a group of Belmont residents who have come together to help create a vision for a new main library for the Town of Belmont. This group was selected by the Trustees of the Belmont Library. An advertisement was placed in the Belmont Citizen Herald asking citizens interested in contributing to the planning process for a renovated or new library to notify the Trustees by mail of their interest. The Trustees selected the members of this group from among many letters received based on criteria suggested by Patience Jackson of the Massachusetts Board of Library Commissioners. An attempt was made to represent as many patron constituencies as possible, staff and Trustees. It was recommended that we avoid including individuals who are professionals in the legal or construction fields at this juncture and focus on library users. The members of this group from the community at large are J.C. Cheng, Tom Faulkner, Neil Harper, Mary Keenan, Audrey Lenk, and Hal Shubin. Representatives from the library staff are Maureen Conners, Library Director, Joyce Higgins, and Miriam MacNair. Trustees on the committee are Linda Atkinson, Vera Dreyer, Chairman of the Board of Library Trustees, and Heli Tomford.

The group met and toured the existing Belmont Memorial Library. At the first meeting the group was also given materials from the MBLC, the Planning Worksheet and a charge to report on their feelings about the library of today and the ideal library of tomorrow. For additional research this group has undertaken visits to libraries that have been recently renovated and to discuss the construction with staff members from these libraries. This information was shared in a meeting and written up in a report that is attached.

Through these visits and our meetings and conversations among ourselves, a vision of what we are looking for in a revitalized library space is emerging. The feel of the library will be welcoming, a civic building that honors the importance of books and information, and that welcomes all members of the community. Comfortable meeting rooms, computer class rooms, spaces for tutoring, a young adult area where middle school students can collaborate without disturbing other patrons, possibly even a café are identified as needs to meet in new space. Accessibility of technology (and technology in abundance!), and complete accessibility of the collection are important goals.

Following is a synopsis of the committee members' comments on the current and anticipated library:

1) **Space** - Building needs for library space focus on sense of space, user friendliness for patrons and employees, and elasticity of space design.

   The priority of course is space – not just because of increased circulation but because of changing needs – the space demands of computers and the need for more, access broadened for disabled, a more diverse population of patrons.

   It is important that the library consider not just space but better use of space.

   Realignment of space is necessary – updating i.e. furnace; also of user space – more coherence, fragmentation now so less need for assistance

Structural soundness, ability to withstand the elements, comfortable environmental controls, adequate utility connections, etc.

The challenge will be to adhere to a generous allotment of space for all desired program needs, rather than the minimum acceptable under budget limitations

2) **Aesthetic** wonder - The element of aesthetic wonder, artistic surprise, and sensual satisfaction is the component that I find most sorely lacking in our own library. Compared with the delight that comes from the high ceilings in the old section of the beautifully restored Waltham library or the luxurious use of stone and wood at Winchester or the inviting spaces in Weston, our library suffers painfully. While we may have an outstanding staff and collection, there is little of delight to draw in the receptive reader. Public buildings should evoke a sense of wonder, community pride, and well being. Such feelings do not demand enormous expenditures – only careful design and a commitment to the aesthetic dimension. My plea is that our endeavor will provide the community with a facility that will be appealing and that will encourage curiosity, education, and reflection among all our citizens.

I don't believe our library speaks to the richness books and knowledge. I think a library is a place to get inspired, to expand horizons, to safely risk the tough work of learning, to enjoy the bounty of virtually unlimited resources. Libraries are civic spaces where people can gather and exchange ideas and our library accommodates this need in this most bare bones way. A renovation or new space must be mindful of this obligation.

What makes a library a wonderful, special place is the spirit it creates – Wellfleet has it as a Main Street of a town, Truro has it with its design and traffic landscaping, Winchester has it with architectural details and creative use of space, Waltham has it in the Browsing Room but quickly loses it in the train station atmosphere of the reference department. Acton lacks it with its warehouse style layout.

3) The **children's collection** is a valuable resource. It should be treated as a distinct environment with its own entrance. This area must permit a noise and activity level that is not necessarily consistent with the rest of the library.

Children's use is super. Stay on ground floor, separate access, bigger naturally. How about a spiral staircase (I know, not ADA) up to a YA section. Encourage use from cradle to grave with natural transitions. I wish there could be a section appealing to jocks who might see a library as intellectually snobby

4) The **Young Adult collection** is one that will be of more value to the town if it is expanded. The work of the past year has been very well received. Its success points out that this collection and space set apart fills a need. This area too should be distinct and permit noise and liveliness.

5) The **mixing of people with books and other circulating materials** is tricky. We, and for example, Somerville, treat the front quadrant of the library as a video store. This loses an opportunity to let patrons know the richness of the library collection by having such a retail presentation at the entrance. I appreciate that we have the videos, talking books and CDs that circulate most frequently at the front, but it might be beneficial to ultimately place them more mingled in with reading materials. I want an **architect who is sensitive to this issue and to know his/her philosophy on mixing people and books.**

6) **Reading areas for adults as well as children and young adults** must be integral to the collection, especially for the new book area. Winchester does a notable job on this.

7) Our **staff work areas** are at best humble and in some cases, really shabby. We must create ergonomically correct workspaces and individual desk areas for staff. Department heads must have offices with doors that close.

   Substandard space limitations for staff work. It must take a toll on morale.

   Creating a safe, comfortable workspace for you and your employees is just as important as creating a facility with the same attributes for patrons

8) Technology is too hard to predict, but it is of key importance to our planning. Serious thought must be given to the **distribution of terminals throughout the library** and the wiring for laptops and other hardware we have yet to imagine. **Security of the system** is a must. A closed computer room is as much a part of today's design as a closed boiler room was when the Memorial Library was built.

   Training room for computer use that has extensive wiring and permits different configurations for seating will be important to the use of the library.

   Separate computer room, with staff member present to iron out problems

9) **Function rooms** with comfortable seats, great lighting that is versatile, and soft surfaces to keep noise bounce down will enhance the value of the library as a **civic gathering place**. To this I suggest adding a functioning kitchen. I understand from past projects that the kitchen is among the most mixed blessings a public space, office or community space, can include. I think our library needs one.

   The space now used as the large meeting area would better serve the community if it were **a real multi-media theater, devoted to education and entertainment.**

   Outfitting one meeting rooms so that it might be used as a small auditorium for lectures, slides, musical performances etc.

10) **Lighting** - The lighting available today can make or break a space and we need to pay special attention to making sure we are as current and have as much versatility as possible in the lighting design.

11) **Flow** - you know it when you see it. We have circulation (somewhat compromised by the blocked archways) but we don't have flow.

12) Book return should be near but separate from the circ desk. Examples – Newton, Winchester.

13) Interest in the collection being current. Certain populations are identified, i.e., children, young adults, but it would be interesting to me to have the most mysteries, or most copies of NYT best sellers, deepest collection of colonial patriot biographies, or some **unique, easily described, point of difference to distinguish the adult collection of the Belmont Library from that of other libraries.**

14) **Claflin Room** - If we are going to give space to Belmont history, lets make it a little more vital and let people in - to give over front and center space to a room that is locked and has a no entry sign during working hours just isn't friendly to users. The exhibits that celebrate Belmont's history can be rotating and in public spaces where they will be seen. If we contractually must have the Belmont Historical Society operate a room, lets broaden its purpose and include some programming that is meaningful.

15) **Keep collections cohesive.** The division of non-fiction is confusing to new users. The oversize book segregation befuddles many.

16) **Not so big.** I am not convinced a 52,000 sq. ft. library is one that reflects Belmont. Low demand books can be warehoused and retrieved in 24 hours, or stored in basement stack areas and retrieved by staff. The lower square footage also helps with the parking problem which is hinged to the total square foot number. I truly believe that good design and putting the goods in the right place, in attractive and accessible space, can maximize the total square footage. Right now we have lots of space in the wrong places

17) I want the library to remain in place. A library is even more important than Town Hall as the heart of the Town. It should be a lifelong learning hub. There's no other central location with mass transit available. **But how do you renovate or rebuild and continue to run a library?**

18) Low ceilings in some areas are not by themselves bad. Consider how Graham Gund incorporates these in Lincoln.

19) If we use the current Library site thinking new construction rather than retrofit, we can expand out to Concord Ave. at least as far as #90 Concord Ave. Going to the rear of the current Library building, what is now the indentation can be rebuilt in a straight line without, I think, causing the members of the Conservation Commission to become involved. Going to the West end of the building imagine what is now the first floor being extended, in new construction, over the parking lot to the island that now divides the lot. Some of the parking spaces would now be covered and the setback from the Wetlands would still be sufficient under current regulations. If all these changes are implemented you would have much more space than the 50,000 square feet on your wish list.

20) Silent **study rooms** must be off reference for easy monitoring. Arlington's rooms tucked away on upper floors leave anyone with experience dealing with young people major concerns.

A **quiet** room with carrels.

Rooms where classes come to it rather than librarians going to class, particularly H.S

21) **Healthier air quality, temperature.** This and space are magnets for use.

22) **Cafe** in the new building is a good one and should be pursued - would be especially appealing to seniors who have a life-long commitment to reading and learning.

