

# **Boone County Public Library Walton Branch Building Program**

## **Introduction and Project Scope**

Boone County Public Library provides current, high demand, high interest materials in various formats. It also provides access to the Internet and performs a variety of services for community residents of all ages to help meet their personal, educational, and professional needs. The facilities of the Boone County Public Library system will be focal points in the community they serve. They should be inviting places that people of all ages, interests, and abilities will turn to for knowledge, entertainment, information, cultural enrichment, and friendly assistance in finding and using resources available to them. The Library should be a community destination place where persons of all ages will think to come for a specific reason or “for no reason at all.”

Boone County Public Library is governed by a five-member Board of Trustees appointed by the County Judge Executive with the approval of the Fiscal Court. The Library is legally established as a special taxing district (under KRS Section 173.470 (3)) with its own tax rate and operated independently of county government. The Board has the legal authority to carry out a building project.

Boone County Public Library currently provides services through a Main Library, 5 branch libraries, the digital branch, a bookmobile, and an Outreach vehicle. The Library intends to build a 21<sup>st</sup> century library facility that inspires a lifetime of learning. The building will challenge current concepts in service delivery, and recognize an increased reliance on state-of-the-art technology. The Library wants not just to improve upon the existing library facilities, but to create a library building to reflect current and future needs for all its various users.

Boone County Public Library purchased a 10 acre parcel at Walton Town Center. The existing 6,000 square foot branch is no longer able to meet the needs of the library users in the southern portion of Boone County. The Library Board plans to build a facility with 20,000-25,000 square feet to provide countywide library service for the southern portion of Boone County. This location would serve the southern portion of Boone County which is projected to reach a population of 35,835 by 2040 and includes Richwood, Walton, and Verona along with southern unincorporated areas. The building should be designed to house an eventual collection of 50,000 volumes, including books, magazines, newspapers, DVDs, audio books, music CDs, and other materials. This building should also include space for small conference areas, community meetings,

library programs, makerspace, and quiet study. The building should be easily expandable to meet future community and facility needs.

### **Goals for this project**

1. Meet all the requirement of the Americans With Disabilities Act
2. Be as energy efficient as possible within budgetary confines.
3. Full Energy Modelling shall be completed for a reasonable EUI (Energy Usage Index), including orientation, layout, system selections, etc. Modelling software such as Trace, or eQuest shall be used.
4. Meet BCPL's solar energy and sustainable goals; the grid-tied solar array shall be sized to provide 50% of the annual expected electric usage.
5. Serve the program of activities
6. Be adaptable for changing technology needs
7. Be adaptable for changing program needs
8. Be easy and affordable to maintain
9. Be safe for the public and staff
10. Be functional with efficient traffic flow for both customer and staff
11. Have an appealing and innovative design that creates a welcoming feeling
12. Be user friendly where visitors will be able to "read" the building with all areas visible from the entrance and from each other
13. Be designed for efficient material handling. "Handle items once."
14. A high-performing continuous air barrier to limit air infiltration to less than .25/CFM per envelope square foot @ 75pa.

### **General Considerations**

#### **Architecture**

The overall planning and design priority of the library is to be very supportive of and oriented to the library customer, while also being efficient and effective for staff. The new library should

- Be a building that is distinctive in appearance yet in harmony with its surroundings. Any applicable architectural components of the developing Walton area should be considered when designing the library
- Be a building that is unmistakably public in character and function, yet comfortable and not intimidating.
- Welcome, encourage and attract users of all ages
- Welcome, encourage and attract non-users of the library through the power of its presence as a physical destination.
- Encompass 21<sup>st</sup> Century learning spaces

- Be designed and constructed to allow for the maximum amount of future expansion.
- Meet or exceed all ADA requirements
- Use very few proprietary systems to allow for future maintenance and change.
- Easily maintained.
- Low maintenance, with maintenance activities fully defined.

## **Interior Design**

In many ways a library should be similar to a self-service retail outlet—the key issues being clear routes of movement and orientation, easy supervision by staff, efficient storage and retrieval of materials, and active enticement of casual users.

Customers come to the library with different interests as well as different abilities to locate information. For many, if not most, browsing is a preferred method of locating an item of interest, whether by author, topic, format or newness. Casual retrieval of books is often accompanied by a certain amount of sampling in order to make choices. These customers are attracted by displays and other marketing tools, take advantage of convenient casual seating, and prefer easily accessible collections. Other users come to the library for specific items and/or to make extensive use of collections and services. These customers frequently require quiet work areas, benefit from proximity to reference collections and staff, utilize amenities such as copy machines and computers, and appreciate access to refreshments. The library also serves as a gathering place for both children and adults to attend programs, events and meetings, visit exhibits, and work on projects. These customers require meeting/work space where they can gather without worrying about disturbing other customers, make use of casual seating as well as workspace, and have access to refreshments.

### **Interior design and layout should:**

- Create a space that allows easy supervision by minimal number of staff
- Provide a clear understanding upon entry (and while moving within the library) of the general purpose of each library area. In particular, the customer should be able to distinguish between Adult and Youth Services, locate the Customer Service Desk, and locate the Multipurpose Room.
- Visibly identify staff and places where customers can get help
- Devise areas that have a sense of intimacy within the overall public setting.
- Design a wide variety of reading areas so that users have choices to fit their mood or reading environment needs.
- Merchandise the products and services of the library by incorporating design features that are successful in retail merchandising.

- Provide convenient access to all materials for the physically challenged, elderly, and temporarily disabled.
- Interior bookdrop and drive through bookdrop should empty into the same room.

## **Exterior Design**

Exterior spaces should enable programming and support safe, socially distanced gatherings. Outdoor plazas and reading rooms should be considered. Attention should be paid to sustainable, educational, and ecosystem supporting landscapes through the use of native plantings, bioswales, and nature walks.

## **Flexibility**

Flexibility must be a major feature in project design. A master plan should be developed in the initial stages of planning to accommodate change and expansion both within and in addition to the building being constructed at this time.

- Support columns should be spaced thirty (30) feet apart (clear space between all enclosures and trim) to accommodate five and six feet on center space for book stacks.
- Architectural features that limit flexible space, such as nooks, alcoves, etc. should be avoided.
- Close attention must be paid to the spacing of windows and other architectural features. Incorrect spacing can cost the library many crucial linear feet of material storage.
- Window placement and size must take into consideration shelving heights, work counters and security.
- Lighting fixtures, air ducts/registers, fire extinguishers, alarm system panels, and thermostats should be carefully located to allow unobstructed use of adjacent wall space.
- Power and communication outlets should be located throughout the library to accommodate future layout changes.
- Standardization of as many seating and table elements as possible throughout the branch is recommended.

## **Materials and Maintenance**

Durability and ease/cost of maintenance should be primary considerations in building design and selection of materials and equipment.

- Exterior wood/trim features should be avoided. Interior wood trim should be kept to a minimum.

- Windows should be all vinyl or aluminum. Mullions/grids should be inside insulated glass panes. Window design should not require expensive, custom-made treatments. Windows should have UV protection film.
- Interior and exterior doors should be steel, preferably factory-finished.
- HVAC systems should not be overly complex. “Consumables,” such as filters, belts, etc., should be standard and readily available.
- Light fixtures should be LED, tamper proof, accessible from a standard stepladder, and easily/economically maintained with standard replacement parts and bulbs/tubes.
- Outlets in the floor must be flush with the floor.
- Door hardware should be as basic as possible and sturdy enough to withstand heavy use. Most interior doors should be equipped with a “hold open” door closer.
- All exposed drywall corners should be covered with protective caps
- Eliminate or avoid as many sills, ledges, and other dust collecting surfaces as possible. Surfaces that require waxing, polishing, etc., should be avoided.
- Utilize chair rail or equivalent protection in all meeting rooms, study rooms, conference rooms to minimize chair and table damage.
- Utilize wall protection in all areas where there is planned book cart usage.

