



Burlington Public Library

Burlington's Hub for Information and Ideas

BUILDING PROGRAM revised

Last Updated: **September 26, 2007**

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INTRODUCTION

The members of the Burlington Public Library Design Committee are developing this Building Program to aid architects in the design of a new 20,000 square foot library building. On February 24, 2005, the Burlington City Council voted unanimously to select the Old Catholic Church site at the corner of Holly and Washington Streets for the new facility, and authorized staff to proceed with the design process. It is hoped that a design will be finalized by Fall 2005 so that construction bids may be secured in time for the 2006 budget process, allowing funds to be allocated for groundbreaking and construction in early 2006.

The Design Committee consists of representatives from the Burlington Public Library staff, City of Burlington staff, Burlington Public Library Board of Trustees, Library Foundation, Library Users, and Community Leaders.

The committee will meet regularly throughout 2005. They will visit new libraries throughout Washington State and British Columbia to familiarize themselves with new trends in library design. The committee will discuss issues and revise drafts of this document, which was originally based in large part on the Universal Building Program of the Seattle Public Library Neighborhood Branches.

2005 Design Committee Members

Christine Perkins, Library Director
Jon Aarstad, City Administrator
Janice Burwash, Resources Coordinator / Library Staff Liaison
Valerie Sanders, Trustee
Ben Schertzer, Trustee
Joe DeGloria, Trustee
Bill Aslett, City Councilmember
Helen Doyle, City Councilmember
Sally Straathof, City Councilmember
Larry Edwards, Library Foundation
Jane Sneeringer, Library Patron
Shelly Ibarra, Library Patron
Joan Martin, Accessibility Advisor

Advisors and Alternates

Rod Garrett, Public Works Director
Margaret Fleek, Planning Director

SUMMARY TABLES

COLLECTION SUMMARY prepared by Dallas Shaffer, August 16, 2004

2003 City Population	7,315
2003 School District Population	18,145
2005 Projected City & UGA Population	12,000

FACTORS	GUIDELINES	CITY LIBRARY SERVICE AREA FIGURES
Book Collection	5 books/capita	
Adult	63% of collection	37,800
JNF Shelved with ANF		<u>5,940</u>
Total in Adult Area		43,740
Young Adult	4% of collection	2,400
Children's	33% of collection	<u>13,860</u>
Total		60,000
AV Media	20% of books	12,000
Magazine & Newspaper Sub.	8/1,000 population	96
Reader Seating	7 seats/1,000 population	84
Group Study/Tutoring Space	rooms	2
	seats	10
Public Computers		
General Access	1/500 population	24
Technology Training	6-12 additional pcs	6
Total		30
Storytelling Space	35 seats	35
Meeting Room Space	300 seats	300

SPACE ALLOCATION DETAILS prepared by Lewis Architects

Item	Count	square footage each	Total Square Feet
Adult Collection & Seating			
Shelving			2750
Study Tables (2 person)	4	60	240
Study Tables (4 person)	2	80	160
Carrels	4	25	100
Lounge Seats	4	25	100
Benches	2	40	80
Subtotal			3430
Children's			
Shelving			915
Preschool table	1	80	80
J Tables	2	70	140
Lounge Seats	4	25	100
Loveseat	1	40	40
Rocking Chair	1	25	25
Catalog terminal	2	25	50
Multi-media carrel	2	25	50
Program space			250
Children's restroom			70
Children's staff desk			80
Subtotal			1800
Teen			
Shelving			250
Café table	1	64	64
Lounge seats	2	30	60
Computer terminal	2	25	50
Subtotal			424

Information			
Shelving			200
Study Tables (2 person)	2	60	120
Study Carrels	2	25	50
Computer terminals	4	25	100
Lateral files	2	20	40
Atlas / dictionary stands	2	16	32
Map case (flat file)	1	24	24
Microfilm Equipment	1	30	30
Globe	1	10	10
Information desk	1		400
Subtotal			1006
Lounge			
Periodical Shelving			380
Study Tables (2 person)	4	60	240
Study Tables (4 person)	1	80	80
Lounge Seats	10	24	240
Subtotal			940
Multi-Media			
Shelving			630
Listening carrel	2	25	50
Viewing carrel	2	25	50
Subtotal			730
Computer Lab			
Workstations	16	25	400
Instructional workstations	6	25	150
Instructors desk	1	25	25
Subtotal			575
Study Spaces			
Group study room	1		150
Small study room	2		160
Subtotal			310
Photocopy Alcove			
Copier, change machine	1	60	60

Layout space	1	40	40
Display (tax forms, etc)	1	24	24
Subtotal			124
Checkout Area			
Circ desk service points	2	80	160
Queue space	1		500
Self service holds area	1		200
Self check machines	2	40	80
Subtotal			940
Subtotal "Public Floor"			10,279
plus 15% net to gross conversion			1,542
Total Public "Floor"			11,821
Lobby / Meeting spaces			
Entry/Lobby			300
Restrooms			400
Meeting/Multipurpose Room			2,500
Kitchenette / av storage			80
Table / chair storage			100
Janitor /utility / storage			200
Friends display / sales			80
Friends storage			100
Subtotal			3,760
Support spaces			
Workroom			850
Delivery Staging Area			100
Archival shelving			300
Library Director			140
Circulation Supervisor			120
Semi-private workstations	5	80	400
Server Room			100
I.T. Workstation			80
General Storage			200
Book Return Room			100
Staff breakroom			200
Staff restrooms			80
Subtotal			2,670

Subtotal "other spaces"		6,430
plus 20% net to gross conversion		1,286
Total "Other spaces"		7,716
Grand Total Library Square Footage		19,537

ADJACENCY DIAGRAM

DESCRIPTION OF SPACES

1) Public Entrance and Lobby

Function

The single public entrance to the library should be easily visible from both Holly and Washington streets, well-lit and welcoming. Care should be taken to provide visual interest that will draw people towards the library when approaching from Fairhaven Avenue. The layout of the library should be evident upon entering the building. The lobby area should provide access to the meeting/multipurpose room, restrooms, drinking fountain and public telephone and Friends of the Library Book Shop even when the rest of the library is closed.