23) **A public relations campaign** – perhaps at our next meeting we can talk about the public relations campaign that will be so necessary as we move forward

Date August 18, 1999
Prepared by Circ_Staff
Updated Nov. 9, 1999
Updated Nov.10, 1999
Updated Nov. 30, 1999
Updated Dec. 20, 1999

AREA DESIGNATION: Circulation Librarian's Office

FUNCTIONS PERFORMED: Scheduling
Word processing – reports, memos, etc.
Consulting
Interviewing

OCCUPANCY: Staff: One plus room for consult/interview

FURNISHINGS: L shaped(modular unit) work area to accommodate PC
Chair
File cabinet

USER SEATING: 2 guest chairs

SHELVING: One wall combo of shelving above cupboards

EQUIPMENT: Phone
PC with printer
Bulletin board

CLOSE PROXIMITY TO: Circ desk and work areas
Staff/service elevator

DISTANT FROM: not important

AREA REQUIRED: 10 x 12 feet = 120 square feet

BOOK CAPACITY: Approximately sixty manuals and other aids

ARCHITECTURAL FEATURES: Gym floor – or carpet
Good air quality + heat + AC +vents
Appropriate lighting
Windows that open
Light filtering shades
Window with view of circ desk or circ
Work area
No thresholds

AD-2

AREA DESIGNATION: Circulation Desk

FUNCTIONS PERFORMED: Check out materials
Issue Library cards
Collect monies
Answers phone
Answers directional questions
Distributes reserves
Renews items

OCCUPANCY: Staff: 3
Public: 15 – 20 public side of desk only

FURNISHINGS: Counter – 20 feet long by 30 inches deep
40 inches high at center portion
Each end should have ADA accessible desks
Semi – circular shape with drawers
Swinging gate at end of counter
3 rolling adjustable height chairs/stools
Space to accommodate waste and recycling baskets
Calendars – Regular and for Meeting Rooms

USER SEATING: none

SHELVING: 4 sections of six shelves
Shelving for CD-Roms

EQUIPMENT: 3 terminals/PCs with lasers and receipt printers
Telephone console plus regular phone
Clock
4 book carts to fit under counter

2 Unlockers for security cases
2 security de sensitizers
CD player
Flashlight

CLOSE PROXIMITY TO: Main Entrance
Circulation work area
Check-in/Delivery Area
Staff/service elevator
New books and AV – if possible

DISTANT FROM: Quiet areas
Children's Room
Pay phones – if possible
Rest rooms – at least not right across from or directly adjacent
Meeting rooms

AREA REQUIRED: 9 by 20 feet = 180 Square feet

BOOK CAPACITY: 500

ARCHITECTURAL FEATURES: Good air quality/heat/AC
Ceiling fan
Appropriate lighting
Gym floor
Windows that open
Light filtering shades
Front doors must be easy to open/close
And keep cold/hot air and street noise
Out
Colors, space, furnishings and details
Should all contribute to a warm
Welcoming area

AD-4

AREA DESIGNATION: Checkin/Delivery Area

FUNCTIONS PERFORMED: Checkin of returned materials
Dealing with Network Transfers
Packaging materials for Delivery System
Inspection of AV
Redirecting materials
Metrowest deliveries

OCCUPANCY: Public: 0   Staff: 3

FURNISHINGS: Work counter and three comfortable chairs
(work counter would have 16 slots between top of
counter and drawers to accommodate routing slips)
Space under counter to accommodate waste and
recycling baskets
Shelf space to accommodate bins (21 x 17 x 7) for
materials going to each Branch as well as J-room and
Tech Services
12 book trucks
4 depressable bins for return slots
16 – 20 Metrowest delivery bins (21 ½ x 16 x 12) will
need storage space

USER SEATING: 3-4 staff

SHELVING: Shelving for sorting returned materials
Shelving and cupboards for packaging supplies and
Security cases

EQUIPMENT: 2 terminals/PCs with lasers and receipt printers
2 Sensitizers in counter
Phone

CLOSE PROXIMITY TO: Circulation Desk and Work Area
Staff/service elevator
Parking lot

DISTANT FROM: Not important

AREA REQUIRED: 20 by 16 feet = 320 square feet

BOOK CAPACITY: 2000

ARCHITECTURAL FEARURES:
Appropriate lighting
Gym floor
Heat/AC/Air Quality
Return slots (regular and video) with depressible bin for
inside returns
Direct access to Circ work area - no door or thresholds
Sound proof
Clock
Windows that open and have light filtering shades
Shipping and receiving door access from parking lot
Doorbell by shipping and receiving door
Ramp from parking area
Outside return slots (regular and video) goes into 6 by 6→
＊Foot fireproof room

AREA DESIGNATION: Circulation Work Area

FUNCTIONS PERFORMED: Support for front desk operations
Circulation projects and displays
Send item list and network transfers
Data in put (registrations etc.)
Mail
Reserve verification
Reserve notification

OCCUPANCY: Public: 0   Staff: 4

FURNISHINGS: 4 desks/workstations with comfortable rolling chairs
1 work island/table with chairs
1 counter with chairs
1 coat closet
Circ department mailboxes

USER SEATING: 6 Staff

SHELVING: 5 Sections of shelving with 6 shelves each
1 Section of cupboards

EQUIPMENT: 4 terminals/PCs with lasers and printers(1 of these color)
2 phones
1 clock
1 electric stapler
1 electric pencil sharpener
1 bulletin board
1 copy machine
1 Postage meter
1 Paper cutter
1 Safe/money lock box
1 TTY – unless more suitable space in Ref work area

1 water cooler
1 sink

CLOSE PROXIMITY TO: **Main Entrance**
Circulation Desk
Check-in/Delivery Area
Staff/service elevator

DISTANT FROM: Not important

AREA REQUIRED: 16 x 20 feet = 320 square feet

BOOK CAPACITY: 1000

ARCHITECTURAL FEATURES: **Appropriate light**
Gym floor
No thresholds — Good VENTILAT.
Ceiling fan
Good air quality/Heat/AC
Windows that open
Light filtering shades
Visual sight lines or window to circ desk

The Circulation Librarian's office 10 x 12= 120 Square Feet is based on standard office size in available literature.

The Circulation Desk, Circulation Work Area and the Checkin/Delivery Area are based on the Acton Public Library with extra space allowed for Belmont's larger volume of circulation.

The drive-thru is not reflected in Circulation's area designation forms.

AREA DESIGNATION
Reference Work Room

FUNCTIONS
Selection, reports, look over new books, special projects, talk on phone, practice with new technology off desk, plan programs for adults, make signs and other aids for patrons, create book lists, newspaper articles, brochures, and other publications. Weeding; discussion with colleagues.

OCCUPANCY
Eight

FURNISHINGS
Six modular units for each full time and permanent part time librarian and two sharable modular units for part time staff, book shelves, filing cabinets and shelving for some supplies. Moveable dividers for flexible arrangement.

USER SEATING
Eight

SHELVING
For books, some signage/programming supplies; book cases as dividers.

EQUIPMENT
7 PCs for each desk, printers, scanner, coat rack, bulletin board, water cooler, telephones, photocopy machine. Telephone for each staff member with voice mail for all. Desks should have lap drawers. Bulletin Board for Reference staff communications.

CLOSE TO
Office of Coordinator of Public Services, for staff communication.

DISTANT FROM
Children's, Circulation.

AREA REQUIRED
8 x 65' = 520 sq.ft.

ARCHITECTURAL FEATURES
Good sound proofing, window to outside, second door.

AREA DESIGNATION
Local history room

FUNCTION PERFORMED
Provides a quiet area for the study of materials on local history and genealogy.

OCCUPANCY
.7

FURNISHINGS
One large rectangular table with six chairs (@ 150 sf). Two, locked display cases (@ 50 sf each) for artifacts with proper temperature control for rare documents, etc. Book shelves, filing cabinet (@21 sf). Work station and chair (@35 sf). Desk and chair (@ 75 sf).

USER SEATING
Eight

SHELVING
60" – 10 single sided sections (five shelves per section containing up to 120 volumes) 10 sections x 4.5 sf = 45 sf

EQUIPMENT
PC, printer and scanner; magnification device; telephone

CLOSE PROXIMITY TO
Reference room; photocopier. This room is self-contained but reference librarians need access from time to time.

DISTANT FROM
Circulation, Children's Room

AREA REQUIRED – 426 square feet TOTAL
45 sf shelving
150 sf table
100 sf display cases (2)
21 sf filing cabinet
35 sf pc workstation
75 sf desk and chair for volunteer/staff

BOOK CAPACITY

1,200

ARCHITECTURAL FEATURES

Should be a distinct enclosed area separate from the rest of the adult non-fiction collection. If unattended, needs to be locked for security. Must be climate controlled and well-lit – table lamps.

23 December, 1999

AD-12

AREA DESIGNATION
Paperback books

FUNCTIONS PERFORMED
House all of the paperback collection.

OCCUPANCY
Ten

FURNISHINGS
None

USER SEATING
None

SHELVING
Four ranges of three sections double-sided. [12 vols. Per foot x 3 = 108 per shelf. Six shelves = 648 x 2 (double-sided) or 1,296 per range].

BOOK CAPACITY
5,000

EQUIPMENT
None

CLOSE PROXIMITY TO
New books, Circulation. Paperbacks should be near other popular materials so patrons can find them easily.

DISTANT FROM
Reference

AREA REQUIRED
180 sq. ft.

ARCHITECTURAL FEATURES
Good lighting

23 December, 1999

AD-13

AREA DESIGNATION
Reference Room/Adult study area

FUNCTION PERFORMED
Answer reference questions in person, by telephone & email; access online databases, the internet, CD-ROMs and microform materials. House the Reference collection.

OCCUPANCY
Seated: Public 44; Staff 2

FURNISHINGS
Traditional "horse shoe-shaped" Reference Desk with two pc workstations (2 pc workstations @ 150 sf = 300 square feet) at regular writing desk level with one section on side undercut for wheelchair access. Lamps on reference desk, shelving available for ready reference, pickup, reserve materials. File cabinet. Sturdy shelf/table combination for indexes. Carpeting to muffle voices as much as possible. Adult study area with six rectangular tables with lamps and four chairs for each table. PC's on tables. Microfilm storage cabinets. Two atlas stands. Two dictionary stands Index table with four chairs.

USER SEATING
Seats 44:
24 chairs at tables (6 tables @ 100 sf = 600 sf)
 4 chairs at Index table ((@ 110 sf   = 110 sf)
12 pc chairs (12 pc workstations @ 45 sf = 540 sf)
 2 microfilm reader/printers (@ 36 sf ea.)
 1 @ optelec/(@25 sf)
 1 @ visually challenged (@ 25 sf)
 1

SHELVING
1 60"bookcase behind reference desk for ready reference with lower shelves as cabinets. (Three ft. x one ft. plus aisle)
Reference Collection – every range will have 3 sections of 84" shelving (4 vertical shelves) and 1 section of 48" shelving (2 vertical shelves), i.e. four, 3' double-sided sections. Lower sections will go at alternate ends of the ranges and offer patrons a countertop on which to open books.
7 vols./linear ft x 3' shelf = 21 vols. X 4 shelves = 84 vols./section
84 vols. X 3 sections = 252 vols. X 2 (double-sided) = 504 vols./per 84" high 3-unit section

Plus 21 vols. x 2 vertical shelves = 42 vols. X 2 (double-sided) = 84 vols/48" high section

504 vols.+ 84 vols.= 588 vols./range

5,000 volumes divided by 588 = 8.5 double-sided ranges of three, 3-ft., 84" high sections plus one 3-ft., 48" high section

9 ranges x 60 sf = 540 sf

EQUIPMENT

12 sit-down pc's, all with catalog, internet access and word processing capabilities on two islands.. One printer for each two pc's. Waste baskets, clock, good heating and cooling system.. Need to have ports for lap tops, etc. Scanner, optelec, 2 pc's at Ref. Desk plus laser printers. 2 telephones. Call button for extra assistance. Two photocopy machines. A pc workstation for the visually impaired with oversized monitor, optical scanner, etc. (ca 4' x 5'); two microform reader/printers.