## **Energy Conservation**

Energy Conservation should be a primary consideration in design, construction, and choice of materials. The building should be a green, energy efficient building. The costs and benefits of sustainable design can and should be analyzed holistically, including operations and maintenance implications, user productivity and health design.

- The building should be positioned to maximize natural light and minimize energy loss.
- Roof overhanging (or some method) should provide shade during hot summer months.
- The entry should be designed for minimal loss of heating or cooling energy.
- Windows should be the most energy efficient available. Tinted, low “E” insulated glass is desirable. Ventilating window sections should be included in each area to provide comfort during months when heating or cooling may not be required or in case of HVAC failure.
- HVAC system should be the most energy efficient and reliable design available. Consideration should be given to the practicality of a heat pump/geothermal system.
- The number of thermostats should be kept to a minimum and those in public areas should have a security cover.

- Lighting fixtures/bulbs should be the most efficient available. Lighting circuits should be divided to allow staff to selectively illuminate areas of the library in order to phase in energy load.
- Occupancy sensors should be used for switching on light fixtures whenever possible.
- Daylight harvesting is mandatory based on the amount of natural light that is being requested.
- Modelled for a reasonable EUI (Energy Usage Index), including orientation, layout, system selections, etc.
- A site energy usage intensity (EUI) of 35 or less should be targeted when selecting energy using systems.
- Meet BCPL's solar energy and sustainable goals
  - Roof vs. ground mounted array
  - Solar System should include a public interface/education modul
- The building envelope will be tested under positive and negative pressure and must be less than .25 cfm per sq. ft. of envelope area at a test pressure of 75kPa.

### **Water Conservation**

Thoughtful attention to water resources should be a consideration in design. Stormwater should be retained on the site as much as possible to reduce runoff to streams and rivers, and improve overall ground quality. Consideration should be given to education components around water conservation in the building.

Water consumption within the building should be minimized through the use of low volume plumbing fixtures.

Rainwater can be harvested for indoor use.

### **Safety and security**

The safety of the staff and public and the security of the facility and contents should be primary considerations in the design of the building.

- The entire building should be designed for maximum visual control by a minimum number of staff members. The service desk should control the entrance, restrooms, and have a relatively unobstructed view of the public area.
- A monitored security system should be provided for illegal entry protection after hours.
- Parking areas, walkways, entrances/exits must be well lit. Exterior lighting should be controlled by a combination of timers, photocells, and motion sensors.

- Emergency exits should be alarmed.
- Entry doors require substantial, tamper proof locking mechanisms, preferable key card entry.
- All window and door hardware must be sturdy to resist abuse.
- Surveillance cameras/monitors should be considered for areas not directly observable by staff.
- Landscape plants should be selected and arranged in a manner that will not jeopardize the safety of those entering and leaving the building by providing concealment for would-be assailants.

## **Building Exterior**

### **Public Entrance**

Public entrance(s) should be highly visible, well-lighted and welcoming.

- The entrance should be as close as possible to the parking area. Access from the parking lot should be barrier free.
- A canopy or portico should provide weather protections
- A library hours sign should be near the entrance but visible from the parking lot
- Entry doors should be double door vestibule type and equipped with push-button electronic controls to open at least one door for handicapped access. Fully automated doors should be considered.
- One or more benches should be provided for public seating outside the entrance but protected from wind and rain
- A trash can should be located outside the entry.

### **Drive-Up Services**

Drive-up access to an outside book return and window is a necessary convenience.

- Curbside bookdrops must be accessible from the driver's side of the vehicle. If the bookdrop is not located in the outside wall of the building, it must be located so that staff can easily open the bookdrop to remove and replace carts from the side or the back, not from the driveway. It must be possible to roll carts out of the drop and to/from the building without encountering any curbs.
- A drive-up window must be located at the main service point so that it can be easily staffed.

### **Parking and Traffic Patterns**

Most library customers arrive by car, so parking capacity and convenience are critical.

- Sufficient parking should be provided for both staff (10-20) and customers (140-160). An appropriate number of handicapped spaces should be located

immediately adjacent to the most direct access to the public entrance and be clearly designated by signage and striping.

- Provide separate entrance and exit lanes if possible.
- Access to the drive-up book drop/window should not disrupt traffic flow or parking lot access.
- Speed bumps should be considered for traffic control near the entrance.
- The parking lot should be “softened” by providing the maximum number of landscape islands capable of supporting large trees.
- Drains should be provided to prevent runoff water from landscape islands from sheeting across the parking lot.
- An oversized parking stall or separate drive with access to the service entrance should be provided for deliveries and maintenance.
- A covered parking area should be provided for library vehicles (a standard cargo van)

## **Lighting**

Exterior lighting must be sufficient to illuminate the parking lot, walkways, landscaping and building, without being excessive.

- Lights should be operated by photocells and contactor(s) integrated to and scheduled by the building automation system. Lights with motion sensors should be considered for low traffic areas (i.e. back of the building)
- Fixtures, including parking lot lights, should be vandal and weather proof and accessible from a standard ladder.
- Parking lot light poles should be mounted on concrete bases of adequate height to protect from vehicles.
- Fixtures should be chosen to minimize “light pollution”
- LED lights should be considered.

## **Signage**

Space should be provided on the building about the public entrance for BOONE COUNTY PUBLIC LIBRARY in letters of sufficient size to be read from the parking lot.

Consideration should be given to providing poles to support promotional banners; adequately designed light poles could meet this need.

A “Library Hours” sign should be provided at or near all parking lot entrance(s)

The library marquee name sign should be in a dominant position, well illuminated, and highly visible to passing motorists.

- The sign should be located at ground level near the primary street.
- The top portion of the sign should say BOONE COUNTY PUBLIC LIBRARY and under this, in smaller lettering, should appear the branch name.
- The street address should be on the sign.
- The sign should be electronic, controlled from the inside, and offer changeable text to inform passing customers of services, programs, etc.
- Sign should be LED
- The sign should support WZP Software for communication.

## **Landscaping**

Attractive landscaping should add to the appearance of the building. Shrubs and trees selected should be standard varieties (hardy/native in Northern Kentucky) that will require minimal maintenance. Plantings should be positioned to enhance views from the inside of the building. Landscape design should include public walking and seating areas. Plantings should not interfere with sight lines for drivers and pedestrians in the parking lot area.

Should include a native flowers, and grasses, and low-grow mix that includes clover or other bee-friendly ground cover, while remaining soft and walkable for outdoor activities.

Landscape design should incorporate shade trees as part of the plan for outdoor events and spaces.

## **Miscellaneous**

Sufficient space should be provided between the entrance and the parking lot for a flagpole, a built in bicycle rack, a skateboard rack, and benches.

There should be a sufficient number of exterior, tamper proof electrical outlets and water faucets/hose bibs to provide access from any side of the building.

There should be a screened area for a trash dumpster that is readily accessible from both the building and the parking lot/driveway. The paving immediately in front of the enclosure should be reinforced to support heavy trucks.

## **Building Interior**

### **Lighting**

Interior lighting is more important to libraries than to many other public buildings and its effectiveness is a major factor in public comfort in the building.

- High intensity lighting of poor quality is less desirable than low intensity light of good quality.
- Maximize use of daylight and integrate into electric lighting scheme. It should be welcomed into the library in lobbies, walkways, lounges, and relaxed reading areas. It should be controlled on desktops, near computer stations, and in book stacks.
- Use task lighting at desks and tables wherever feasible.
- Lighting at tabletop height should be 50-60 foot candles
- Lighting in all stack areas should be designed to allow complete flexibility of stack arrangement—either perpendicular to the stacks or in another pattern that does not result in misalignment if stacks are moved.
- Lighting in the stack areas should provide adequate lighting from top to bottom shelves (20 foot candles at floor level). Light colored stack areas are critical.
- Lighting circuits should be in a convenient location in the staff area. The switches should be clearly labeled.
- The number of different types of fixtures must be kept to a minimum and the ease of relamping must be a major consideration in fixture selection. Long-life, energy efficient fixtures/bulbs are preferred. All fixtures should be accessible from a standard ladder.
- Standalone lighting controls (occupancy/vacancy sensors) are preferred in lieu of a centralized, proprietary lighting control panel.