Adjacencies

Checkout Area
Information Desk
Meeting / Multipurpose Room
Restrooms
Friends Book Shop / Storage

Design Issues

Burlington Public Library sign should be incorporated into façade (no removable lettering).

A highly prominent open/closed sign should be visible from Holly and Washington streets.
Note: we will want an electrical outlet near the doorway to allow for an electrical Open sign.

A library hours sign, visible from outside the library, should be at the entrance. A library hours sign should also be visible from the street. All hours signs should be secure yet easily alterable to reflect changes in open hours.

An off-street loading/unloading area for people and library materials or several spots for 5 minute book drop parking.

Ramp and railing at entrance for old folks to get up curb.

Time capsule in exterior wall.

The lobby should act as an environmental buffer, preventing drafts from entering the main library areas via frequently opening doors, minimizing glare from lobby windows, and providing an area where patrons can make the transition from normal outside noise levels to a quieter in-library environment.

Components and Furnishings

Exterior Area

Multiple lockable exterior book drops; sheltered from the rain, located near the entrance.

Separate slots for media, adult and children's books set at appropriate levels for disabled persons and children, which empty into a fireproof book drop room adjacent to the workroom. At least one slot should be large enough to accommodate Sunday newspapers or other large items. Nearby shelf to rest items while using the book drops. We need to include cost to purchase the bins in our furnishings budget.

Bike rack, sheltered if possible, should be located nearby.

Bench or other seating outside the library for those awaiting rides.

Trash can and cigarette disposal unit should be outside the entry, placed so that smoke will not enter the lobby. These items should be of good quality, easily maintained, and attached to the ground or building, with covered tops to screen the contents.

Exterior waterproof electrical outlet and hose bib or water spigot near each entrance.

Tasteful exterior computerized sign to advertise programs – possibly at corner of Fairhaven and Holly streets.

Push-button electronic doors for disabled access should be provided for both sets of double doors, from the street and from the lobby to the library.

Battery operated exit lights in lobby for power outages.

Lobby

Floor covering should include recessed walk off mats, which may be extended outside the building.

Slat wall with acrylic holders for display of community information; plus distribution bins/adjustable cubbies for free newspapers. At least 200 s.f. of slat wall with cubbies. Perhaps in hall by bathroom so it is accessible but not messy?

Slat wall with acrylic holders for display of library information.

Swap space for free book and magazine exchange.

Lockable, lighted, built-in wall display space in the lobby is desirable.

Free public telephone at wheelchair level, programmed for outgoing local calls only.

Drinking fountains at code required heights.

Electronic people counter at the entrance to the library from the lobby.

Provide space for security gates to be installed inside the doors to the library.

Friends book shop and locking storage for Friends.

Comfortable seats for people waiting or visiting – and perhaps café seating if vending machines located here.

Possible vending machines here with healthy snacks, juice, water, espresso.

Donor recognition display and a dedication plaque.

Public art in lobby. Consider antique oak display case in lobby or in library.

2) Checkout Area

Function

Patrons will check out and renew library materials here. The building will be designed to incorporate one or more self-checkout stations.

Most handling of returned items will be in the workroom to remove clutter and confusion from the Checkout Area. Ideally the interior book drop should be placed prior to reaching the Checkout Area and Information Desk, either in the lobby or upon entering the main room. The book drops will consist of three slots: media, adult, and children's, and situated at appropriate heights for the disabled. (Need a better label for media—audiobooks, music and videos? Non-book items?.) If possible, the returned items would enter the same book drop room as those returned outside of the building. A provision should be made for materials that patrons will likely return at the Checkout Area and/or Information Desk. However, alternate book return slots will not be provided.

Includes public access shelving for self-service holds.

Adjacencies

Primary:

Workroom

Lobby
Information Desk
New Materials Display area

Secondary:

Children's Area (needs to have primary adjacency and visual supervision from either the Checkout Area or the Information Desk)

Media Collection (for staff supervision)

Photocopier Alcove (needs to have primary adjacency and visual supervision from either the Checkout or the Information desk); if not clearly visible, an alternative method should be used to allow monitoring from the Checkout Area or Information Desk.

Design Issues / Features

The function and location of the Checkout Area needs to be obvious to patrons upon entering the library and should encourage / facilitate self check-out.

Self-check and staffed checkout stations should have counters to rest items on.

Consider individual stations rather than a long service desk, with adjustable settings so staff can move from standing to sitting to accommodate children or people in wheelchairs. Keyboards should be ergonomic and height adjustable. Thin screen monitors are required to reduce the width of the desk and distance between staff and patron.

The staff workstations should provide plenty of leg and knee room and places to store frequently used materials.

Self-service holds should be near this area but patrons must pass Checkout stations before exiting. Include room for book trucks of checked in materials awaiting reshelving for patrons to browse.

Try to hide staff materials to reduce clutter in public view -- any open shelving needs a clear purpose.

Direct communication between the staff members at the Checkout Area and Information Desk is essential. If line of sight is not achievable, an alternative method will be used. Please make sure there are no pillars blocking sightlines here.

Acoustical treatment to minimize noise is necessary.

A materials security system may be installed. Space and wiring for security system gates need to be located so that all persons leaving the library public areas must pass through

them and a staff member can quickly and easily intercept patrons who have set off the alarm.

The protection of patron confidentiality needs to be considered in the design of the Checkout area.

The service desk should be planned with library staff so that all necessary requirements for computers, drawers, files, shelves, electrical, telephone and intercom connections and staff safety are met. Staff need ready access to essential forms and publications; adjustable width slots under or behind the desk are desirable.