CLOSE PROXIMITY TO:

Non-fiction, computer lab, young adult. The reference librarian will be supervising the computer lab and YA room, and therefore must have easy access to and good sight lines into these areas. The reference librarian should be able to keep tabs on the study rooms as well. The reference room should be near the nonfiction stacks because patrons often need help finding nonfiction materials, and because circulating nonfiction sometimes is used in answering reference questions (particularly about homework).

DISTANT FROM

Children's Room

AREA REQUIRED

1 Reference Desk (2 pc workstations @ 150 sf)	= 300 sf
6 tables (@ 100 sf)	600 sf
scanner (@ 25 sf)	25 sf
Optelec (@ 25 sf)	25 sf
Visually impaired (@ 25 sf)	25 sf
2 photocopy machines (@ 50 sf ea)	100 sf
2 microfilm/reader/printers (@36 sf)	72 sf
12 pc workstations (@ 45 sf ea.)	540 sf
6 microfilm storage units (@18 sf)	108 sf
1 Index table (@ 110 sf)	110 sf
1 filing cabinet (@21 sf)	21sf
6 printers (@10 sf ea)	60 sf

9 units Reference shelving x 60 sf	540sf
1 60" Reference desk bookcase	12sf
2 atlas stands @ 17sf	34sf
2 dictionary stands @ 10sf	20sf
TOTAL SQUARE FOOTAGE	2592sf TOTAL

BOOK CAPACITY
 5,000

ARCHITECTURAL FEATURES

Lots of large windows, attractive reference desk (nice wood and other material). Good artificial lighting. Excellent acoustics, ceiling tiles, etc. for sound proofing

27 December, 1999

AREA DESIGNATION
Study Rooms

FUNCTIONS PERFORMED
Group or private study

OCCUPANCY
One room (@ 100 sf) for four people; two rooms (@50 sf) for two people each

FURNISHINGS
Round table with six chairs in one; rectangular table and two chairs each in the other three. Wastebaskets.

USER SEATING
Eight total (four, two and two).

SHELVING
None

EQUIPMENT
None. Wired for customer's laptop use but not internet connection.

CLOSE PROXIMITY TO
Reference Room, because study rooms will be supervised by reference librarian.

DISTANT FROM
Children's

AREA REQUIRED
200 square feet TOTAL
One @   100 sf
Two @ 50 sf=   100 sf

BOOK CAPACITY
None

ARCHITECTURAL FEATURES
Strong lighting, with interior windows for sight access to rooms.

23 December, 1999

AD-18

AREA DESIGNATION
Non-fiction Stacks.

FUNCTIONS PERFORMED
House older non-fiction; provide for some quiet study carrel area

OCCUPANCY
.:

USER SEATING
Twenty-three

FURNISHINGS
Mesh shades. 20 individual carrels and 20 chairs separated by book stacks Three work stations with pc chairs.

SHELVING
Floor to ceiling (84") with alternating counter top height (48") at end of alternate ranges:

Every stack alternating counter top: 34 ranges of 5, double sided 3' sections
336 vols./3 ft section (of seven shelves) x 4 = 1,344 vols.
288 vols. for ½ on end   =   288 vols.
A range, therefore, is 1,632 vols.
55,000 divided by 1,632 vols. = 33.7 ranges, or
34 ranges x 75 sq ft (3' wide double-sided section with 3' aisle=15 sq. ft.) = 2,550 sq ft

BOOK CAPACITY
55,000

EQUIPMENT
Three sit-down pc's with access to the catalog.

CLOSE PROXIMITY TO:
Reference Department. Patrons often need help finding nonfiction books and reference librarians often refer patrons to nonfiction collection answers to their questions.

DISTANT FROM:

AREA REQUIRED -- 3,285 sq. ft.
Shelving – 2,550 sq ft

20 carrels = 600 sq ft (30sf x 20 = 600sf)
3 pc's   =   135 sq ft (45sf x 3 = 135sf)

ARCHITECTURAL FEATURES
Windows, good lighting.

23 December, 1999

AREA DESIGNATION
Adult fiction

FUNCTIONS PERFORMED
Houses older: fiction, mysteries, story collection, science fiction and Mills and Boon.

OCCUPANCY
Twenty

FURNISHINGS
Strong lighting, mesh shades, four lounge chairs (scattered about). Two work stations and two pc chairs.

USER SEATING
Six

SHELVING
Regular (84') – 14 ranges of five, double-sided 3' sections:
336 vols./3ft. section (of seven shelves) x 5 sections = 1680 vols.
23,000 vols. Divided by 1680 = 13.6 ranges.
14 ranges x 75 sq. ft. (3' wide double-sided section with 3' aisle=15 sq.ft.)= 1050 sq. ft.

EQUIPMENT
Two sit-down pc's (no desk space) with access to the catalog.

CLOSE PROXIMITY TO
New books; Large print; Circulation (if on the same floor.) Older fiction should be near new fiction for logical organization.

DISTANT FROM
Children's; Young Adult

AREA REQUIRED – 1,240 sq. ft. TOTAL
1050sf shelving
140sf lounge chairs
50sf pc workstation

BOOK CAPACITY
23,000

AD-21

ARCHITECTURAL FEATURES
Strong lighting; comfortable and cozy "nooks" for reading.

23 December, 1999

AREA DESIGNATION
Audio-visual area

FUNCTIONS PERFORMED
Houses videos, audio books and cd's

OCCUPANCY
25

FURNISHINGS
Large display racks (either two-sided or two sections) for new and featured AV materials. Work station and chair for pc.

USER SEATING
None

SHELVING
For videos, audio books and cd's: 60" shelf units.

BOOK CAPACITY
Talking books: 2,400; cd's: 3,000; videos: 4,600

EQUIPMENT
One pc (no desk space) with access to the catalog.

CLOSE PROXIMITY TO:
New Books, Large Print; Circulation (if on the same floor). Under one plan, AV materials could be near the entrance, along with other very popular materials, for quick access by patrons and so the circulation staff could reshelve them easily. Under another plan, they could be placed near all the other circulating materials.

DISTANT FROM:
Children's

AREA REQUIRED:
Videos: 25 videos/shelf (our count) x 8 shelves/double-sided section = 200 videos/section

4600 videos @ 200 videos/section = 23 sections or 8, 3-section units

Shelving formula from "Pendix A" (Holt) [p. 2, column 1]: 3' shelf double-sided with 3' aisle = 15 sq.ft. x 3 sections = 45 sq.ft. x 8 units = 360 sq.ft.

CD's: Brodart 3-drawer cabinet [p. 395 #63385002, capacity 810 cd's]: 40" x 38" (width) = 1520" divided by 144 = 11sf x 4 cabinets = 44sf with 38sf aisle = 82sf

Talking books: 20 items/shelf (our count) x 8 shelves/double-sided section = 160 items/section

2400 talking books @ 160 items/section = 15 sections or 5, 3-section units

Shelving formula from "Pendix A" (Holt) [p. 2, column 1] 3' shelf double-sided with 3' aisle = 15 sq.ft. x 3 sections = 45 sq.ft. x 5 units = 225 sq.ft.

Totals:

Video	360 sq.ft.
CD	82
Audio	225
Display	50
PC	25
Total	742 sq. ft.

ARCHITECTURAL FEATURES

Strong lighting. An attractive eye-catching area for the display racks.

27 December 1999

AD-24

AREA DESIGNATION
Large print

FUNCTIONS PERFORMED
Houses entire large print collection: fiction and non-fiction.

OCCUPANCY:
PUBLIC: 10

PUBLIC SERVICE DESK
None

USER SEATING
Seven

FURNISHINGS
Rectangular table with desk lamp and six chairs. Work station and chair for pc. Carpeting.

SHELVING
Regular 60" -3 ranges of 3, doubled-sided three feet sections
240 vols./3 ft double-sided section X 3 = 720 vols.
2000 vols. divided by 720 vols. = 2.7 ranges
3 ranges X 45 square feet = 135 square feet

BOOK CAPACITY
2,000

EQUIPMENT
Large print pc with access to the catalog.

CLOSE PROXIMITY TO:
New books; audio-visual area; circulation (if on the same floor.) Large print books should be placed where they are most easily accessible to seniors.

DISTANT FROM:
Children's; young adult

AREA REQUIRED – 330 square feet TOTAL
135 sf shelving
150 sf table with 6 chairs "Pendix A"
45 sf pc workstation

AD-25

ARCHITECTURAL FEATURES
Large windows; strong lighting. A cozy, intimate atmosphere

23 December, 1999

AREA DESIGNATION
Current periodicals and newspapers

FUNCTIONS PERFORMED
Houses current year's periodicals; provides space for reading.

OCCUPANCY
30

USER SEATING
22 (10 lounge chairs and 12 table chairs)

FURNISHINGS
Two coffee tables with five comfortable lounge chairs each; two large rectangular tables with desk lamps and six chairs each. Newspaper rack.

SHELVING
For 237magazines: 50 36" shelves (for current collection) with 20 magazines to a range requiring 13 ranges.

BOOK CAPACITY
0

EQUIPMENT
0

CLOSE PROXIMITY TO:
Periodical storage, Reference Room. This is a reading room that should be in a quiet part of the library. It also should be near periodical storage so that patrons can find materials more easily, and near reference room in case patrons need assistance.