## **HVAC**

Every effort should be made to design a system that is easily maintained and operated. Energy efficiency is a priority. Air handling ducts and vents should be unobtrusive and located where they do not interfere with shelving or furniture placement. Thermostats should be tamper proof and care should be taken to place them where they will not interfere with other uses of the surrounding surface.

- The building automation system shall be Tridium Vykon, open license, non proprietary type and integrate into BCPL's existing Tridium Web Supervisor.
- To avoid electric demand related charges from the utility, non-gas heating systems should be considered for selection.
- Various HVAC system types should be modelled for their site EUI; provide options to BCPL for final HVAC system selection.
- HVAC systems that require above ceiling or below floor access to perform routine maintenance are not preferred.

## **Electric, Data, Communications**

- Electrical service should be designed to accommodate new technologies and provide sufficient dedicated circuits for computer and network equipment, copiers, etc.
- Conduit/raceways should be installed throughout the public and work areas to carry all three types of wire. It may be necessary to install separate conduit for electrical and data lines.
- The highest capacity UTP Ethernet cabling should be used for data and voice cabling.
- Consideration should be given to fiber optic as a component of the data network, particularly as a “backbone.”
- Provision should be made, at the design development stage, for a wireless data network within the building and reaching into the parking lot and outdoor program areas.
- Ample electrical outlets and USB charging outlets should be provided along each wall. A preliminary furniture layout should be done to ensure that shelving posts and furniture do not obstruct outlets.
- Floor outlets should be flush with the floor and unobtrusive. All such outlets should contain at least one duplex power receptacle, one data outlet, and one USB power outlet.
- Each staff workstation should have 3-5 duplex outlets, a data, and a voice outlet.
- Provision should be made for a zone's public address system with speakers located in all parts of the library.
- The telephone network should provide for at least two fax lines.
- Standalone heating/cooling systems shall be selected for conditioning IT closets.

## **Graphics/Signage**

Graphics and signage should be incorporated as an integral part of the building's design.

- All graphics/signage should match Library Brand. A style sheet will be provided to the winning bidder.
- Signage should emphasize and reinforce to the customer the arrangement of functions and spaces within the interior.
- A system wide end panel signage system that allows for library-generated signs is required.
- Line of sight graphics/signs should be considered for the stack areas to locate materials with the ranges.
- Display and distribution points for library information (posters, flyers, etc.) should be included in the interior layout. To be avoided: miscellaneous handouts and containers on desks, shelves and tables.

## **Artwork and Display**

Displays and exhibits are best located in an area through which all library users will pass.

- One or more walls in the library should receive special treatment to serve as a gallery for art and/or traveling exhibits.
- All walls in the multipurpose room should accommodate a picture hanging system with a flexible lighting system to illuminate the display.
- Display cases should have a depth of at least 18 inches, be internally illuminated, and have an internal electrical outlet.

## **Specific Area Design**

### **Entrance/Lobby**

#### Function

First impression of the library. Passage between outdoors to the interior allows for variations in traffic at different times. Viewing/posting of notices on bulletin boards; distribution of free materials. Limited seating. Protection of interior and contents from weather, dust, noise, etc. House interior materials return and Book locker system for 24/7 retrieval of holds by customers.

#### Design Requirements

Posting and distribution of free community information will be limited to the lobby area. Slat wall, free standing displays/racks, and/or built in displays/racks should be considered in the design.

A lighted display case, either free-standing or built into the wall should be provided.

Both sets of doors, exterior and interior, should be equipped with electronic controls to open at least one door for handicapped access. Fully automated doors should be considered.

People must be able to exit the library even when the doors are locked to prevent people from entering.

An interior book drop should be placed between the entrance and the checkout stations. Ideally, the returned items would go directly into the staff work area.

Must have sufficient electricity and data to support a book locker system.

#### Adjacencies

- Circulation Area
- Multipurpose Room(s)

- Public Restrooms

#### Acoustics

Noise from the parking lot and from individuals in the lobby should be prevented from carrying into the interior of the building.

#### Lighting/Electrical/Communications

Lobby lights should be on a separate circuit/switch so they can be on when the rest of the library is dark.

Several duplex electrical outlets should be provided at convenient points along the walls.

Consideration should be given to locating a large LED monitor or plasma screen in this area for public viewing.

#### Materials/Finishes

Non-slip, easy to maintain hard surface flooring. Floor covering should include recessed walk off mats.

#### Furnishings/Equipment

Water Fountain with bottle filling station—ADA Compliant

Literature Display/Storage Fixtures

Book Locker system

Flat Monitor/Plasma Screen TV

Bulletin Board

Bench(es)

Coat/Umbrella Rack

Building Plaque

### **Circulation/Information Services (Customer Service)**

#### Function

Customer registration for cards, pick up of holds, ask questions, pay fees, check out and return materials. Staff members assist customers, answer phones, use computers, and print documents. This area might function well in either an extended lobby or the commons area.

#### Design Requirements

The function and location of the customer service area should be obvious to customers upon entering the library. Approach to the desk should be unobstructed and accommodate customers waiting for assistance and those moving through the area.

Staff members behind the desk should have unobstructed visual control of the entrance and of the interior of the library.

3-4 self-checkout stations should be located so that they are immediately visible and more convenient than the staffed station. They should meet or exceed ADA standards for wheelchair access. They should be easily accessible from the staff desk.

The staff desk should be designed with staff to ensure that all requirements for computers, computer peripherals, telephones, supplies, and work surface are met. Wiring and cable should be easily accessible to staff but hidden from customers. A call button should be installed to notify staff in the workroom when help is needed in the circulation area. The desk should contain a lower section with a recessed front for disabled customers and children. The floor behind the desk should have either recessed anti-fatigue mats or other cushioning to relieve strain from standing.

Each staff workstation should accommodate a computer, keyboard, barcode scanner, receipt printer, credit card reader, and telephone.

Staff should be able to move easily from behind the desk to help customers at the self-check stations.

Shelving for holds should be designed for convenience and neat appearance. It should be readily accessible from the checkout stations and the staff desk.

Literature display racks for flyers, brochures, etc. should be included in this area.

#### Adjacencies

Entrance/Lobby

Drive Through

Branch Workroom

Commons

#### Acoustics

Noise from this busy area should be diminished as much as possible with sound absorptive surfaces, ceiling tiles, etc.

#### Lighting/Electrical

This area should be well lit. Lighting should be designed to prevent glare on the computer screens. This is an area that may lend itself to natural light. Direct sunlight is not appropriate at the desk.

Several duplex wall electrical outlets should be provided. The staff desk should provide at least one quadruplex or two duplex electrical outlets at each workstation, two voice outlets and at least four data outlets.

Provisions should be made for electrical and data wiring to increase the number of self-check stations. There cannot be too many electrical outlets in the desk.

### Materials/Finishes

Due to the high traffic in the circulation area, floor coverings should be extremely durable and easily maintained. Behind the desk, some type of shock absorbing floor covering would be ideal for staff who are on their feet for up to 8 hours per shift.

### Signage

The staff desk and self-check stations should be clearly identified with signs visible from the entrance and from the interior. Graphics should define functions such as check out, book return, accounts, etc...