There needs to be adequate space for the public to queue up to check out materials and for people walking through the area to pass.

It is recommended that the library design and mockup model desk components for Checkout and Information desks. The desks should be tested by staff.

From the Checkout Area there should be line of sight control to all the areas listed in the adjacencies section except into the workroom. It would be nice if the door to the workroom had a window. A call button at the Checkout Area should be installed to notify staff in the workroom when help is needed at the desk – or telephone with intercom function.

Electric lockset on public restroom doors with release switch located at the Checkout Area.

The Checkout Area surfaces should be clear and uncluttered. Library handouts should not be left on the desk for pickup. Space and equipment (e.g. acrylic holders) to allow marketing display of some handouts are desirable near the point of checkout. The backs of computers should be screened from the public, possibly with a decorative cover.

Slat wall with acrylic holders for display of library information and distribution of library handouts: brochures, bookmarks, book lists, flyers, etc. near the Checkout Area.

Staff needs to be able to move easily out from this area to help patrons; it is desirable to be able to do so from both ends.

In addition to room for staff, there should be room for book trucks, to handle returns received at the desk, and to allow some processing at the desk when necessary.

The areas behind the Checkout Area and Information Desk should have either recessed anti-fatigue mats or extra padding under the carpet to relieve strain from standing.

The locations for trash and recycling containers need to be specific in the design plans. The containers should be large, well marked, and consistent with the interior design.

The Checkout Area should clearly designate staff areas and discourage members of the public from wandering into the staff work areas.

Components and Furnishings

Service desk with standing and sitting heights, 2-4 stations. This includes self-check units.
Computer workstations, staff-only and combo self-check stations; adjustable heights, ability to swivel, thin-screens preferred
Telephones, 1 to 2 with intercom / PA capacity
Chairs/stools
Lower cabinets with doors may be included
Clock
Anti-fatigue pad behind Checkout Desk
Waste and recycling receptacles
Duress button to the workroom
Release switch for public restrooms
First aid kit

3) Workroom

Function

This space contains the behind-the-scenes work area for all library staff. It should be organized by function, including the check-in and sorting of returned items, staff workspaces and delivery.

Incoming calls can be answered from this area and, ideally, staff should be able to see whether additional help is needed at the Checkout Area and/or Information Desk; if there is not clear line of sight, provision needs to be made for desk staff to easily summon staff from the work area to assist at the service desks. Each staff member needs an individual space for storing work related materials.

At some point, Burlington Public Library may be part of a cooperative library system. The workroom will need to include space for loading and unloading of intralibrary materials and other deliveries.

Adjacencies

Primary:

- Checkout Area
- Exterior and interior book returns
- Delivery area/loading dock/staff entrance

Secondary:

- Library Director's office
- Staff breakroom and restroom

Design Issues

Screened windows that open and close; to provide lots of natural light for staff and to allow adequate ventilation while processing materials.

One of the goals for the workroom is to minimize the number of times individual items are handled. Some of the functions are:

- Checking in, sorting and holding of returned library materials for reshelving
- Receiving and sending library materials and other items to other libraries
- Planning public programs and preparing program materials
- Preparing staff work schedules
- Staff meetings
- Work space for volunteers
- Communicating plans and information among staff and volunteers
- Training staff members

Ergonomic issues related to repetitive tasks and movement of materials should be taken into consideration. Adjustable height work surfaces and seating are needed throughout the workroom.

Acoustical buffering is required in the workroom because of the multiplicity of activities and number of people potentially using the space concurrently.

The checkin/sorting area needs to be out of the workroom traffic flow and adjacent to the book returns. This area needs 1-2 check-in stations. Materials waiting to be reshelved will be held primarily on booktrucks; adequate space to park these booktrucks is essential, and should be positioned with ready access from the checkin stations and out to the main floor. Additional sorting/holding shelves may be provided, above booktruck height, for occasional overflows of incoming material; or for donated materials awaiting selection; these shelves should not run higher than 84”.

The movement of materials from the fire-rated book return room and interior book drop (if separate) should be carefully designed to be as easy as possible for staff and to minimize congestion in the work areas.

Each current library staff member requires a dedicated workstation. Rolling file cabinets, shelving and space for a book truck should be included. Provide telephone, printer and computer.

The Circulation Supervisor’s workstation will not be in a closed office, but will need as much privacy as possible since the duties include consulting with individual staff members and making phone calls to patrons.

Clerical workstations may be shared as staff are added; however, each staff member will need drawer or similar space to store their work related materials. To start, each of the six staff members (plus Director) will need their own workstation, plus a shared

desk for volunteers/library pages. If possible, build in a few empty workstation spaces for future staff.

Each staff workstation will be wired for electrical, telephone and data transmission and have a barcode scanning device to increase staff efficiency. Task lighting may be used at workstations.

A staff communications center including a bulletin board and white board and slat wall for clipboards and acrylic distribution bins should be next to mail slots for each staff member and volunteers. Staff mail slots should be large enough for books. There should also be a shelf to hold BPL manuals and notebooks. Need area for sorting mail, storing mailing supplies, etc.

The delivery area should be carefully designed to be readily accessible to both the delivery entrance and the checkin stations in the workroom.

Space for recycling bins should be allocated.

Workroom clutter should not be visible to the public, either through the door to the Checkout Area or through the exterior windows.

The Library Director's office needs to be a separate enclosed room with blinds and acoustical isolation sufficient for confidential conversations when needed. A second office should be provided for future use. This office can be used by staff who need to make confidential conversations.

Storage space for Children's Department materials (posters, puppets, displays etc.)

Book drop room – use extra space in book drop room for storage shelving.

Doorbell at back entrance for deliveries.

Keypad and electronic lock at back entrance for keyless entry.

Sonitrol or other security system at back entrance.

Tech Services workspace and storage – see separate page.