DISTANT FROM:
Children's, Young adult

AREA REQUIRED – 1052 square feet TOTAL:
237 current periodicals @ 1/sf = 237 sf

            400 sf tables
10 chairs X 35sf =   350 sf lounge chairs
            40 sf coffee tables
            25 sf newspaper rack

ARCHITECTURAL FEATURES
Large windows, strong lighting. Comfortable, cozy area for reading.

23 December, 1999

AD-2i

AREA DESIGNATION
Periodical storage

FUNCTIONS PERFORMED
House all of periodical collection (except current year) and older periodical indexes.

OCCUPANCY
6-10

USER SEATING
Four

FURNISHINGS
2 carrels with chairs (70 sq.ft.); table for pc's and printer and 2 pc chairs (90 sq. ft.)

SHELVING
For periodicals (84" doublesided) with some 48" shelving to provide counter top space near newspapers and indexes. Some shelving needs to be removable to accommodate shift from print to electronic resources.

BOOK CAPACITY
257 magazines kept for three years. Currently 180 linear feet. Area is 20' x 27' or 540 sq. ft. Although the formula would project a larger space (1 year = 1 sq ft: three years x 257 = 771 sq ft.), we plan to reduce the number of back issues saved and keep the room size the same as it is now.

EQUIPMENT
2 PC's to access older material; sharing one printer. A minimum of six pc's to be added to Periodical Storage area as stacks are eliminated.

CLOSE PROXIMITY TO
Reference Room; Current periodicals. New and old periodicals should be near each other so patrons can find what they want more easily. Periodicals should be near the reference room so the librarians can help patrons with questions.

DISTANT FROM
Not important.

AREA REQUIRED
Present size: 20' x 27' = 540 sq.ft.

ARCHITECTURAL FEATURES

AD-29

Strong lighting. Must be wired for future uses. Locked space for some materials when space becomes available.

23 December, 1999

AREA DESIGNATION
New books

FUNCTIONS PERFORMED
Browse and see new books.

OCCUPANCY
Public: 30

FURNISHINGS
Two coffee tables with two floor lamps; eight comfortable lounge chairs, mesh shades. Book shelves with capacity to display materials facing out.. Carpeting. Three comfortable lounge chairs at end of stacks; two tables and chairs for pc's.

USER SEATING
Thirteen

SHELVING
60" – 12 ranges of three, double-sided 3' sections (w/ 5 vertical shelves)
240 vols./ 3 ft section x 3 = 720 volumes
9000 vols. divided by 720 = 12 ranges
12 ranges x 45 sf = 562 sf

EQUIPMENT
Two sit-down pc's (no desk space) with access to the catalog.

CLOSE PROXIMITY TO:
Fiction, Audio-visual area, Large print; Circulation (if on the same floor.) Under one plan new fiction, among the library's most popular items, is placed near the entrance to catch attention of patrons as soon as they walk in. Under another plan new fiction could be placed near all the circulating material so patrons can find it easily.

DISTANT FROM
Children's, Young Adult

AREA REQUIRED   1077 sf TOTAL
562 sf shelving
40 sf coffee tables (2 @ 20 sf)
385 sf lounge chairs (11 @ 35sf)
90 sf pc workstation (2 @ 45 sf)

BOOK CAPACITY
 9,000

ARCHITECTURAL FEATURES
 Large windows, carpeting, good lighting, comfortable atmosphere. Cozy areas to break up monotonous space.

23 December, 1999

AREA DESIGNATION
Office of Coordinator of Public Services

FUNCTIONS PERFORMED
Scheduling; Word processing (reports, memos, etc.); Consulting; Interviewing and small group meetings.

OCCUPANCY
Three

FURNISHINGS
L-shaped 72" desk (@ 150 sf)(work area) to accommodate pc; desk chair, wastebasket, file cabinet (@ 21 sf), 2 chairs.

SHELVING
One wall of 60" shelving @ 4.5 square feet

EQUIPMENT
Telephone; PC with printer, bulletin board, wall clock.

CLOSE PROXIMITY TO:
Reference work area, for communication with staff.

DISTANT FROM:
Children's

AREA REQUIRED 15' x 12' (180sq. ft.) TOTAL
4.5 sf shelving
150 sf desk
21 sf filing cabinet

ARCHITECTURAL FEATURES
Window(s) to the outdoors. Possibly window to the Reference work area. Good air quality, heat, AC, vents.

23 December, 1999

Area Designation: YOUNG ADULT ROOM

Updated Dec. 27, 1999 (large room)

Functions performed: reference help (homework assistance, reader's
advisory)
quiet study
recreational reading, browsing
searching OPAC, periodical databases, Internet
word processing
playing CD-ROM games
socializing
public programs for teens

Occupancy: **Public:** 35   **Staff:** 1

Furnishings: 4 tables with 6 chairs
4 lamps (depending on lighting)   600 sq. ft.

3 armchairs
small table (like a coffee table)   90 sq. ft.
bulletin board for announcements   20 sq. ft.

6 computer workstations
6 adjustable chairs (@ 45 sq. ft.)   270 sq. ft.

reference desk (60" desk)
1 adjustable chair   150 sq. ft.

railing along wall or other method of
hanging/displaying art

User seating   33   (plus librarian)

Shelving   Shelving would be a mixture of different heights
for about 6300 items:
Paperbacks: 8 units of 84" bookcases against
the wall (2800 books @ 360 bks/unit   96 sq. ft.
20 bks/linear ft. x 3ft./shelf x 6 shelves/unit =
360 bks/unit; 8 units @ 12 sq.ft./unit= 96 sq.ft.)
Hardcovers: 14 units of 84" bookcases against   168 sq. ft.
the wall (2400 books @ 168 bks/unit [App. A
formula]; 14 units @ 12 sq. ft./unit=168 sq.ft.)
        (900 fiction, 900 nonfict, 600 career center)

Reference: 3 units forming one 42", double-sided, freestanding bookcase (450 books @ 144 bks/unit and 15 sq. ft./unit; includes encyclopedias)	36 sq. ft.
1 Magazine stand for 16 subscriptions	20 sq. ft.
1 2-sided spinner for 100 talking books; use extra space for series paperbacks	36 sq. ft.
Countertop spinner for 300 music CDs	

Equipment:

6 computers for public	
3 printers for public	30 sq. ft.
1 computer, 1 printer, 1 telephone for reference desk	
outlets and wiring so patrons can plug in laptops	

Close proximity to: Reference room (especially the reference desk) and nonfiction stacks. Since there will be times when the YA room is not staffed, the reference librarian will supervise and will need to see whole room from reference desk. Students need to use adult as well as YA nonfiction for homework and thus should be near adult nonfiction.

Distant from: quiet reading room, children's room

Area required: 1516 square feet

Architectural features: The room should feel bright, cheerful, and welcoming. Windows to the outdoors would help create this atmosphere; window seats might provide comfortable reading space. An acoustical window wall – made of wall board to a height of 42", with glass above – would diminish noise and provide visibility for reference librarian when the YA room cannot be staffed (other features to diminish noise would be helpful). There should be no nooks and crannies that are out of sight. The room should have wall space to hang decorations and display student art work. There should be extra wiring to accommodate future, unforeseen uses. Computers should be placed in small rather than large clusters (or on a counter) to prevent large groups of kids from gathering at the computers.

1. Requires excellent no glare shadowless lighting.

2. Located near receiving area. Close to elevator.

3. Requires sufficient cabinets and shelving for storage of supplies and library Books, etc. Also book carts for transporting material and supplies within Tech. Services; and transporting books, etc. to public service areas.

4. Large space for moving books, av, software & boxes easily from one area of the department to another. There should be a 3' clearance between bookstack rows to maneuver trucks.

5. Flexible electrical and telecommunications cabling/wiring for easy Rearrangement.

6. An entry area containing a bulletin board & water fountain.

7. Sufficient windows which open.

8. Provides excellent air quality with state of the art heating and air conditioning systems.

9. Technical Services will not serve as main entry/exit point for library staff

10. Requires sufficient countertop/desk area for the required work of the department. Width of countertops and desktops is most important; 3 feet recommended.

11. A telephone located at each desk or workstation.

12. There should be a Fax machine and photocopier to facilitate departmental work.

13. Book Lift or elevator to transport library materials directly to and from Technical Services.

14. Soundproofed Department to reduce or eliminate outside noise.

AD-36

AREA DESIGNATION: TECHNICAL SERVICES   General (Coat Rack,
                                          Bulletin Board, Water
                                          Fountain)
                                          Mail Area
                                          Delivery Area – Books, etc./
                                          Supplies.

FUNCTIONS PERFORMED: Receipt of library materials (books, av, software,
        Etc.)
                        Receipt of processing supplies. Receipt, sorting,
        and distribution of mail. Staff communication (Bulletin Board)

OCCUPANCY: Public: Staff: 2 Full-time

FURNISHINGS: 1 Countertop Table   10' x 3' with 3 drawers
                  2 Chairs with casters.
                  1 Department mail slots
                  1 Book Lift/elevator

USER SEATING: 1

SHELVING:

EQUIPMENT: 2 Large Wastebaskets.   1 Telephone.   1 Fax Machine
                2 Book Carts.   1 Photocopier

CLOSE PROXIMITY TO: Coordinator's Office – For Workflow

DISTANT FROM: Processing Area – For Workflow

AREA REQUIRED: 180 square feet

BOOK CAPACITY:

ARCHITECTURAL FEATURES: Modular, Flexible, Excellent Lighting (no
glare), Area to store boxes.

AD-37

AREA DESIGNATION: TECHNICAL SERVICES:

FUNCTIONS PERFORMED: Serials/Magazine Control (Acquisitions,
                           Inventory, claims, etc.)
                           Periodical data entry
                           Order Processing Supplies

OCCUPANCY: Public: Staff: 1 Full-time

FURNISHINGS: 1 Countertop 10' x 3' with 3 drawers (Modular)
                 1 Countertop (6'x3') (Modular)
                 1 File Cabinet (4 drawer)
                 1 Chair with casters

USER SEATING: 1

SHELVING: 6'L x 5'H x 10"D   (8 shelves)

EQUIPMENT: 1 PC   1 Adding Machine/Calculator
                 1 Printer   1 Telephone
                 1 Laser   1 Wastebasket
                                   1 Book Truck

CLOSE PROXIMTY TO: Coordinator's Office – For Workflow

DISTANT FROM: Processing Area – For Workflow

AREA REQUIRED: 120 square feet

BOOK CAPACITY: 300 books or periodicals

ARCHITECTURAL FEATURES: Modular, Flexible, Excellent lighting (no glare),
                         Sufficient electric receptacles, cable drops.