### Furnishings/Equipment

Staff desk with 3-4 workstations

Task Chairs (3-4)

54-72 linear feet of shelving

Trash/recycling receptacles

3-4 self check stations

3-4 computer/barcode scanner/receipt printer/telephone

Cash Register

Credit card reader

1-2 book trucks

Literature display racks

Color Printer

File Cabinet/Drawer

## **Commons**

### Function

Commons describes an area of the library that caters to a wide variety of customer needs with an emphasis on convenience and marketing. Customers browse, sample and select library materials; get answers to general questions; use email and the Internet; read magazines and newspapers; consumer beverages/light snacks.

Comfortable seating encourages browsing, lingering, and social interaction. Retail style displays merchandise new/popular materials.

This area incorporates the following:

- New/popular materials displays
- Magazines/Newspapers
- Café/Refreshment area
- Lounge seating
- Public Internet Stations

### Design Requirements

See individual areas

### Adjacencies

Entrance/Lobby

Circulation Services

Adult Services

### Acoustics

This is the busiest and noisiest area in the Library. Acoustical treatment to minimize equipment noise and conversation is necessary.

### Lighting/Electrical/Communications

This area should be well lit. This area may lend itself to natural light and even direct sunlight in certain locations.

Wall and floor outlets should be provided for electrical and data connections for displays and equipment.

### Materials/Finishes

Because of the high traffic in this area, only hard surface covering should be considered for most locations.

### Signage

This area should have a cohesive signage package that graphically identifies the various individual areas and services available. Signage in this area should be considered a marketing tool.

### Equipment

“Recharging Station”/laptops and tablets

## **MAGAZINE/NEWSPAPERS**

Houses current and limited backfiles of popular magazines and newspapers.

Shelving should allow for cover-out display of 40 magazines and 4 newspapers using [Magboxes](#).

## **NEW/POPULAR MATERIALS**

Primary area to merchandise/market the collections and services of the library, not only to repeat library users but also to casual/occasional visitors who may not be familiar with all that the library offers. Display and distribute promotional materials including bookmarks, flyers, posters, etc...

Displays should use all of the techniques of a successful retail store, including lighting, fixtures, color, etc. Emphasis is on marketing rather than storage/retrieval.

Shelving should be uniform, flexible, and highly attractive. Materials should be displayed on shelving no lower than 10 inches and no higher than 54 inches. Aisles between fixtures should be no less than 48 inches. End panels should be slatwall or other design to accommodate display. For maximum flexibility, display units could be on casters.

This area should be well lit. This area lends itself to natural light, but not direct sunlight. Additional lighting may be integrated with the display units and used as a marketing tool.

Wall and floor outlets should be provided for electrical and data connections for displays and equipment.

Signage in this area will probably be integrated with the display units.

### Equipment:

100-150 linear ft/book display

Literature display/distribution racks

## **LOUNGE SEATING AREA**

Provides comfortable seating for customers from both the Magazines/Newspapers and New/Popular Materials areas and should be adjacent to both. This area should have a "living room-like" ambience.

Chairs should be casual vinyl (or similar) upholstered lounge seating, preferably with casters.

Carpet may be considered for this area.

Natural light, windows, outdoor views are highly desirable, but direct sunlight should be avoided.

This area will require both wall and floor electrical outlets.

Equipment:

5-7 lounge chairs

3-5 small tables

**CAFÉ/VENDING**

Seating area where customers can enjoy beverages and snacks inside the library.

The emphasis in this area is on comfort and informality. Furnishings, lighting and décor should create a cozy, welcoming atmosphere. This is not intended as a quiet area.

Refreshments will be dispensed from 2-4 vending machines of various sizes. These should be incorporated into the design of the area in such a way as to be unobtrusive. At least one of these will require plumbing.

Storage for supplies such as paper products, utensils, condiments, etc. should be provided.

Seating should be café style non-upholstered chairs at tables for two or four. Chairs should be chosen for comfort, aesthetic appeal and durability.

Consideration should be given to creating an “Internet café” as part of this space. This could be either a counter or small tables. If this option is included, appropriate electrical and data wiring must be provided.

The café should be located so that the seating area can spill over into the lounge seating area.

This area should be well lit without feeling institutional. Windows and views to the outdoors are desirable in this area.

Furnishings/Equipment

5-8 Café chairs/Counter stools

2-3 Vending Machines

3-5 Small tables

Large waste/recycling receptacle

**PUBLIC COMPUTERS**

5-7 public access computer stations for use of the Internet and databases should be located within easy access of the customer service desk. The computers should be housed on furniture that provides some privacy for users but does not obstruct visual supervision by library staff.

10-15 laptops/tablets in a Recharging/Dispensing Station for customers to check out and take for use anywhere in the library.

A copy/print/fax/scan station or alcove designed to serve several people concurrently should be located near the computers. It will contain a copier, debit/credit card machine, printers, storage for supplies, counter space for sorting materials, and receptacles for trash and paper recycling. Literature display units or kiosks for flyers, handouts, etc. related to computer and Internet use should be located near the computer stations.

Wall and floor outlets for electricity and data should be provided as necessary. More is better.

#### Furnishings/Equipment

5-7 computers/monitors

5-7 office chairs

1-2 laptop/tablet recharging/dispensing stations

Debit/change machine

Furniture to house computers

1-2 printers/copiers

Waste/recycling receptacles

## **ADULT SERVICES**

#### Function

Houses and displays adult collections. A selection of seating choices, including study tables and lounge chairs accommodates varying customer needs. Customers browse, sample and select library materials. Staff assist customers, retrieve and shelve library materials.

This area incorporates the following:

- Adult fiction and nonfiction
- Adult media
- Retired Adult area

#### **Design Requirements**

##### Shelving Areas

Windows and other wall obstructions should be avoided to allow maximum utilization.

Shelving should be single and double-faced 48” or 54” high separated by 42” aisles. Canopy tops should be installed only where they can be used for display or for consulting library materials. Some of the shelving units can be on casters.

Shelving ranges should be no more than five sections long unless it improves branch design or collection layout. Ranges should allow for access from both ends.

Shelving should not be designed as one tightly grouped stack area. An organized intermingling of reading spaces and shelving can create a sense of intimacy and privacy that best supports the needs of today’s library user. A mix of shelving heights to enhance visibility should be considered.

End panels should incorporate branding and have room for signage should be considered.

Material display spaces should be incorporated in the shelving area, utilizing end panels, shelf ends and free shelves. Slat wall should be considered for most end panels.

### Seating

Study tables of various sizes to seat 2 or 4. Chairs should be armless and preferably not upholstered. All study tables should meet ADA standards.

Lounge seating should be upholstered with vinyl (not cloth) and selected for comfort and durability. Small tables should be provided for most of the lounge seats. Consideration should be given to lounge seating that incorporates an adjustable work surface.

Upholstered (vinyl not cloth) benches may be appropriate in and near stack areas, particularly where large print materials are shelved.

### Adjacencies

Customer Service Desk

### Acoustics

Noise from the customer service desk and entrance should not be permitted to carry into this area.

### Lighting/Electrical

Lighting in all stack areas should be designed to allow complete flexibility of stack arrangement—either perpendicular to the stacks or in another pattern that does not result in misalignment if stacks are moved or removed.

Lighting in the stack areas should provide adequate lighting from top to bottom shelves.

Several electrical outlets should be provided along the walls with care taken to locate outlets where they will not be obstructed, such as below windows.

Floor outlets may be required to accommodate other furniture/equipment arrangements.

#### Materials/Finishes

Floor coverings should be carpet.

### **ADULT FICTION AND NONFICTION**

#### Function

House and display circulating fiction and nonfiction.

#### Design Requirements

This area must accommodate a collection of 18,000 items—10,500 fiction and 7,500 nonfiction and reference.

Several (3-5) stand up height computers for catalog access should be strategically located throughout the area, perhaps at stack ends.

Scattered lounge seating and benches are preferred in this area.