Components and Furnishings

Office systems furniture for workstations

Computers for each workstation

Networked staff printers – color and b&w

Telephones, fax, photocopier and TDD

Master light controls placed near staff entrance door

Checkin/sorting stations

Shelving for donated materials, supplies

Flat files for storing posters
Climate controlled archival shelving for historical newspapers
Storage for children's materials: craft supplies, puppets, etc.
Book trucks
Volunteer workspace
Clock
Safe or locking drawer large enough to hold cash register drawer
File cabinets
Communications center with mail slots for each staff member and volunteers
Mail and delivery sorting area, counter and bin storage
Sink and counter
First aid kit, wall mounted
Waste and recycling receptacles

Library Director's Office :

Phone
Desk and computer space
printer
Desk chair
Visitor chairs
File cabinets
Bookshelves
Power fail phone

4) Information Desk

Function

This is a key area of the library where staff assist patrons of all ages in finding information in the materials collection and through electronic access. This area includes the Information desk, reference materials, a cluster of personal computers for the public including assistive devices for the visually and physically impaired, and a photocopy alcove. Ideally the staff at this desk will have visual and audio oversight of all the public areas of the library, and eye contact or other direct communication with staff at the Checkout Area.

Adjacencies

Primary:

Entrance
Checkout Area (direct communication essential, visual contact highly desirable)
Children's Area (needs to have primary adjacency and visual supervision)

from either the Checkout or the Information desk)
Reference Materials
Public Computers

Secondary:

Teen Area (needs visual supervision from either the Checkout Area or Information Desk)
General Adult Collection
Photocopy Alcove (needs to have primary adjacency and visual supervision from either the Checkout or the Information desk)

Design Issues

This service desk should be immediately visible to patrons entering the library. Ability for staff at this desk to see and hear activity in all public areas of the library is important. It is especially important that staff at this desk can have eye contact or other direct communication with the Checkout Area staff.

Approach to the Information desk should be unobstructed with plenty of space around the front and sides allowing for free movement of patrons needing assistance and those moving through the area.

The desk should be approachable for patrons of all ages and adults requiring a seat; generally a sitting height desk is desirable, though desks may incorporate a counter height section for better oversight of the building and for better eye contact with standing patrons. At a sitting height desk, the public side may be slightly higher than the staff side with a lip along the top to rest materials or take notes. Staff seating should be adjustable and appropriate to the desk height. A stool or chair for patrons who may have difficulty standing should also be available to the desk, though not necessarily there all the time.

Ideally, a “patron assistance” computer station will be located either at one end of the Information Desk or in close proximity to the desk. This station is intended as a place where staff can work side-by-side with a patron to demonstrate electronic resources, without having to either swivel a computer monitor or bring a patron around behind the desk to view the screen.

The protection of patron confidentiality needs to be considered in the design of the Information desk.

The desk design and seating needs to meet ergonomic standards, have a clean appearance, and provide drawers and other out of view storage areas.

It is important that the desk not serve as a barrier to service. The desk depth should be the minimum needed to provide working space and staff safety, and

staff should be able to exit from either side. As possible, computer monitors should not block eye contact between staff and patrons approaching the desk.

The desk should have two workstations. An additional “patron assistance” workstation at or near the desk (see above) is also desirable. Each workstation should have a thin-screened computer monitor with swiveling ability so patrons can view the screen, and full access to all electronic resources. A printer may be shared. The backs of the computers should be screened similarly to those in the Checkout Area.

Each station should also have a telephone and the desk should have a direct call button to the police department and the workroom.

Counter space to have a scanner on the desk.
One or two low sections of shelving should be placed behind the service desk for ready reference materials and a lost and found.

Housing at least a portion of the general reference collection on low double-faced shelving with canopy tops to provide an area to consult reference books and atlases and to improve visibility is recommended. NOTE: We may decide to interfile reference materials in the adult nonfiction collection. We will still need an atlas case, dictionary stand, and encyclopedia area.

There should be a section designed for local government reports and information.

A cluster of computers for public access to the catalog, databases and the Internet should be placed near the Information Desk. The computers should be housed on furniture that provides some privacy, but does not have sides so high that staff are unaware of persons needing assistance or cannot visually supervise the library. The furniture should allow adequate space for the user's books and papers as well as the computer equipment.

The public should be able to distinguish between the Checkout and Information desks/functions through design.

While most computers should be clustered, to allow economical wiring and easy staff supervision and assistance, it is also desirable to distribute some computers throughout the building for patron convenience. Consideration should be given to placing some stack-end catalog computers close to the collection, and one or more computers so that they are quickly visible and accessible to patrons upon entering the building.

Thin-screened monitors and good cord/wiring management systems should be used throughout the library to take up less space and provide a safer, more open, less

cluttered environment.

Components and Furnishings

Information desk

One or two staff workstations, each with a computer monitor and telephone, shared printer, under counter file cabinets

One "patron assistance" workstation at or near the desk, with a computer, allowing staff to work side-by-side with patron without bringing patron behind the Information desk

Space behind the Information desk for book trucks

A quiet cash register should be located within easy reach of all workstations

Reference shelving at 45" with canopy tops

Government information shelving and display area

Vertical files in cabinets

Atlas stand/shelving

Dictionary stand to go on top of low shelving unit

Waste and recycling bins at desk and in public areas

Networked public printer

Duress button to summon additional staff from the workroom or telephone intercom

Emergency call button to the police department

5) Photocopy Alcove

A photocopier alcove large enough to accommodate several people should be visible from the Checkout Area and Information desk. It needs to be separately vented and acoustically treated. It will contain a copier, a debit card machine for operating the copier and the printers, storage for copier supplies, counter workspace for sorting materials and housing reproducible tax form notebooks and office tools (stapler, paper cutter), and slatwall for notices and acrylic bins for tax forms. Data and power lines, and space, for a computer and printer should be provided to allow for a self-service computer to print out IRS forms. The copier alcove may also be the best location for the library's main networked public printer with pay-for-print equipment. There may also be a public fax machine in this area.