AD-38

AREA DESIGNATION: TECHNICAL SERVICES

FUNCTIONS PERFORMED: Acquisitions (Ordering, Invoicing, Inventorying of
Library materials – books, etc.)
Cataloging of Library Materials: Adult; Young
Adult; Juvenile (books, audio-visuals, cd-rom/
Software, etc.)

OCCUPANCY: Public: Staff: 1 Full-time

FURNISHINGS: 1 Countertop 10' x 3' with 3 drawers (Modular).
1 Countertop 6' x 3' (Modular).
1 File Cabinet (4 drawer).
1 Chair with casters.

USER SEATING: 1

SHELVING: 6'L x 5'H x 10"D   (8 shelves)

EQUIPMENT: 1 PC   1 Laser
1 Telephone   1 Printer
1 Adding Machine/Calculator   2 Book Carts
1 Wastebasket

CLOSE PROXIMITY TO: Delivery Area – For Workflow

DISTANT FROM: Data Entry – For Workflow

AREA REQUIRED: 120 square feet

BOOK CAPACITY: 300

ARCHITECTURAL FEATURES: Modular, Flexible, Excellent lighting (no glare),
Sufficient electric receptacles, cable drops.

AD-39

AREA DESIGNATION: TECHNICAL SERVICES:

FUNCTIONS PERFORMED: Processing of all books, audio-visuals, cd-rom/
Software,and Periodicals. Repair of books and
AV materials, etc. Bindery preparation.

OCCUPANCY: Public: Staff: 2 Part-time
2 volunteers

FURNISHINGS: 1 Large Table (8' x 3 ½')
1 Desk (8' x 3') with 3 drawers
1 Sit Down Counter (10' x 3') with 6 drawers
1 Stand Up Counter (3'x2') with sink and cabinet below sink
4 Chairs with casters

USER SEATING: 4

SHELVING: 2 Unit – 6'L x 5'H x 10"D (supplies, mending, bindery
and audiovisuals)

EQUIPMENT: 1 PC or Typewriter for Label Making   2 Book Carts
1 Printer   1 Paper Cutter
1 Telephone
4 Wastebaskets

CLOSE PROXIMITY TO: Cataloging/Acquisitions Area – For Workflow

DISTANT FROM: Receiving Area – For Workflow

AREA REQUIRED: 200 square feet

BOOK CAPACITY:

ARCHITECTURAL FEATURES: Modular, Flexible, Excellent lighting (no glare),
Sufficient electric receptacles, cable drops.

AD-40

AREA DESIGNATION: TECHNICAL SERVICES

FUNCTIONS PERFORMED: Data-Entry for Adult/YA materials (books, etc.)

OCCUPANCY: Public: Staff: 1 Full-time or volunteer

FURNISHINGS: 1 Countertop (10'x3') with 3 drawers (Modular)
1 Countertop (7' x 3') (Modular)
1 Chair with casters

USER SEATING: 1

SHELVING: 6'L x 5'H x 10"D   (8 shelves)

EQUIPMENT: 1 PC   1 Telephone
1 Laser   1Bookcart1
1 Printer

CLOSE PRXIMITY TO: Processing Area – For Workflow

DISTANT FROM: Delivery Area – For Workflow

AREA REQUIRED: 120 square feet

BOOK CAPACITY: 300

ARCHITECTURAL FEATURES: Modular, Flexible, Excellent lighting (no glare),
Sufficient electric receptacles, cable drops

AD-41

AREA DESIGNATION: TECHNICAL SERVICES:

FUNCTIONS PERFORMED: Data Entry for Juvenile and Young Adult
Materials (books, etc.)

OCCUPANCY: Public: Staff: 1 Full-time or Volunteer

FURNISHINGS: 1 Countertop (10' x 3') with 3 drawers (Modular)
1 Countertop (7' x 3') (Modular)
1 Chair with Casters

USER SEATING: 1

SHELVING: 6'L x 5'H x 10"D   (8 shelves)

EQUIPMENT: 1 PC   1 Telephone
1 Laser   1 Book Cart
1 Printer

CLOSE PROXIMITY TO: Coordinator's Ofice – For Workflow

DISTANT FROM: Processing Area – For Workflow

AREA REQUIRED: 120 square feet

BOOK CAPACITY: 300

ARCHITECTURAL FEATURES: Modular, Flexible, Excellent lighting (no glare),
Sufficient electric receptacles, cable drops.

Could be combined with Adult/YP materials

AD-42

DATA ENTRY JUVENILE   12/1/99
                             Fred Dooe

REA DESIGNATION: TECHNICAL SERVICES:

JNCTIONS PERFORMED: Data Entry for Juvenile and Young Adult
                           Materials (books, etc.)

CCUPANCY: Public: Staff: 1 Full-time or Volunteer

IRNISHINGS: 1 Countertop (10' x 3') with 3 drawers (Modular)
                   1 Countertop (7' x 3') (Modular)
                   1 Chair with Casters

ER SEATING: 1

IELVING: 6'L x 5'H x 10"D   (8 shelves)

IUI   ENT: 1 PC   1 Telephone
               1 Laser   1 Book Cart
               1 Printer

OSE PROXIMITY TO: Coordinator's Ofice – For Workflow

STANT FROM: Processing Area – For Workflow

EA REQUIRED: 120 square feet

OK CAPACITY: 300

CHITECTURAL FEATURES: Modular, Flexible, Excellent lighting (no glare),
                      Sufficient electric receptacles, cable drops.

Could be combined with Adult/yp materials

AD-42 AD-43

AREA DESIGNATION: CHILDREN'S STORYHOUR/CRAFT ROOM

FUNCTIONS:

- Should be used for storytelling and children's craft projects only. This room should not be the all-purpose room used for community programs. Ideally, the storyhour/craft room could be divided by a partition.

OCCUPANCY:

- Public and Staff (25 – 50 people)

FURNISHINGS:

- Carpeted floor seating
- 4 Tables - child height – each seats 6
- 24 chairs – child height
- Shelving for books and puppets
- storage closet for storyhour materials & art supplies (lockable)
- Clock
- Wastebasket
- Puppet theater
- 1 counter with sink 2'6" x 12' – cupboard above & below – not carpeted
- 40 chairs - adult height, stackable (for lapsit programs)
- retractable screen
- adjustable easel for flannel board display
- 1 portable CD player

CLOSE PROXIMITY TO:

- Children's Room
- Large Assembly Room

AD-44

DISTANT FROM:

- Reference Services
- Adult Collection

ARCHITECTURAL FEATURES:

- Soundproof
- Carpeted
- Window to outside
- Good lighting

Space Needs

Children's Storyhour Room	Lineal Feet	Square Feet
Floor Seating Carpeted		
1 Counter with sink 2'6" x 12'		40
1 puppet theater		
1 storage closet (lockable)		80
6 tables		600
40 chairs (adult height, stackable)		
retractable screen		
adjustable easel		
24 child size chairs		288
wall shelving		

288 / 1000

AD-46

AREA DESIGNATION: SUPERVISOR OF CHILDREN'S LIBRARY
SERVICES OFFICE

FUNCTIONS PERFORMED:

-Professional tasks which cannot be performed at a public service desk
simultaneously with helping patrons.

Specific tasks:

a. book selection
b. program planning
c. preparation of bibliographies
d. collection evaluation
e. professional reading
f. network related activities
g. private conversations with staff
h. writing publicity

OCCUPANCY:

1 Staff
2-4 guests

SHELVING:

-1 Bookcase
-Open shelving for professional collection, new books to be
reviewed

FURNISHINGS:

-Desk and chair
-Bulletin Board
-1 Table with 4 chairs
-Book truck
-File cabinet

AD-47

-Telephone
-Trash basket
-Clock
-Word processor

CLOSE PROXIMITY TO:

-Children's Service Desk
-Children's Department
-Technical Services

DISTANT FROM:

-Reference Services
-Adult collections

ARCHITECTURAL FEATURES:

-Door – lockable – with window
-Window to outside
-Good lighting – low glare
-Window to look out into Children's Room (soundproof)

Space Needs

Children's Library Office	Lineal Feet	Square Feet
1 Librarian's workstation		165 ✓
2 Chairs		
1 Table		
30 Ft. shelving (12" deep)		
1 File cabinet (5 drawer)		
Telephone		
Clock		

AD-49

AREA DESIGNATION: CHILDREN'S STAFF WORKROOM

FUNCTIONS PERFORMED:

- Professional tasks which cannot be performed at a public service desk simultaneously with helping patrons. Untidy, uninterruptible jobs that require space.

Specific tasks:

      a. book selection
      b. program planning
      c. preparation of bibliographies
      d. collection evaluation
      e. professional reading
      f. network related activities
      g. writing publicity
      h. book repair

In addition, the Children's office would provide storage for some activities.

OCCUPANCY:

- Staff Only – 4 work areas – 6 chairs

SHELVING

- Open shelving for professional books, new books to be reviewed, books needing repair.
- Closed shelving for storage of supplies
- Open shelving for 2,500 seasonal books

FURNISHINGS:

- Sink necessary - with counter 2' x 12', soap dispenser, paper towels

AD-50

- Desks and chairs for off-desk staff (2 chairs, swivel, castered)
- Bulletin Board 4' x 6'
- 4 Book Trucks
- Shelving - deep enough for oversize books (12" deep)
- Storage cabinets
- 2 File cabinets (5 drawer)
- Telephone
- Trash baskets
- Clock
- Word processor - 2
- An AV storage room should be part of this work room. The room should be enclosed and have storage for all audio-visual equipment used for programming.
- 1 table, (4' x 6')

CLOSE PROXIMITY TO:

- Children's Service Desk
- Children's Department
- Programming Room
- Technical Services

DISTANT FROM:

- Reference Services
- Adult collections

ARCHITECTURAL FEATURES:

- Door (lockable) with window
- Window to outside
- Good lighting - low glare
- Window to look out into Children's Room (soundproof)
- Large closet for supply storage.