#### Adjacencies

Adult Media

#### Furnishings/Equipment

950-1000 linear ft/shelving for fiction

4-6 lounge chairs

2-3 PACS

1000-1500 linear ft/shelving nonfiction

### **ADULT MEDIA**

#### Function

Primary housing and display for adult books on CD, DVDs, music, playaways, and console games. Customers browse and select items, listen to and view excerpts.

#### Design Requirements

This area must accommodate a collection of 5,000 items.

Media should be housed on specialty shelving within standard shelving unites, including slant, zig zag, bins, or in specially designed retail-type displays.

Materials should be displayed on shelving no lower than 10 inches and no higher than 54 inches. Aisles between fixtures should be no less than 48 inches wide.

Slat wall should be considered for end panels and adjacent walls to display posters, flyers, etc.

1-2 stand up height computers for catalog access should be strategically located throughout the area, perhaps at stack ends.

#### Adjacencies

Commons

Circulation Services

#### Furnishings/Equipment

1-2 standup Catalog Stations

Shelving to accommodate approximately

- 2500 DVDs
- 1000 books on CD
- 1000 music CDs
- 250 Playaways
- 250 software/console games

### **RETIRED ADULT AREA**

#### Function

Houses and displays the large type collection. A selection of seating choices, including study tables, and comfortable lounge chairs with arms. Customers browse, sample, and select library materials, and participate in group activities and attend programs.

#### Design Requirements

The over-55 population in Boone County will double in size by 2030. This space must be universally accessible, user-friendly, flexible to accommodate a variety of activities, and adaptable to facilitate future needs.

This area should have a distinct visual identity.

Merchandising is critical to the success of this area. Special graphics and lighting should help create the appropriate ambience. May want to consider fully merchandised shelving to allow customers to explore topics rather than arrange the area in Dewey format.

Should accommodate a collection of 1500 large print items

Accommodate users for whom prolonged standing is difficult by placing chairs or stools near stacks.

Thought should be given to ensure that there are wheelchair height tables, at least 46” between shelves, large screen computer monitors, and large print keyboards.

A variety of seating options should be provided, including rocking chairs, lounge seating, small tables, benches, hard back seating, and study tables.

Lounge seating should be upholstered with vinyl (not cloth) and selected for comfort, aesthetics and ease of getting into and out of the chairs. Small tables should be provided with most lounge seats.

Study table chairs should have arms and preferably not upholstered. All study tables should meet ADA standards.

At least one stand up height and one sit down computer for catalog access should be strategically located in this area.

3-5 public access computer stations for use of the Internet and databases should be located within this area. The computers should be housed on furniture that provides some privacy for users but does not obstruct visual supervision by library staff. Should accommodate large monitors.

#### Adjacencies

Adult Fiction and Nonfiction

Entrance

#### Acoustics

Noise from the Customer Service Desk, Teen area and Youth Services area should not be permitted to carry into this area.

#### Lighting/Electrical/Communications

This area should be well lit. Whenever possible, daylight should be used as long as it is balanced with the electric lighting, which may be realized by introducing it from more than one direction or by increasing electric light levels.

Well-placed track lighting with adjustable levels of illumination can provide supplemental lighting.

All lamps should provide good color rendering with a CRI of 80+

Several electrical outlets should be provided along the walls with care taken to locate outlets where they will not be obstructed.

Several USB charging outlets should be provided along the walls with care taken to locate outlets where they will not be obstructed.

### Materials/Finishes

Flooring should be slip and trip resistant hybrid products with acoustical and aesthetic elements. Care should be taken with flooring to promote awareness and safe passage as customers transition from one space to another.

Walls should be painted drywall. Lighter finishes on the walls will brighten the space by reflecting light.

### Furnishings/Equipment

150-200 linear feet of shelving/book display units

2-4 lounge chairs/ 1-2 small tables

2-4 rocking chairs/ 1-2 small tables

1-2 benches

1-2 Study tables

Stand up computer station

Sit down computer station

3-5 computers/monitors

3-5 office chairs

Furniture to house computers

## **TEEN AREA**

### Function

An informal, comfortable, attractive area for teenagers that provides a transition between the children's area and the adult area. Houses and displays all teen collections including books, paperbacks, magazines, and media. A selection of seating choices, including study tables and lounge chairs. Customers browse, sample and select library materials, work at tables individually and in groups, socialize and attend programs.

### Design Requirements

This area should have a distinct visual identity. Merchandising is critical to the success of this area. Special graphics should help create the appropriate ambience.

Ideally, access to this area should be through the Customer Service area so that teens can be greeted and acknowledged. It should be visually supervised by the Customer Service Desk.

Books and magazines should be shelved on standard 10" deep, 48" or 54" separated by 42" aisles. Shelving calculations are based on each shelf being no more than two-thirds full; each section will have 4 shelves. Canopy tops should be installed only where they can be used for display or for consulting library materials.

This area must accommodate a collection of 2,500 items.

Media should be housed on specialty shelving within standard shelving units. This may include slant, zigzag, display bins, etc...

Material display spaces should be incorporated into the shelving area, utilizing end panels, shelf ends and free standing shelves. Slat wall should be considered for end panels.

Study tables should seat 4. Chairs should be armless and preferably not upholstered. All study tables should meet ADA standards.

Lounge seating should be upholstered with vinyl (not cloth) and selected for comfort and aesthetics—durability is less critical as this area should be updated regularly. Small tables should be provided for most of the lounge seats. Tables and chairs should be easily moved.

At least one stand up height computer for catalog access should be strategically located in this area.

#### Adjacencies

Customer Service Desk

Café/Vending Area

#### Acoustics

Noise from this area should not be permitted to travel to quieter areas of the library.

#### Lighting/Electrical/Communications

This area should be well lit. Natural light and windows are desirable.

Several electrical outlets and USB charging outlets should be provided along the walls with care taken to locate outlets where they will not be obstructed.

#### Materials/Finishes

Floor covering should be a mixture of carpet and hard surface. Walls should be painted drywall.

#### Furnishings/Equipment

150-250 linear feet of shelving

4-6 lounge chairs/2-3 small tables

Book display units/rolling

1-2 Study tables

## **YOUTH SERVICES**

## Function

Primary service area for children from infancy through middle school age as well as parents, caregivers, and teachers. This area houses and displays all children's collections including books, magazines, and media. It is important to note that in most cases, the circulation of the Youth Services materials is more than that of the Adult material; sometimes two times more.

A selection of seating choices, including study tables, lounge chairs, and rocking chairs accommodates varying customer needs. Customers browse, sample and select library materials, conduct computer searches, play with toys, participate in group activities, and attend programs.

This area incorporates the following: Preschool Early Literacy area

- Children's fiction, nonfiction and magazines
  - Picture Books
  - Beginning Readers
  - J Fiction
  - Graphic Novels
- Young Teen fiction and magazines
- Children's media collection
- Parenting collection
- Family activity center

## Design Requirements

The location of this area should be readily apparent upon entering the building.

Children would not have to pass through other areas of the library, except Customer Service and the Commons, to reach Youth Services. Access to the Youth Services area should be within line of site supervision from the Customer Service Desk.

Every effort must be made to make the area as inviting, exciting and friendly to children as possible. This should be reflected in furnishings, color scheme, art, and the design of interior spaces. Interior design should provide for physical and visual differentiation of the various collections and spaces, and allow ease of movement for adults, children and strollers.

A somewhat central play area for children of all ages would be ideal. This area might include a puppet stage, Early Literacy stations, and other interactive "play stations." This would be in addition to the Family Activity Room.

There should be ample wall space for artwork and displays. The ceiling should lend itself to suspended displays. Display areas for books, library publications, etc. should be incorporated throughout the area.

2-4 computers for Internet and database access should be strategically located throughout the area, perhaps at stack ends.

### Shelving Areas

Wall obstructions should be avoided to allow for maximum space utilization.