6) Computer Lab

Computer lab with projector and laptop built in. Large windows with blinds. Additional public Internet workstations in front. Offer places for people to plug in their laptops. Consider offering Wi-fi capability throughout library.

7) Small Meeting Rooms

Language lab in the small meeting rooms.

Consider providing an A/V alcove housing a microfilm reader and locked storage for reels plus a Kurzweil magnifier machine (or CCTV) for visually impaired; alternatively, these items may be kept in small meeting rooms.

All study rooms should be lockable, have glass windows and doors so they can be visually supervised, be in the line of sight of either the Information Desk or Checkout Area, be soundproofed, and have power and data lines.

Two person study rooms provide quiet space for tutoring and study projects.

The group study room seating six to eight people provides meeting space for small committees or school groups working on a joint project. For training purposes, the room should include a white board and tackable walls. Language lab equipment may be stored here.

The silent study room should be designed to discourage any conversation, e.g. containing a counter with seating dividers or carrels.

8) General Collections

Function

The adult fiction collections, interfiled non-fiction collection, new books, large print books, other languages, adult basic education and media collections are covered in this section.

One of the goals of the Burlington Public Library is to display and merchandize its collections so that library users will find it a pleasure to browse in the library. The interior design of the building should take this into consideration. Shelving needs have been calculated to allow for display on shelf and stack ends. Materials and literature display spaces should be incorporated throughout the library design, utilizing end panels, shelf ends and free shelves throughout the shelving areas.

Adjacencies

Checkout Area
Information Desk

Design Issues

A mix of 84" and 66" and 42-45" shelving should be utilized to enhance visibility and openness. Shelving calculations are based on each shelf being no more than 2/3 to 3/4 full to allow for display and growth.

Designers must ensure that shelving manufacturers, heights, depths and widths, and colors are standardized throughout the library to maximize flexibility.

Shelving must be earthquake braced in accordance with current seismic standards.

Slat wall end panels can hold signs, booklists and book displays.

A system wide end panel signage system and display method should be employed. A signage system that allows for uniform staff-generated replacement signs for shelf labeling is required. Signage should be available on both ends of shelves. Signage in nonfiction areas should be big enough to show Dewey call number range and sample subject areas.

Shelving should be arranged to preserve visual supervision of the library and be as intelligible and navigable as possible for the public.

Aisles should be at least 42" wide and ranges composed of three-foot sections should allow for the efficient arrangement of the collections and movement of people. Runs should not be longer than 15' unless it improves the overall design or the logic of the materials collection layout.

Shelving ranges should allow for access from both ends, and not dead end against walls.

Canopy tops will be used on all shelving lower than 45" and will allow for display or consulting materials on top of the shelves.

New books and media collections should be near the Checkout desk for marketing purposes and for ease of reshelving and monitoring.

Adult and juvenile non-fiction is interfiled except for Easy Nonfiction books for the youngest readers, so shelving should not exceed 84" in height, with minimal use of the top and bottom shelves whenever possible.

Spanish language materials should be grouped together, close to the entrance and/or close to Spanish language magazines.

New book shelving should be located in a visible browsing area that will accommodate a number of people simultaneously.

Media such as CDs, videos, DVDs, books on tape, CD-ROMs, and paperbacks should be housed on specialty shelves within the standard shelving sections to

enhance marketing and to visually simplify the library and maintain an uncluttered appearance. Shelving for media should be consistent to allow uniform labeling of media to function well. Consider pull-out drawers for CDs.

The large print collection should be housed on 66" shelving without utilizing the bottom shelf. Benches or other seats with arms from which it is easy to arise should be in the large print collection, ideally so that patrons can sit while browsing the shelves. This collection should be conveniently located for older patrons.

Stand up height computers for catalog access should be located strategically throughout the collections, perhaps at stack ends. At least one catalog at desk height should be available for wheelchair access.

Stack lighting affixed to the 84" shelving is recommended unless the building affords similar light levels in another manner.

Genealogy alcove for Skagit Valley Genealogical Society.

Components and Furnishings

Single and double-faced shelving units, 84" and 66" and 45"

Stand up height computers for catalog access located strategically

Safety stools for reaching higher materials.

Several comfortable chairs with wide handles -depending on collection size, for large print area.

Stack lighting

Lots of display shelving and slat-wall end panels

Window seats – wide, deep, cushy, with storage underneath

9) General Seating

Function

The library should provide a variety of seating choices that may include tables, lounge chairs, small and moderately sized study rooms and a silent area to accommodate varying needs. Individuals will expect to be able to plug in and, where possible, have data connections for their laptops from a variety of seats. Consider offering wi-fi in addition to wired connections. Some of the seating at study tables, carrels, and computers, should include arms for disabled access.

Adjacencies

Seating is distributed throughout the library

Design Issues

Seating needs are also addressed in the Lounge, Teen and Children's sections of the building program.

The standardization of as many seating and table elements as possible for use throughout the library will increase flexibility and simplify planning.

Tables should be two or four person, with one or two larger tables to spread out large projects. Square or rectangular tables are required except for children.

Single or double person tables/carrels should not have high sides and/or backs that block visibility.

Flexibility in use of the tables and access to power and data lines needs to be addressed in planning the facility. All tables should have the ability to be wired for power and data lines. Wiring/cable should be secure and protected, and should not pose safety hazards for the public.

Table chairs should be sturdy, and comfortable with contoured seats and backs.

Task lighting may be considered, but durability, maintenance, long term attractiveness, and energy efficiency need to be carefully considered.

Benches with low arms to assist in rising should be considered in the large print area.

Components and Furnishings

Four place tables

One or two place tables or carrels

Window seats – wide, deep, cushy, with storage underneath

Some large tables (4+ people) to spread out patron projects

Benches or stools

Lounge chairs

Task lighting if needed

10) Magazine and Newspaper Area

Function

This area will house current and two+ years of back issues of magazines and newspapers and will also provide lounge seating. A warm, living room atmosphere is desired, if possible with natural light and a view outside.