Space Needs

Children's Workroom	Lineal Feet	Square Feet
Shelving 12" deep	42	42
2 storage cabinets		40
1 counter and sink		40
1 book truck		20
4 chairs, swivel, castered (posture)		120
2 PC workstations		60
2 File cabinets (5 drawer)		20
1 bulletin board 4' x 6'		
1 table 4' x 6'		40
shelving for 2500 storage books (holiday and storyhour)		125

[handwritten] accessible

[handwritten] 507

AREA DESIGNATION: CHILDREN'S ROOM

FUNCTIONS PERFORMED:

- Materials and services offered for children, ages 0 - 14 (infants through Grade 6 – some materials for grades 7 & 8.
- Reference and Reader's Advisory for both children and adults.
- All materials purchased to be used by children are housed in this area.
- Functions performed include:
  - a. browsing
  - b. reading
  - c. studying
  - d. circulation activities
  - e. attending programs
  - f. using audiovisual and electronic equipment.

OCCUPANCY:

- Public – 50 - 60
- Staff – 4 - 6

FURNISHINGS:

Children's Circulation Area:

1 horseshoe shaped desk, child height for circulation
     and ready reference.
1 Workstation, with 4 PC's with printers and lasers,
     storage supply drawers & typewriter.
1 cabinet, lockable
3 chairs, swivel, castered (posture)
4 kick stools – in surrounding circulation area
6 Book trucks – in surrounding circulation area
shelving for ready reference
1 clock

1 telephone

Picture Book Area:

42' book shelving for picture books and easy readers
3 picture book tables
2 tables, low round seating
12 chairs – child height
2 stools, small wooden – shelving
1 book bin on wheels for toddler books
4 carrels for CD Roms (must be lockable and able to
        hold a printer)
1 Toy box
1 Doll house
Bins for board books
2 Benches

Study and Listening Area:

5 tables, seating, adult height (round)
30 chairs, adult height
8 paperback racks to hold a variety of sizes, mix of spinners
        and bins.
3 cassette racks, rotating on pedestal, drawers for 500 cassettes
1 Dictionary-atlas stand, with rolling shelves, child height
3 Bulletin boards, wall mounted
Coat hooks on walls for children
Coat hooks on walls for adults
1 umbrella stand
4 CD bins (for 1,000 CD's)
1 Video display & shelving for 2,000 Videos
2 Bins for circulating software (500)
8 lounge chairs
2 casual tables
10 PC's and chairs
1 copier

USER SEATING:

- Tables and chairs should be in varying and graduated sizes

      a. pre-school and elementary sizes
      b. upper elementary sizes
      c. comfortable places for parents to sit and read to children.
      d. comfortable places for older children to sit and read.

SHELVING:

Free-standing shelving 60" high for convenience to
Children:
- Fiction
- Non-fiction
- Reference

Picture book shelving 42" high
Easy Book shelving 42" high

Current Periodicals

Tilted current periodical shelves for face-out display with storage for
back issues (note: 1 ln. ft. = 1 sq. ft.)

EQUIPMENT:

- PC workstations with printers.
- Terminals and shared printers.
- CD Rom workstations.
- Telephone
- Clock
- Water fountain
- Copy machine
- Trash baskets
- Book trucks
- Display Case

CLOSE PROXIMITY TO:

- The Children's area should be an integral part of the whole library, located so that children have easy access to other library services.

DISTANT FROM:

- Adult reading rooms and Reference areas.

AREA REQUIRED:

- For safety reasons, restrooms should be located where supervision is easy.

ARCHITECTURAL FEATURES:

- Appearance of Children's Area should be inviting.
- Stairways, balconies, or railings should be designed for ease of use by children of all ages.
- Sturdy racks, shelving and storage units should be designed to avoid accidents.
- Well-maintained and safe exits and entrances.
- A non-public work area convenient to the Children's Room.
- Stained glass windows should be in a prominent location.
- Window seats.
- View from entrance of Children's Room should be open and low with no obstructions.
- Stacks should be built so that library staff can view all activity for security reasons.

Space Needs

✓ Children's Service Desk	Lineal Feet	Sq. Feet
1 Workstation w/microcomputer and 1 printer, special design with lateral file cabinets, storage supply drawers and typewriter and 1 MLN terminal.		285
1 cabinet, lockable (for equipment)		10
3 chairs, swivel, castered, (posture)		10
4 kick stools (in surrounding circ area)		
6 book trucks		120
shelving for ready reference	9	9
1 clock		

434 ✓

Picture Book Area

	Lineal Feet	Sq. Feet
42" book shelving for picture books and easy readers		378
5 picture book tables		375
2 tables, low round seating		150
2 stools, small wooden		

	Lineal Feet	Square Feet
1 book bin on wheels for toddler books		10
2 carrels for microcomputers		80
8 chairs (child height)		300
1 toy box		10
1 doll house		
Bins for board books		10
2 Benches		100

_80 993_ ✓

_1413_
_+ 30_
_17_

_420_ ✓

Children's Study & Listening Area *IN JUVENILE FiNF*

	Lineal Feet	Square Feet
5 Tables, seating, adult height		375
6 paperback racks		360
30 chairs, adult height		750
3 cassette racks, rotating on pedestal		84
1 dictionary/atlas stand, child height		10
1 bulletin board/wall mounted		
coat hooks on walls for children and adults		
1 umbrella stand		
4 CD bins (1,000 CD's)		56
video shelving		200
Circulating software bins		62

PARENTING PH INCLUDED

_1579_

AD-58

8 lounge chairs   200

	Lineal Feet	Square Feet

8 PC's and chairs   240

1 Copier

6 CD-ROM STATIONS.
FOR LISTENING.

758

2337
x 75

AD-59

JUVENILE SHELVING

JUVENILE REFERENCE

42" shelving, double- faced, 3 shelves per side, holding 126 volumes per double-faced unit @ 21 volumes per shelf - 75 square feet. 1 range of 5 double-sided units.

✓ ## PICTURE BOOKS/EASY READERS — *SAME AS CHILDREN?*

Each 3 foot wide section (24" deep) of double-faced shelving contains 430 picture book/primers. Each double- faced section = 15 square feet. 20 Units are required to shelve 7,566 picture books plus 1,069 easy readers (total 8,635) – 300 square feet. 5 ranges of 4 units.

JUVENILE FICTION

60" high shelving, 5 shelves per each side of double- faced unit. Each double-faced unit will contain up to 240 volumes. Projection of 7,000 volumes requires 29 double-faced units. Each unit requires 15 square feet for a total of 435 square feet. 6 ranges with 4 units and 1 range with 5 units.

✓ ## JUVENILE NON-FICTION

60" high shelving, double-faced, 5 shelves per side; total capacity of unit is 240 volumes. Projection of 15,000 volumes will require 62.5 double-faced units at 15 square feet each for a total of 938 square feet. 12 ranges with five units plus 2.5 units.

1373

CD'S

1 four-drawer lateral filing cabinet contains 1,000 CD's – 15 square feet.

VIDEOS

Media display 60" high, 5 shelves each side. Each side holds 100 videos @ 20 per shelf. Total unit holds 200. Projection of 2,000 videos requires 10 double-faced units @ 15 square feet for a total of 150 square feet.

165

AREA DESIGNATION   11/29/99
        Entrance

FUNCTIONS PERFORMED
        Must be barrier free access to the circulation/lobby area and to the children's department,
should allow for the steady flow of pedestrian traffic in both directions, community calendar,
community bulletin boards, public information displays, signs, library activity information
displays

OCCUPANCY
        1-10

FURNISHINGS
        Interior- durable carpeting/mat to remove snow and mud from shoes, pay phone

USER SEATING

SHELVING

EQUIPMENT

CLOSE PROXIMITY
        Parking

DISTANT FROM
        Quiet study areas

AREA REQUIRED   sq. ft

ARCHITECTURAL FEATURES
        Should lead easily from exterior to interior. Once inside, patrons should be presented
with clear and obvious path to service stations and the elevator. Must be well lighted with good
signage. Should be wide enough for wheelchairs and strollers. Area leading to children's Room
should be wide enough to accommodate storage of strollers. Doors should open automatically (?)
Double set of doors or an overhang is necessary to protect against inclement weather.

AD-61

FUNCTIONS PERFORMED
Welcomes and orients patrons to library, lobby includes map of library, library book displays – if new books are on this floor. Aesthetically, the lobby will set the tone for the whole library vis a vis historic murals, paintings, textured flooring etc. all contributing to creating the ambience that speaks to books and knowledge.

OCCUPANCY
10 -12

FURNISHINGS
shelving unit for displays if new books are on this floor;

USER SEATING
1

SHELVING
Display shelving between 25-50 books – if new books on this floor

EQUIPMENT
security system, drinking fountain

CLOSE PROXIMITY
Parking, Circulation desk, public rest rooms, elevator

DISTANT FROM
Quiet study areas

AREA REQUIRED   sq. ft

ARCHITECTURAL FEATURES
Acoustical control, needs soundproofing, should be browsing space around lobby collections and displays, provide vestibule and air lock inside front door, area should have clear, helpful signs, directing patrons to various locations so that patrons entering the building can use the library unassisted.