Shelving should be single and double-faced standard height shelving separated by 42"-48" aisles. Canopy tops should be installed only where they can be used for display or for consulting library materials.

Shelving ranges should be no more than five sections long unless it improves branch design or collection layout. Ranges should allow for access from both ends.

Shelving should not be designed as one tightly grouped stack area. An organized intermingling of reading spaces and shelving can create a sense of intimacy and privacy that best supports the needs of today's library user. A mix of shelving heights to enhance visibility and opening should be considered.

Material display spaces should be incorporated in the shelving area, utilizing end panels, shelf ends and free shelves. Slat wall should be considered for most end panels.

All free standing display units should be on casters or otherwise easily movable.

### Seating

Seats should not be concentrated all in one area.

Study seating should be a mixture of variable height reading tables, with some full height.

Lounge seating should be upholstered with vinyl (not cloth) and selected for comfort and durability. It should accommodate both adults and children. Lounge seating for the youngest children will be floor cushions and similar fun seating. All seating should be easily moved to maximize flexibility.

All furnishings should have rounded corners for safety.

### Adjacencies

Entrance/lobby

Multipurpose Room

### Acoustics

This is, by its nature, the noisiest area in the library. Thought should be given to physically separating this area from the rest of the library. Within the area, noise should be controlled by sound absorptive surfaces, ceiling tiles, etc.

### Lighting/Electrical/Communications

This area should be well lit. Natural light and windows are desirable, but direct sunlight should be avoided in stacks and at computer workstations.

This area will require both wall and floor outlets with electrical and data wiring.

### Materials/Finishes

Wall and floor coverings, furniture and fixtures for this area will be chosen with an eye to their visual appeal for children. Everything must be desirable and, more importantly, easily cleaned. Floor covering should be carpet except in the Family Activity Room where floor covering should be vinyl or other resilient material that is easily cleaned and sanitized.

### Signage

The youth services area must be easy to locate upon entering the building and from all public areas within the building. The entrance to the area should be clearly and visibly identified. Signage within the area should conform to the general style of signage used throughout the building, but be modified to visually appeal to children.

## **PRESCHOOL EARLY LITERACY AREA**

### Function

Houses and displays materials for children from infant to 5 years. A selection of seating choices, including study tables, lounge chairs, and “fun” seating accommodates varying customer needs. Adults and young children browse, sample and select library materials; play together; and use computers/tablets.

### Design Requirements

This entire area should be designed to support early literacy skill development. In addition to the collection, the area should provide interactive/manipulative skill-building fixtures, toys, and structures. Particular attention should be paid to color, texture, and visual shapes. Small “stimulus shelters” that children can crawl into can provide shelter from overstimulation. A wide variety of toys and games will be displayed and available for use.

The majority of materials should be shelved on low (42"-45") shelving. Shelves should be 12" deep and slotted. Bins and other specialty shelving should be considered for board and oversized books.

Shelving should be arranged to allow sufficient open space for seating and display fixtures.

Two multimedia computers/tablets on child size furniture should be located in this area.

Seating should include oversized lounge chairs for parents to read to their children, child sized tables and chairs and "fun" seats for children.

#### Adjacencies

Family Activity Center

Family Restroom with child-sized commode and sink, and changing station

#### Equipment

200-250 linear feet of shelving

2 multimedia workstations

2-3 child size tables with chairs

Various interactive toys

1-2 freestanding display fixtures on casters

2-4 "fun" seats (child size)

1-2 oversized lounge chairs

### **CHILDREN'S BROWSING AND STUDY AREA**

#### Function

Houses and displays circulating fiction and nonfiction for children ages 6-12 years. A selection of seating choices, including study tables and lounge chairs accommodates varying customer needs. Adults and children browse, sample, and select library materials.

#### Design Requirements

This area should be distinct from the preschool area. It must support a variety of uses including casual reading, individual and group study, and socialization. The design and appearance should appeal to school-aged children, encouraging them to browse, sit and read, and interact with one another.

This area should accommodate a collection of 7,300 volumes-- 4,400 fiction and 2,900 nonfiction.

Shelving units should be mid-height (54" – 60") with 10" deep shelves. Ranges should be no more than five units long and aisles should be 48" wide.

Several (2-3) stand up height computers for catalog access should be strategically located throughout the area, perhaps at stack ends.

Seating should include lounge seating and tables with chairs.

#### Adjacencies

Children's media collection

Young Teen area

#### Equipment

275-300 linear feet of shelving for fiction

200-225 linear feet of shelving for nonfiction

2-4 lounge chairs

2-3 study tables with chairs

1-2 stack end PACs

2-3 paperback display towers

2-3 freestanding display fixtures on casters

### **YOUNG TEEN BROWSING AND STUDY AREA**

#### Function

An informal, comfortable, attractive area for children ages 10-13 years that provides a transition between the children's area and the Teen area. Houses and displays all young teen collection including books, paperbacks, magazines, and media. A selection of seating choices, including study tables and lounge chairs accommodates varying customer needs. Customers browse, sample and select library materials, work at tables individually and in groups, and socialize.

#### Design Requirements

This area should be distinct from the children's area. It must support a variety of uses including casual reading, individual and group study, and socialization. The design and appearance should appeal to middle school-aged children, encouraging them to browse, sit and read, and interact with one another.

This area should accommodate a collection of 400 volumes-- 300 fiction and 50 nonfiction, 50 media, and 10-15 magazines/comic books.

Shelving units should be mid-height (54-60") with 10" deep shelves. Ranges should be no more than five units long and aisles should be 48" wide.

Seating should include lounge seating and tables with chairs.

Media should be housed on specialty shelving within standard shelving units. This may include slant, zigzag, display bins, etc...

Material display spaces should be incorporated into the shelving area, utilizing end panels, shelf ends and free standing shelves. Slat wall should be considered for end panels.

Study tables should seat 4. Chairs should be armless and preferably not upholstered. All study tables should meet ADA standards.

Lounge seating should be upholstered with vinyl (not cloth) and selected for comfort and aesthetics—durability is less critical as this area should be updated regularly. Small tables should be provided for most of the lounge seats. Tables and chairs should be easily moved.

#### Adjacencies

Children's media collection

Children's Browsing collection

Teen area

#### Equipment

25-30 linear feet of shelving for fiction and magazines

5 linear feet of shelving for nonfiction

5 linear feet of shelving for media

2-4 lounge chairs

1-2 study tables with chairs

1-2 paperback display towers

1 freestanding display fixtures on casters

### **CHILDREN'S MEDIA**

#### Function

Primary housing and display for children's books on CD, DVDs, music CDs, computer software/games, wonderbooks, and playaway views. Customers browse and select items.

#### Design Requirements

This area should accommodate a collection of 4000-5000 items.

Media should be housed on specialty shelving within standard shelving units, including slant, zigzag, bins, or in specially designed retail-type displays.

Materials should be displayed on shelving no lower than 10” and no higher than 54”. Aisles between fixtures should be no less than 48” wide. Slat wall should be considered for end panels and adjacent walls to display items, posters, flyers, etc...

#### Adjacencies

Young Teen area

Children’s browsing and study area

#### Furnishings/Equipment

165-200 linear feet of shelving

2-3 media bag racks

### **FAMILY ACTIVITY CENTER**

#### Function

This room will serve as the primary programming room for youth services and a public activity center for preschool children and their families.

#### Design Requirements

This room must be designed not only for programming, but also to appeal to families as an area that invites parent/child interaction in a variety of developmental activities. A theme carried out in creative wall and floor coverings, changeable structure, etc. should be considered.

Sufficient space is needed for 35-40 children and/or adults to sit on the floor or in chairs as a group and also spread out as they work on crafts.

Wall space should be available for displays, artwork, etc. A visual presentation system should be provided for instructional and program purposes.