Adjacencies

Large Print Collection

General Seating Tables

Design Issues

Magazines and newspapers must be housed in accordance with ADA requirements.

Magazines and newspapers should be displayed face out on hinged, sloping periodical shelving units with room for back issue storage behind each section. Make sure these shelving units are deep enough for Princeton files of back issues, not just stacks of loose magazines.

Shelves displaying newspapers should have a top-hinged acrylic sheet to hold them in place.

Back issues beyond those that can be accommodated on the periodical shelving will not be kept. No back issues will be kept behind the scenes except in the case of local newspapers.

Consider locating the Kurzweil Reader/Magnifier here and/or the microfilm reader printer.

This area may be more remote from the entrance than other areas and largely self-service although a clear sight line from a service desk is highly desirable.

Teen and Children's magazines will be housed with the age-level book collections.

Comfortable lounge chairs should be selected with durability in mind. The upholstery should be of a sturdy, easily maintainable materials; non-porous fabric such as leatherette should be considered. Chair arms should have wooden caps.

The chairs should also meet the needs of seniors; fairly high, firm seats and arms to assist in sitting down and rising.

Components and Furnishings

66-84" hinged, sloped shelving

Lounge chairs and side tables

Task lighting if needed

11) Teens

Function

The Teen Area is an informal, comfortable, attractive area for teenagers where they can find materials of a personal, informational and recreational nature, and which they identify as their own. It should be cozy and “den-like” with wall-space for posters.

Adjacencies

Information area

Media and science fiction collections

Design Issues

The area should have a distinct visual identity.

Ideally, the access route to the teen area should pass the Information Desk so that teens can be greeted and acknowledged.

The area should be visually supervised from the Information Desk and/or Checkout Area.

Sound buffering of the area is required and it should not be located adjacent to the quieter areas of the library.

Ideally, the area should not be adjacent to the Children's area. Children and teens should be discouraged, by architecture and design, from “taking over” each other's areas.

The collection will include paperbacks, hardbacks, graphic novels (oversize) and magazines. Some of the materials will be housed on face out shelving.

The design needs to incorporate space for displays and an area for distributing brochures and other information of interest to teenagers.

Display space should be incorporated to allow attractive and effective displays of library materials and printed promotional materials. Printed flyers, brochures, event calendars, and booklists should be housed within shelving and/or within attractive holders that are mounted on walls or shelf ends. A flexible variety of arrangements, such that can be attained by slat wall, is also desirable.

Consider sufficient tackable surface to allow poster displays, bulletin boards, teen art, etc.

Seating should be both informal and formal, with either lounge chairs or space to sit on the floor as well as a four person square table.

Components and Furnishings

Shelving, including face-out units
Bulletin board or tackable surfaces
Slat wall and acrylic distribution bins
Four-place square table
Lounge seating

12) Children

Function

This is the major public service area serving toddlers, preschoolers, and elementary and middle school students as well as parents, teachers and caregivers.

The area serves diverse age groups and therefore is comprised of a wide variety of collections and activities. Care must be taken to provide an attractive, inviting atmosphere, to offer a variety of seating and display spaces, to allow physical and visual differentiation of the various children's collections and spaces, and to provide ease of movement for adults, children, and strollers.

Adjacencies

Primary:

Checkout Desk or Information Desk
Children's/Family Restroom

Secondary:

Multipurpose/Meeting Room
Restrooms and Drinking Fountain

Design Issues

The location should be readily evident upon entering the library.

Children should not have to pass through other areas of the library except Checkout to reach the children's area. Shelving or a partial wall should be used to partially enclose the children's area to prevent young children from easily wandering out of the building.

This is one of the noisier areas of the library and the design should include appropriate acoustical treatment. It should not be located near the quieter areas of the library.

Natural light and windows are desirable.

The children's area should be within line of sight supervision from the Checkout Area and/or Information Desk.

Staff at the Information Desk will assist children, so the desk must be nearby and approachable by children. The lower segment of the desk should face the children's area.

The furniture needs to be sized to children and should include lounge seating for parents and children to sit together. The design needs to keep the safety of children in mind. Furnishings should have rounded corners and no protruding elements. Computer furnishings should accommodate keyboards, and at least some computers should provide for an adult and child, or two children, to sit together at a computer.

The design should appeal to children and should contain some element that sets the area apart from the rest of the library. Consider a manipulative, touchable area such as a play wall or end of stack treatment to provide an opportunity for children to have a tactile interaction with the building.

Incorporating permanent art into the design of the children's area is highly recommended—a fort, barn, or cozy reading nook.

The design needs to provide enough space for strollers to be moved about easily.

A lockable door leading directly from the children's area to the meeting/multipurpose room is desirable—with an interesting “magical” shape and peephole is even better. We will use the multipurpose room for storytimes—adding a removable storytime rug and dividing the room will make it more cozy.

The area will house the entire spectrum of materials for children: books, media, and magazines. All types of materials should be housed on regular shelving with specialty insert shelves, racks, and bins.

Several types of display spaces are needed:

- for books on shelving units, either on top or on the shelves
- slat wall with acrylic bins for graded booklists and other library materials
- tackable surfaces for seasonal displays and children's art (this should be distributed throughout the children's area rather than being one large space to fill)

The children's/family restroom should include a standard-sized toilet and a child's sized toilet and a changing table. The fixtures should be the lowest standard size available in order to be included in the fixture count required by code.

Building design should encourage parents/caregivers to stay with and supervise their children using the children's area; if possible, consideration should be given to placing a catalog computer, comfortable adult seating, or popular adult browsing materials in proximity to the children's area, so that adult can use some library resources without having to move far away or out of visual range of their children in the children's area.