AD-62

FUNCTIONS PERFORMED: Scheduling, checking meeting room schedules, leaving notes for night custodian, placing supply orders, meeting with various vendors,

OCCUPANCY: Public: 1 Staff: 2

FURNISHINGS: 1 Desk 6'x3'   (3 drawers)
                1 wastebasket
                1 4 drawer file cabinet
                1 desk chair, 2 comfortable chairs
                Shower, sink, toilet (half bath)
                bulletin board
                exhaust Fan

USER SEATING: 2

SHELVING: 6'L x 5'H x 10"D   (5 shelves)

EQUIPMENT: Telephone
              Radio
              Fold up Cot

CLOSE PROXIMITY TO: Delivery Area, boiler room

DISTANT FROM: Quiet study areas

AREA REQUIRED: 11 x 12

BOOK CAPACITY: 30

ARCHITECTURAL FEATURES:
     Windows, coat closet, office with window to see into work area

AD-63

AREA DESIGNATION: BOILER AREA (mechanical room)   11/29/99

FUNCTIONS PERFORMED: Checking boiler/AC /heating etc. Maintain electrical breakers and controls for entire building, phone system, sprinkler system, central vacuum,

OCCUPANCY: Public: 1 Staff: 2

FURNISHINGS: sink
                Wastebasket
                Fire extinguisher
                Exhaust fans

USER SEATING: 1

SHELVING:

EQUIPMENT: 1 Telephone

CLOSE PROXIMITY TO: Custodial office, delivery Area,

DISTANT FROM: Quiet study areas

AREA REQUIRED:

BOOK CAPACITY:

ARCHITECTURAL FEATURES:
        Soundproof, floor needs to be durable and easily cleaned

AD-64

FUNCTIONS PERFORMED: Shipping and receiving packages – (not books or av materials), storage area for custodial cleaning supplies, paper supplies; storage of trash and empty boxes until they are removed on a weekly basis; storage of recyclable paper; housing vacuums, lawn mower, snow blower, shovels, tools, gasoline for mower etc., assembling equipment and furniture, doing minor repairs

WOULD LIKE CENTRAL VACUUM SYSTEM

OCCUPANCY: Public: 1 Staff: 2

FURNISHINGS: mop sink with emergency eye washer
Wastebasket
Fire extinguisher
Work bench
Cabinet for tools
Storage cabinets for vacuum cleaners, snow blower, leaf blower, shovels, lawn mower, ice melt
Cabinet for paper goods, trash bags, leaf bags, cleaning rags
Non-flammable cabinet for storage of gasoline, paint etc.
Counters
Refrigerator
Clothes lockers

USER SEATING: 1-2

SHELVING: industrial steel shelving for cleaning supplies and Light bulbs

EQUIPMENT: Telephone, Dolly, settub, ladders, snow blower, leaf blower, weed wackier, vacuum cleaners, buffer, tools

CLOSE PROXIMITY TO: Custodial office, elevator, service entrance

DISTANT FROM: staff room and offices

AREA REQUIRED: 16 x26 = 416 square feet (same as present room)

BOOK CAPACITY:

ARCHITECTURAL FEATURES: Windows, soundproofing, commercial/industrial flooring, needs to be durable and easily cleaned; exhaust fans

AD-65

AREA DESIGNATION
Utility broom closets – 1 per floor

FUNCTIONS PERFORMED
Store custodial supplies

SHELVING
Shelving for supplies

EQUIPMENT
Mops, brooms, vacuum cleaner, cleaning supplies, light bulbs

CLOSE PROXIMITY
Public rest rooms

AREA REQUIRED   @ 50 sq. ft   07   25 sq ft

ARCHITECTURAL FEATURES
Light, rack for mops

AREA DESIGNATION
Friends book sorting/storage Room

FUNCTIONS PERFORMED
Book donations, storage of books for book sale

OCCUPANCY
4

FURNISHINGS
Stack shelving

USER SEATING
1-2

SHELVING
Stack shelving to hold about 3,500 (same as now)

EQUIPMENT

CLOSE PROXIMITY
Janitors delivery area

DISTANT FROM
Quiet study areas

AREA REQUIRED
(now 20 x 29) 20 x 23   total 460 square feet

ARCHITECTURAL FEATURES
Windows, vinyl flooring, good lighting

Staff Room

FUNCTIONS PERFORMED
Breaks, eating lunch and or dinner; storing coats

OCCUPANCY
8

FURNISHINGS
1 long table or 2 smaller tables and chairs for 8, 4 comfortable lounge type seating, couch to accommodate staff who feel ill and need to recline, end tables, lamps, coffee table, kitchenette-sink, work counter with storage cabinets above and below, rest room, 25 lockers, clock, bulletin board,

USER SEATING
8

SHELVING

EQUIPMENT
Refrigerator, stove with hood so odors vent outside, sink with disposal, spring water unit for hot and cold water, microwave, telephone extension; TV, radio

CLOSE PROXIMITY
Non public area

DISTANT FROM

AREA REQUIRED (Natick 500) sq. ft, 400

ARCHITECTURAL FEATURES
Windows, carpeting-easily cleaned, vinyl in kitchenette area, storage room, kitchen cabinets, kitchen set off from main room

AD-68

AREA DESIGNATION
Art display or gallery

FUNCTIONS PERFORMED
Hanging of local artists' work

OCCUPANCY

FURNISHINGS

USER SEATING
None

SHELVING
None

EQUIPMENT
Adjustable lighting

CLOSE PROXIMITY
Adult collection/high traffic areas

DISTANT FROM
Children's – they should have their own area for art display within the children's area

AREA REQUIRED
2 - 12 foot walls – 24 sqare feet, or areas throughout the building or a separate gallery – open (3 walls – 12x10) – 120 square feet

ARCHITECTURAL FEATURES
Artificial adjustable lighting
Walls that allows frequent changes in art work-molding or something to hang pictures from

FUNCTIONS PERFORMED: Administrative; meetings with up to 2-3 staff members, meetings with 1-2 members of the public; privacy for conversations, need to be accessible to public

OCCUPANCY: PUBLIC 1-3
                    STAFF   2-3

USER SEATING: 4 – 5

FURNISHINGS: L shaped desk, 1 desk chair, 4 arm chairs, small table for meetings, file cabinets, coat rack

SHELVING: book cases wooden, moveable

BOOK CAPACITY: 50

EQUIPMENT: PC, printer, telephone, fax, scanner(?)

CLOSE PROXIMITY TO: Secretary, Director, Trustees /Conference Room ,

DISTANT FROM: Noisy areas

AREA REQUIRED: 15 X 12 total 180 square feet (200)

ARCHITECTURAL FEATURES: adequate ventilation and lighting, natural lighting with windows that open; comfortable work area as well as inviting, warm and attractive . Should have door into director's office and door out to secretary area for easy communication. Should be near trustees conference room.

AD-70

FUNCTIONS PERFORMED: Administrative; meetings with up to 3-4 staff members, meetings with 1-3 members of the public; privacy for conversations, need to be accessible to public

OCCUPANCY: PUBLIC 1-3
                  STAFF   3-4

USER SEATING: 4 – 6

FURNISHINGS: L shaped desk, chairs, table for meetings, file cabinets, bathroom, coat rack or closet

SHELVING: book cases wooden, moveable

BOOK CAPACITY: 75

EQUIPMENT: PC, printer, telephone, fax, scanner(?)

CLOSE PROXIMITY TO: Secretary, Assistant Director, Trustees /Conference Room , Circ.(?)

DISTANT FROM: Noisy areas

AREA REQUIRED: now 15 x 11 15 X 15 = 225 sq. ft. plus 17 sq. ft. for bathroom Total 242 square feet

ARCHITECTURAL FEATURES: adequate ventilation and lighting, natural lighting with windows that open; comfortable work area as well as inviting, warm and attractive , door to assistant director's office as well as door to secretary's office. Close to Trustees/conference room.

AD-71

AREA DESIGNATION: Administrative Office

FUNCTIONS PERFORMED: Administrative (records keeping, communications, appointments, payroll, etc.) .

OCCUPANCY: PUBLIC: One or two as situation dictates.
                STAFF: One or two

PUBLIC SERVICE DESK: Administrative Desk (not generally for public)

USER SEATING: One for Secretary – one or two for visitors

FURNISHINGS: Secretarial desk, two two-drawer files, one three-drawer file, one book case, one coat closet sufficient for secretary coat and visitors' coat, one work table, one bulletin board, one storage cabinet/closet, two comfortable chairs for guests and an end table

SHELVING: shelving above desk

BOOK CAPACITY: 25 books

EQUIPMENT: Personal computer, printer, Fax machine, copier/collater, phone/voice mail, calculator, typewriter, paper cutter

CLOSE PROXIMITY TO: Director's office

DISTANT FROM: Main reading room

AREA REQUIRED: 15x15 = 225 square feet (had 300)

ARCHITECTURAL FEATURES: Maximum natural lighting with fresh air available via windows that open. The copier/collater, printers will be well ventilated and preferably located in an alcove separate from the office proper. Carpeting to create a welcoming atmosphere for visitors.

AD-72

AREA DESIGNATION: Trustees meeting room/small conference room   12/22/99

FUNCTIONS PERFORMED: small group meetings with up to 20 people – trustee meetings, staff meetings, library sponsored meetings

OCCUPANCY: PUBLIC and STAFF   20+

USER SEATING: 20+

FURNISHINGS:
      Large attractive table (wired)to seat 8 with 8 comfortable chairs. Additional comfortable seats for 12 people which can be stored in closet. A small area to make coffee - should include a mini frige and area closed off. Locking cabinets for storage of coffee pot etc. The room should be wired for technology.

SHELVING: book cases wooden, moveable

BOOK CAPACITY: 100

EQUIPMENT:

CLOSE PROXIMITY TO: Secretary, Director,

DISTANT FROM: Noisy areas

AREA REQUIRED:
 8 around the table 200 sq. ft., 12 around room 120 sq. ft. plus 9 sq. ft. =329

ARCHITECTURAL FEATURES: adequate ventilation and lighting, natural lighting with windows that open; door with window , possibly wall with window, space for additional seating around perimeter of the room, lockable storage, serving counter, warm and attractive, should be a formal meeting room

AREA DESIGNATION
Photocopier 8

FUNCTIONS PERFORMED
Copying of materials owned by the library, patrons copying own materials, staff use for library forms, handouts etc

OCCUPANCY
Public: 6   Staff: separate copier 1 for staff, 1 for secretary Admin office

FURNISHINGS
Must have a place for patrons to put their books, purses etc. while copying and also a place on which sort their copies after they are made.
Trash basket
Storage of paper, toner etc.

USER SEATING
None

SHELVING
Shelf or book truck for books left in the area

EQUIPMENT
2 machines in reference, 2 machines by circulation, 1 in children's department, 1 for local history room if not near reference, 1 staff machine with sort capability in staff area, 1 for secretary with sort capability
all machines should use the same supplies
public machines will have bill changers

CLOSE PROXIMITY
Appropriate service desks
Within reference room so reference materials do not leave the area

DISTANT FROM
Quiet study areas
AREA REQUIRED
4 x 6 per copier 52 sq ft per machine

ARCHITECTURAL FEATURES
Good if copier is against a wall, bulletin board for notices regarding copiers
Storage for supplies for the machine-next or under
In reference area –be sensitive to noise

AD-74

AREA DESIGNATION: Machine Room

FUNCTIONS PERFORMED: Will contain networking equipment for MLN and town networks, plus CD-ROM tower and Windows NT server.