A window should offer visual access from/to the public area. It should be possible to sufficiently darken the room to view videos. Windows between this area and the public area should be located at a height to accommodate standard library shelving (42”-45” high) beneath the window, including any trim. Doors into this room should be lockable from the outside, but not from the inside. A window should be provided in the door.

A storage closet should be provided for supplies and equipment. The storage closet must accommodate 20-25 youth chairs, 6 folding youth tables, 10-12 adult chairs, and 4-6 sections of storage shelving. Must lock from the outside only and have wide doors for moving tables, etc.

Other storage should be provided for toys, games, and other materials that support the room's public function. This storage fixture/unit will be accessible to the public, including children.

The floor in this room should be vinyl or other resilient material that is easily cleaned and sanitized. Wall coverings should be carpet or other tackable material.

This area should have a counter with a sink.

At least one voice jack, data jack and cable hookup should be provided. No outlets in the floor.

#### Furnishings/Equipment

Storage unit for public materials

Visual presentation system

20-25 child size stack chairs

6 folding youth tables

10-12 adult stack chairs

## **PUBLIC MEETING AND SPECIAL PURPOSE ROOMS**

### **MULTIPURPOSE ROOM**

#### Function

Multipurpose space for library and community programs, meeting and exhibits.

#### Design Requirements

This room should be accessible from the lobby.

This room should comfortably accommodate 100-150 people in theater style seating with sufficient space for a stage. Options for making this room suitable for performances, but still flexible for a variety of other uses should be explored.

This room should include a small stage.

Ideally, it should be possible to divide the room into multiple, individually accessible rooms for smaller, concurrent meetings. These smaller rooms should be fully equipped for multimedia presentations.

All walls in the multipurpose room should accommodate a picture hanging system with flexible lighting system to illuminate the display.

These rooms should be equipped with hearing assistive technology, such as radio or induction loops.

An adjacent small kitchen should provide facilities for preparing light refreshments. This should include a full size refrigerator, sink microwave oven, oven, dishwasher, cabinets and counter space. Several electrical outlets should be provided above the counters for coffeepots and other small appliances. All surfaces, including the floor should be washable. Ideally the kitchen should be accessible to all groups using the meeting rooms.

An adjacent lockable storage room should accommodate 100-150 stacking chairs and 25-30 six-foot folding tables, 2-3 AV carts, plus other related equipment such as podiums, easels, white boards, microphones, etc. This room should have solid double doors that are lockable.

#### Adjacencies

Entrance/Lobby

Café/Vending

#### Acoustics

This room should be as soundproof as possible. Panels dividing the room should provide as much soundproofing as possible for concurrent meetings.

These rooms should be equipped with hearing assistive technology, such as radio or induction loops.

#### Lighting/Electrical/Communications

For most functions this room should be well lit. Lighting controls should be both at the front of the room(s) accessible to presenters and at the entrance(s). Controls/switches should allow dimming or selective lighting of various parts of the room independently of each other. Windows are desirable, but the room must be easily darkened with blinds or other means.

Track or other special lighting should be provided to illuminate wall displays and, if applicable, the stage area.

Ample electrical outlets should be provided along the walls. Each of the smaller rooms should be provided with data outlet, voice outlet, and a cable/satellite connection. One or more floor boxes on each side of the room, should provide electric and data connections.

Floor and wall microphone outlets should be provided.

A separate thermostat should control temperature for the multipurpose room.

These rooms should be equipped with hearing assistive technology, such as radio or induction loops.

#### Material/finishes

Floor coverings should be carpet except in kitchen and storage closet. Ceilings should be acoustic tile. Panel walls should be fabric or other sound absorptive surface.

#### Signage

The doors into this room should be clearly and visibly marked. Changeable signs should be provided at each entrance to indicate meeting schedules.

#### Furnishings/Equipment

Stacking chairs (100-150)

Smart TV or projector

AV cart with various equipment

Podium (1-2)

Easels/display panels

Folding tables (25-30)

Sound system for cordless microphone

Portable white board (2-3)

Movable coat racks (2-3)

Trash receptacle (2-3)

### **STUDY ROOMS**

#### Function

Tutoring or other small group meeting for 1-6 persons. Individual quiet study.

#### Design Requirements

All study rooms should be lockable from the outside only and have windows so they can be visually supervised.

Rooms that accommodate 4-6 should include a visual presentation system (white board, monitor), and accommodate a study table, chairs, and AV equipment. Rooms that accommodate 1-2, if provided, should have a single small table or built in counter and 2 chairs.

#### Adjacencies

Customer Service Desk

#### Acoustics

These rooms should be virtually sound proof.

### Lighting/Electrical

These rooms should be well lit. Light switches should be inside the rooms

At least 2 duplex electrical outlets and USB charging stations should be provided in each room.

### Materials/Finishes

Floor coverings should be carpet. Ceilings should be acoustic tile.

### Signage

Each room should be clearly and visibly identified.

### Furnishings/Equipment

Table/chairs

AV Cart

White board

Smart TV

## **CONFERENCE ROOM**

### Function

Public and staff meetings and instruction.

### Design Requirements

This room should be lockable and have windows so it can be visually supervised.

This room should accommodate a large conference table with seats for 10-15, a counter or table for refreshments, etc., and an AV cart.

A visual presentation system should be provided.

### Adjacencies

Entrance/Lobby

Café/Vending

### Acoustics

This room should be as soundproof as possible. This room should be equipped with hearing assistive technology, such as radio or induction loops.

### Lighting/Electrical/Communications

For most functions this room should be well lit. Lights should be dimmable or otherwise variable for presentations. Light switch should be inside the room. Windows are desirable, but the room must be easily darkened with blinds or other means.

Ample electrical and USB charging outlets should be provided along the walls. There should be at least one data outlet, one voice outlet, and a cable/satellite connection.

A separate thermostat should control temperature for the multipurpose room.

This rooms should be equipped with hearing assistive technology, such as radio or induction loops.

This room should be capable of telephone conferencing.

#### Material/finishes

Floor coverings should be carpet. Ceilings should be acoustic tile. Walls should be painted drywall.

#### Signage

The door into this room should be clearly and visibly marked. Changeable signs should be provided at each entrance to indicate meeting schedules.

#### Furnishings/Equipment

Conference table/chairs

Smart TV or projector

AV cart with various equipment

Easels/display panels

Portable white board

Movable coat rack

Trash receptacle

Telephone conference equipment

### **MAKERSPACE**

#### Function

Public and staff gather for hands on learning with all the tools for creativity. This space should allow people to work on projects individually or in groups. The space should allow the sharing of ideas, equipment, and knowledge. This space must also allow for instruction.

#### Design Requirements

This room should be lockable and have windows so it can be visually supervised.

Should seat 20 people at 5 high stainless steel worktables.

Cameras that feed a visual presentation system should be provided. Every one of the 20 seats should have a view to what the instructor is doing with this system. Camera must be able to zoom.

### Adjacencies

Entrance/Lobby

Café/Vending

### Acoustics

This room should be as soundproof as possible. This room should be equipped with hearing assistive technology, such as radio or induction loops.

### Lighting/Electrical/Communications

For most functions this room should be well lit. Lights should be dimmable or otherwise variable for presentations. Light switch should be inside the room. Ample electrical outlets should be provided along the walls. There should be at least one data outlet, one voice outlet, and a cable/satellite connection.

Ample electrical outlets should be provided to run equipment. All electrical connections and outlets should be on GFI breakers for exterior use.

Depending on equipment, this space may need specialized vents to the exterior.

A separate thermostat should control temperature for the multipurpose room.

### Signage

The door into this room should be clearly and visibly marked. Changeable signs should be provided at each entrance to indicate schedule.