Display space should be incorporated to allow attractive and effective displays of library materials and printed promotional materials. Printed flyers, brochures, event calendars, and booklists should be housed within shelving and/or within attractive holders that are mounted on walls or shelf ends. A flexible variety of arrangements, such that can be attained by slat wall, is also desirable.

Consider sufficient tackable surface to allow poster displays, bulletin boards, children's art, etc.

Components and Furnishings

Display areas for books, library publications and theme displays

Clock at appropriate level for children

Wastebasket and recycling bin

Lockable, small display case

Low-level wall space to tack "I Got My Library Card Today" photos

Removable storytime rug for multipurpose room

Storytime chair

Cool kids' computers with headphones (educational games, for toddlers up)

Corkboard strip along the wall from which to hang kid's art

Some interactive feature like a puppet theater, magnetic play table, etc.

Family restroom easily accessible from children's area

Picture Book, Readers, Easy Fiction and Non-Fiction

Shelving, 42-45" high, slotted, canopy tops

Book bins for board books

Parent/child lounge seating

Reader seats at 4-place tables, 24" high

Open space for picture book reading/informal activities

Older Children

Shelving, 66" high for books, magazines, paperbacks, media, software and parenting collection

Computer workstations: room to seat two people, an adult and a child, at each computer is desirable

A separate printer in the children' area is desirable

Reader seats at 4-place tables, 30" high

Children's chairs or seating that opens to store puzzles, etc.

13) Large Meeting / Multipurpose Room

Function

The meeting room will function as a multipurpose facility for library and community programs. It will be used for adult and children's programs and meetings and art displays. It may be booked for use during closed hours by community groups.

Adjacencies

Primary

- Lobby
- Restrooms
- Public Telephone

Secondary

- Children's Area

Design Issues

Large meeting room to hold maximum of 300 people. The meeting room will be designed so that the public may gain entry and leave through the lobby whether the library is open or not.

The room will be used in several configurations: auditorium, classroom and informal floor-seating programs for children.

Electronic and data line system design must allow flexibility and potential use as a computer training classroom. All meeting rooms will have power, data cabling and jacks to allow access to the library's computer network for purposes of library instruction and anticipated use for distance learning and interactive video.

A separate direct lockable entrance from the children's area is desirable.

Windows are desirable, but the room needs to be able to be easily darkened with blinds or other means.

Adequate lockable storage to house all the chairs and tables is needed so that the room can be cleared for children's programming.

At least one separate, deep lockable closet needs to be provided for children's programming materials and a separate closet for audiovisual equipment.

Two kitchenettes (one for each side) for providing light refreshments may be

provided. Casework should be lockable. Carpet should not be installed in kitchenette areas. Kitchenettes should include mini-fridge, microwave, and sink.

Lighting and sound controls need to be both at the front of the room accessible to presenters and at the entrances, including controls that allow dimming of various parts of the room independently of each other.

PA system for conference room.

The walls, or some portion of them, should be of a tackable surface and incorporate picture rails for displays and presentations. Separately, a 4' to 12' section of wall should incorporate a hanging system to allow for the temporary display of art pieces. Lighting should be designed to enhance the viewing of art.

Use divider for maximum versatility but make sure both groups have access to lobby, restrooms.

Acoustic tile in conference room so speakers can be heard.

Components and Furnishings

Signage outside entrance to indicate meeting in progress

Coat rack in alcove

Hooks for children's coats

Tackable wall covering

Picture rack for art displays

Projection screen, ceiling mounted, electronically lowered and raised

Whiteboard with hinged doors, adjacent to, not behind screen

Stacking chairs

Folding tables, light weight

Lockable, deep wall storage closets for chairs and tables, children's programming supplies and audiovisual equipment

Kitchenette alcove with sink, cupboards and counter behind lockable doors

Power service for projectors, computers throughout the room
Taller (larger) garbage cans for use in kitchenette area

14) Public Restrooms

Adjacencies

Lobby
Meeting Room

Public Areas
Custodial closet

Design Issues

Since the library is designed with the ability for the meeting room to be used during library closed hours, the restrooms need to be accessible from the lobby.

The restrooms must meet local and ADA code requirements.

Patron safety must be carefully considered in the location and design of the rest rooms.

The restrooms need to be designed with maintenance and durability in mind. Walls should have a surface cleanable to the ceiling. Stall dividers should be hung from the ceiling or walls if adequate bracing is possible. No trash containers should be placed on the floor and floor drains should be installed.

Excellent venting is very important, incorporating an exhaust fan.

There should be coat hooks with additional coat hooks and a package shelf in the washing area.

Care should be taken that the soap dispensers are mounted so that drips go into the sink, not onto the floors or counters.

Mirrors should be mounted on a wall over a package shelf rather than behind the sinks for ease of access.

Paper towels will be provided. Only stainless steel roll paper towel dispensers should be used. Automatic paper towel dispenser should eject one towel at a time by waving a hand in front of a sensor.

Fixtures such as soap supply tubes, pipes, towel dispensers should be enclosed and recessed to discourage vandalism.

The design should mount all items possible to keep equipment off the floor to improve the ability to clean the rest rooms.

Waste bins should be built in and conveniently located.

Diaper changing tables should be included in all bathrooms. A built in counter is preferred to the commercially available changing trays.

Consider stroller and wheelchair maneuverability in the design.

Care should be taken in mounting toilet paper and toilet seat cover dispensers, sanitary disposal units and any other equipment so that people do not hit them in moving around in the stall.

Floor drains in all restrooms.

Restroom doors should be lockable, with electric lockset on public restroom doors with release switches located at the Checkout Area. (?)

Components and Furnishings

At least code required number of fixtures

Wall mounted waste containers

Sinks with built in soap dispensers

Coat hooks and shelves for books in each room

Sanitary disposal units mounted in each stall in women's and unisex bathrooms

Sanitary vending unit in women's bathroom

Mirror

Diaper changing area in each bathroom except staff

Automatic paper towel dispensers

Should be one or two family restrooms (non-gender specific) adjacent to the children's area, with changing tables.