OCCUPANCY: None. Nobody will really occupy this room, although one staff person will need to enter the room from time to time to adjust wiring, update CD-ROMs, etc.

USER SEATING: One.

FURNISHINGS: One table for NT monitor to sit on. One chair. One huge rack for networking equipment (84"H x 21" W x 15" D). Over the next twenty years, we may need an additional rack (same dimensions) in there, so we should plan for this.

SHELVING: No shelving.

BOOK CAPACITY: No books.

EQUIPMENT: Things that can go in 7-foot racks: 2 MLN hubs, 1 MLN router, 1 CD-ROM tower hub, 1 terminal server, plus whatever equipment we need for the town-wide network. (I'm guessing one router, one hub, but there may be more.)

Things that will have to sit on table or floor: 1 CD-ROM tower. 2 modems. 1 NT workstation (computer + monitor). 3 UPSes. This is just the equipment we have now, so we should plan for expansion.

CLOSE PROXIMITY TO: Technology Office.

DISTANT FROM: Busy patron areas. Basically, we don't want people touching the wires.

AREA REQUIRED: Current area is 9 x 4 square feet. I think we should double this for a total of 72 square feet.

ARCHITECTURAL FEATURES: No windows. There's no need for anybody to see equipment, or for anybody in the room to look out. High ceilings to accommodate 7-foot racks.

AD-75

ARCHITECTURAL FEATURES: Two Ethernet ports: one for my computer, one for a computer I'm testing. Also telephone port and possibly a port for the city network. I'd be really pleased to get at least one window and a shade. No skylights: they create glare on monitors.

AREA DESIGNATION: Technology Office

FUNCTIONS PERFORMED: Office for Technology Librarian. Some storage area for Technology Librarian. Area in which to set up and test additional computers.

OCCUPANCY: STAFF: 1 (no public)

USER SEATING: two chairs (one for a guest).

FURNISHINGS: Desk, two chairs, file cabinet, table. The table would be a place to put two or three new computers during configuration and testing. Might need additional small table to put scanner on, since most desks cannot hold monitor and scanner and still provide work space.

SHELVING: 18 ft. of shelving (i.e., one good-sized bookcase) for librarian's computer magazines, computer books, diskettes, etc. If other computer materials (manuals, drivers, and other equipment that originally came with computers) are to go in this room, rather than a central supply room, we will need about six shelves about 12 feet in length, or an additional 72 feet. 18 feet plus 72 feet = 90 feet. Other supplies (printer cartridges, mice, mouse pads, spare keyboards, spare computers and terminals) should probably continue to be in a central supply room, not in Technology Office.

BOOK CAPACITY: See shelving.

EQUIPMENT: Librarian's equipment includes computer, monitor, scanner, file cabinet, printer, phone, hole punch, stapler, paper, and other basic office supplies. Other equipment (such as two or three new computers) would be in the room during configuration and testing.

CLOSE PROXIMITY TO: An elevator, for moving equipment throughout the building. Supply room.

DISTANT FROM: I'm flexible about this, but I'd prefer not to have a door opening directly into busy patron area.   I need some time to work on projects, and when you have a door that opens directly into busy patron area (esp. Reference and computer areas), it's difficult to get that time.

AREA REQUIRED: About 10 X 20 feet, or about 200 square feet.

AD-77

AREA DESIGNATION: Computer Lab

FUNCTIONS PERFORMED: Staff could give classes to patrons here (examples: "How to Use MLN Catalog" and "How to Search the Internet"). Patrons could use machines for word processing, Internet searching, and catalog use when classes are not in session.

OCCUPANCY: PUBLIC: 12
               STAFF: 1

USER SEATING: 13 chairs. Adjustable chairs on rollers are best.

FURNISHINGS: In addition to the 13 chairs, we need enough tables to hold 13 PCs. Tables must have holes (about 3" wide) so that we can run cables from computers to the floor. Patron tables should face the staff table, in standard classroom format.

SHELVING: Five feet of shelving could hold computer books for patrons to refer to. Shelving could be in bookcase form or in the form of wall shelving.

BOOK CAPACITY: See shelving.

EQUIPMENT: We need 13 PCs (1 for staff, 12 for patrons) and 7 printers (1 for staff, 6 for patrons). CPUs should be on top of desks, since CPUs under desks are more vulnerable to theft. We also need one projection unit and a projection screen, so that we can project images from the staff person's computer on to the screen. A white board would also be useful.

CLOSE PROXIMITY TO: Reference, so that patrons can easily get help from Reference staff.

DISTANT FROM: Children's Room. (Unsupervised children are hard on keyboards.)

AREA REQUIRED: The manual suggests 50 square feet per public computer work station. One would be a staff work station, but it would only be staffed during classes, so it's probably similar to the public work station. 50 feet x 13 feet = 650 square feet.

ARCHITECTURAL FEATURES: A glass wall could separate this room from Reference. If computers are in opaque, unsupervised room, there is risk of thieves removing RAM, etc. The other approach is to add a surveillance camera, but this is unfriendly.

AD-79

The floor must contain data ports and electrical sockets. At a minimum, we need 13 Ethernet ports and 26 electrical sockets.

We also need lighting that will not cause too much harsh glare on the computer screens.

AD-80

FUNCTION PERFORMED: Town and library Meetings/ programs, including programs sponsored by the children's department, 100 people seated audience style, also used for large meetings around tables

OCCUPANCY: 100 people seated auditorium style or around tables; crafts and children's programs. 2 – 3 STAFF

FURNISHINGS: podium, storage for tables and chairs and av equipment; storage for regular community groups to store supplies; small kitchen facilities, av facilities or projection room, wired for data lines, phone lines; sufficient electrical outlets; coat racks, stage

USER SEATING: 100

SHELVING: some in storage area

EQUIPMENT: sound system and av equipment and projector screen

CLOSE PROXIMITY TO: public restrooms, children's department, an entrance (elevator-depending upon where it is) public phone

DISTANT FROM: quiet study area, reference

AREA REQUIRED: 28 x45 Now 1260 sq. ft. plus 80 sq. ft. for kitchen, plus storage 100 sq. ft.
                                    Total 1440 square feet

BOOK CAPACITY:

ARCHITECTURAL FEATURES: pleasant and easy to maintain. Durable floor surface. Permit use of room when library is closed – will need exterior entrance and must be able to block access from the rest of the library. Windows not essential. Ability to divide the room in half so 2 meetings could happen at the same time- soundproofing a must – might want to use the room for theater groups and concerts.

AD-81

AREA DESIGNATION
 Conference Room

FUNCTIONS PERFORMED
 Small meetings, classes

OCCUPANCY
 25

FURNISHINGS
 chairs, 2 – 4 tables

USER SEATING
 25

SHELVING
 none

EQUIPMENT
 none

CLOSE PROXIMITY

DISTANT FROM
 Quiet study areas

AREA REQUIRED

ARCHITECTURAL FEATURES
 Comfortable room, well ventilated, good lighting, windows

AD-8

Public rest rooms 1-male, 1- female on each floor
Bathroom facilities for patrons, diaper changing place

FUNCTIONS PERFORMED

OCCUPANCY
Public: 1   Staff: separate

FURNISHINGS
Toilet, sink, mirror, changing table in each, 1men's and 1 women's must be handicapped accessible

USER SEATING

SHELVING

EQUIPMENT
Toilet, sink, mirror, changing table, paper towel dispenser, soap dispenser

CLOSE PROXIMITY
A place that staff may monitor for safety

DISTANT FROM
Quiet study areas
AREA REQUIRED
Minimum to meet ADA and code

ARCHITECTURAL FEATURES
Sound proof for noise
Floor drains for easy maintenance
Floor and walls should be durable and resistant to vandalism
All visibly located for safety
Children's department should have their own restrooms and water fountain, with suitable fixtures for children
Adult rest rooms should be accessible to both the main entrance and meeting room. Rest rooms located near meeting room must be accessible when access to the library is unavailable and the meeting room is in use. If one set of rest rooms can't fill this requirement, then two sets are needed.
Each floor should have restrooms

AD-83

AREA DESIGNATION
Drive through – might consider in plans

FUNCTIONS PERFORMED
Pick up reserves, museum passes

OCCUPANCY
1 vehicle

FURNISHINGS
Push/Pull drawer to place books or pass in

USER SEATING

SHELVING

EQUIPMENT

CLOSE PROXIMITY
Circulation check in/delivery area

DISTANT FROM

AREA REQUIRED

ARCHITECTURAL FEATURES

AD - 84

AREA DESIGNATION
     Café or snack area – might be considered in plans

FUNCTIONS PERFORMED
     Place for patrons to have a coffee or soda – away from the books and computers. Do not want it to be a hang out for teens. Might be nice for those who spend long hours at the library.

OCCUPANCY
     3

FURNISHINGS
     2 small tables, 3 chairs, vending machine?

USER SEATING
     3

SHELVING

EQUIPMENT

CLOSE PROXIMITY
     Needs to be monitored - circulation

DISTANT FROM
     Quiet study area

AREA REQUIRED

ARCHITECTURAL FEATURES

AREA DESIGNATION
> Quick Area – might consider in plans
>> Includes copy machine area, public telephone, checking e-mail, change machine, self-checkout unit

FUNCTIONS PERFORMED

> For the person who is in a hurry-able to check e-mail without going to reference, finds a book doesn't have to go to circulation, needs to make a photo copy

OCCUPANCY

> 6

FURNISHINGS

USER SEATING
> None

SHELVING
> None

EQUIPMENT
> 1 PC, 1 photo copier, money changer, self checkout unit

CLOSE PROXIMITY
> Circulation or reference – needs to be monitored

DISTANT FROM
> Quiet study area

AREA REQUIRED
> 12 x15 space 180 sq. ft.

ARCHITECTURAL FEATURES
> Sound proof, aesthetically pleasing, natural lighting