15) Custodial Closet

Function

Separate room for custodial supplies and materials. It should be lockable and large enough for mop bucket, brooms and vacuum cleaner while still allowing safe access for custodian or other staff.

Adjacencies

Public restrooms

Design issues

Large enough for supplies and materials

Walls should be protected with FRP, laminate, MDO or other covering to reduce damage.

Components and Furnishings

Floor sink or some type of mop sink

Floor drain (if concrete floor)

Mop and broom racks

Large built-in shelves for bulk supplies (cleaning products, toilet paper, paper towels, seat covers, gloves, sharps container, etc.)

Space for cleaning solution mixing apparatus and materials

Space for ladders, a bulletin board and counter

16) Staff Break Room

Function

Staff and volunteers will use the staff break room when they are not on duty; often staff prepare and eat meals there and take brief rests.

Staff restroom should be handicapped accessible and well vented. It is preferable to have the entrance from a staff hallway rather than the workroom if possible. Staff restroom should include shelving for staff personal supplies such as toothbrushes. Install full-length glass mirror in staff restroom.

Adjacencies

Staff workroom

Staff restroom – entrance away from staff breakroom

Staff/delivery entrance

Design Issues

Natural light

Outside staff area if possible

Task light for reading if needed

Windowed door

Locker and personal work storage space for each staff member and volunteers

Components and Furnishings

Full-sized refrigerator, frost-free with water and ice dispenser

Microwave

Full-sized cooktop with burner cover and oven, self-cleaning

Sink, counter space for dish drainer, drawers and cupboards

On-demand hot water spigot

Dishwasher

Soap and towel dispensers

Bulletin board and/or tackable wall covering

Table with 6 chairs

Couch or other lounge seating that allows a person to elevate feet or lie down

Telephone

Coat rack, in or adjacent

1/3 size lockers for staff, Friends and volunteers, in or adjacent

Trash, garbage, and recycling containers

No carpet in staff break room

17) Other Non-Public Areas / Library Storage Area

Function

The library storage area will house many of the items that often clutter up staff workrooms.

Adjacencies

Storage areas with the possible exception of the custodian closet need to be adjacent to the staff workroom.

Design Issues

The storage area should contain deep shelving or an art supply cabinet, file cabinets and room to store office and library supplies. In addition, there needs to be space for distribution items, summer reading materials, computer boxes, income tax forms, arts and craft supplies, etc.

The telecommunications / computer control / security systems room must be adequate to house all current system controls. This room should be removed or protected from any water pipes or drains. It should be no less than 10'x10'.

The custodial closet must include a mop sink, deep storage shelving for all supplies and equipment, and space for ladders, a bulletin board and counter.

The libraries house earthquake and water leakage supplies that need to be housed in custodian room or other storage area. Earthquake supplies may include large plastic, yellow tubs (Garbage can size) and a supply of 5-10 gallons of drinking water, water leakage supplies as one large box of materials (rope, clothes pins, etc.), a large roll of clear plastic (such as Visqueen) to drape over bookcases, and a portable box fan or other large fan.

18) Parking, Staff Entrance, Landscaping

Function

These areas need to be carefully designed to be functional, attractive, and provide the maximum safety and security.

Design Issues

The parking lot needs to be well lighted and visible from the street and the library in order to discourage vandalism and other criminal activities. If visibility is limited, other security measures such as cameras may need to be considered.

The staff entrance needs to be well lighted and located in an area clearly visible

from the street as staff often leaves in the dark after the library is closed. Staff parking needs to be located near by.

The staff entrance will also be used for deliveries. The site layout must provide for vehicle access and a level entry level if possible. It is essential that delivery entrances be safe and efficient for delivery staff to bring materials in and out of the building, on smooth, level surfaces as much as possible. In planning parking areas, consideration must be given to how access will be guaranteed for library delivery trucks.

This entrance should be roofed in order to protect staff and deliveries from the weather.

The staff entrance should have a doorbell and peephole so staff inside can see who is requesting entry.

Staff entrance doors should be installed with toe kicks, field plates, door stops and closers.

Lighting and other controls need to be located properly so that staff can close down the library from a single point and exit safely through the staff entrance.

Landscaping should be low maintenance, incorporate automatic watering systems, and be appropriate and attractive.

Landscaping should not interfere with sight lines around the building or provide hiding places.

The trash and recycling storage area should be located away from the building, but with good access to the service door of the library. The storage area will include separate lockable containers for trash and recycling. Adequate space for pickup should also be included.

Tech Services area needs

Cataloging workstation:

- Needs computer, spine-label printer
- Surround with shelving for books to be processed
- Make sure carts can fit right up next to desk and there's space for several carts
- Storage for many different types of labels (two medium dowel holders)

Book covering & labelling & AV prep station

- Typewriter
- Horizontal storage for 12 different sizes book covers
- Access to rolls of laminate
- Easy access for several different types of labels (dowel holder)
- Access to a variety of different-sized and shaped plastic media covers

Mending & book cleaning

- Lots of counter space
- Good light
- TV/VCR/DVD unit, and CD/cassette player, to check materials
- SpinDoctor unit
- Sink
- Window that opens for ventilation
- Slanted shelves to hold all the rolls of cloth tape neatly in place

Hip-high counter, with option to stand or sit.

Storage room with door to hold supplies – deep shelves, drawers, a variety of storage options

Plenty of space to move and park bookcarts

Other ideas and qualities we've noted

Hispanic flavor/presence/art – perhaps some tile work

Carpet tiles

Plants

Plentiful natural light

Internal glassed-in courtyard with seating and plants

Beautiful art on the outside and inside

Warm exterior, preferably not concrete

Lots of bold, attractive, easy to read, easy to change signage