### Furnishings/Equipment

Large prep table with a sink

5 high stainless steel worktables

20 stools

Smart TV or projector

AV cart with various equipment

Easels/display panels

Portable white board

Movable coat rack

Trash receptacle

Recycle receptacle

## **BRANCH WORKROOM**

### Function

Behind-the-scenes work area for all branch staff. Checking in, sorting, storing, and repairing library materials. Filing, copying, entering data into computers. Receive deliveries, preparing materials for delivery. Storing supplies.

## Design Requirements

The workroom should be located behind or adjacent to the Customer Service Desk.

The workroom should be an open area with 6-7 individual workstations defined by modular office furniture. Rolling file/drawer cabinets, a tackboard, and space for a book truck should be included in each workstation. Each workstation should accommodate a computer, barcode scanner and telephone.

A work counter for checking in and sorting returned materials should be located near the inside book return. This counter should accommodate two computers with barcode scanners, receipt printers and a telephone.

In addition to individual workstations, there should be space for a 1-2 shared worktables, shelving for storing supplies, 7-9 book trucks for sorting library materials, copy machine, network printer and 1-2 filing cabinets.

A staff communications center including a bulletin board, white board, shelf for manuals, and mail slots/bins for each employee should be located near the staff entrance or similarly convenient location in or near the workroom. Lockers for 15-20 employees should be located near the staff entrance.

All doors and other openings into/out of this area should be designed to accommodate wide, loaded book trucks and bins. All exposed corners should be protected.

Light switches for the public areas should be located in this room inside the entry from public area. Light switches for the branch workroom should be located inside the staff entrance.

Direct access to staff/delivery entrance is highly desirable.

A canopy, awning, or portico should provide weather protection at the staff entrance.

## Adjacencies

Customer Service

Staff Lounge/Restroom

## Acoustics

Noise from this area should be prevented from carrying into the public areas.

### Lighting/Electrical

This area should be well-lit, both with LED throughout and task lighting at workstations. Lighting should be on more than one circuit to allow for selective lighting. This is an area that lends itself to natural light but not direct sunlight. Care should be taken to prevent glare on computer screens.

Ample wall and floor outlets should be provided to allow maximum flexibility of furniture arrangement. Wall outlets should be located where there will be no obstruction, such as below windows.

All conduits must accommodate electrical, voice and data wiring.

All workstations should be equipped with 2-3 duplex electrical outlets, one voice outlet and one data outlet.

### Material/Finishes

Floor covering should be carpet. Walls should be painted drywall. All exposed corners should have protective caps. Ceiling should be acoustical tile.

### Furnishings/Equipment

Staff Workstations (6-7)

Shelving for supplies

Cabinets for supplies

Communications/Mail Center

Lockers

Coat Rack

10-15 book trucks

Wall Clock

6-10 sections 90" shelving

Large work table/chairs

Bulletin Board

White Board

1-2 File cabinets

Networked staff printer/copier/fax machine

Waste/recycling receptacles

### **Drive Through Window**

#### Function

Customer registration for cards, pick up of holds, ask questions, pay fees, check out and return materials. Staff members assist customers, answer phones, use computers, and print documents.

### Design Requirements

The function and location of the drive through window should be obvious to customers in the library parking lot. Approach to the window should be unobstructed and accommodate vehicles waiting for assistance and those moving through the area.

The staff desk should be designed with staff to ensure that all requirements for computers, computer peripherals, telephones, supplies, and work surface are met. Wiring and cable should be easily accessible to staff but hidden from customers. A call button should be installed to notify staff in the workroom when help is needed at the drive through window. The floor behind the desk should have either recessed anti-fatigue mats or other cushioning to relieve strain from standing.

The staff workstation should accommodate a computer, keyboard, barcode scanner, receipt printer, credit card reader, and telephone.

Shelving for holds should be designed for convenience and neat appearance. It should be readily accessible from the staff desk.

A canopy, awning, or portico should provide weather protection at the drive through window.

### Adjacencies

Branch Workroom

### Acoustics

Noise from this busy area should be diminished as much as possible with sound absorptive surfaces, ceiling tiles, etc.

### Lighting/Electrical

This area should be well lit. Lighting should be designed to prevent glare on the computer screens. This is an area that may lend itself to natural light. Direct sunlight is not appropriate at the desk.

The staff desk should provide at least one quadruplex or two duplex electrical outlets at each workstation, two voice outlets and at least four data outlets.

### Materials/Finishes

Due to the high traffic in the circulation area, floor coverings should be extremely durable and easily maintained. Behind the desk, some type of shock absorbing floor covering would be ideal for staff who are on their feet for up to 8 hours per shift.

### Signage

The drive through should be clearly identified with signs visible from the entrance and from the interior. Graphics should define functions such as check out, book return, accounts, etc...

### Furnishings/Equipment

Staff desk with 1 workstations

1 Task Chair

25 linear feet of shelving

Trash/recycling receptacles

1 computer/barcode scanner/receipt printer/telephone

Cash Register

Credit card reader

1 book trucks

File Cabinet/Drawer

## **BRANCH MANAGER OFFICE**

### Design Requirements

This should be designed as a separate room to provide privacy for confidential meetings. It should accommodate one full workstation, some shelving, a file cabinet, and 2 additional seats for visitors. It should have a separate light switch. A window should offer visual access from/to the branch workroom. The door should lock from both the inside and the outside.

### Adjacencies

Branch Workroom

### Acoustics

Noise from the adjacent work area should be prevented from carrying into this office. Conversations in this office (with the door closed) should not carry into the work area.

### Lighting/Electrical

This office should be well lit, both with overall LED and with task lighting at the workstation. This area lends itself to natural light but care should be taken to prevent glare on the computer screen.

At least 2 duplex wall outlets should be provided where they will not be obstructed by furniture or shelving. At least 2 quadruplex electrical outlets, one data outlet, and one voice outlet should be provided at the workstation.

#### Materials/Finishes

Floor covering should be carpet. Ceiling should be acoustical tile.

#### Furnishings/Equipment

Single workstation with computer, printer and telephone

1-2 sections of single facing sections of 42-45" shelving

Wall Clock

2 visitor chairs

Lateral file cabinet

Waste/recycling receptacles

### **STAFF LOUNGE**

#### Function

Staff only space for eating and relaxing when not working.

#### Design Requirements

This should be designed as a separate room. It should accommodate 6-8 chairs, 2-3 tables, a refrigerator, and a microwave. This room will need cabinets, counter space, and a sink and dishwasher. It should have a separate light switch.

#### Adjacencies

Branch Workroom

#### Acoustics

Noise from the adjacent work area should be prevented from carrying into this area.

Noise from this room should not carry into the work area.

#### Lighting/Electrical

Lights should be dimmable or otherwise variable. Light switch should be inside the room.

Ample electrical outlets should be provided along the walls. There should be at least one data outlet, one voice outlet, and a cable/satellite connection.

Ample electrical outlets should be provided to run culinary equipment. All electrical connections and outlets should be on GFI breakers for exterior use.

#### Materials/Finishes

Floor covering should be tile. Ceiling should be acoustical tile.

#### Signage

The door into this room should be clearly and visibly marked.

#### Furnishings/Equipment

Cabinets

Chairs

Tables

Refrigerator

Microwave

Waste receptacles

Recycling receptacles

Washing Machine

Dryer

### **INFIRMARY**

#### Design Requirements

This should be designed as a separate room to provide privacy for employees with health needs. It should accommodate one chair, a small cabinet, a small refrigerator, and a cot. It should have a separate light switch. The door should lock from both the inside and the outside.

#### Adjacencies

Branch Workroom

Staff Lounge

#### Acoustics

Noise from the adjacent work area should be prevented from carrying into this office. Noise from this room (with the door closed) should not carry into the work area.

#### Lighting/Electrical

Lights should be dimmable or otherwise variable. Light switch should be inside the room.

At least 2 duplex wall outlets should be provided where they will not be obstructed by furniture.

#### Materials/Finishes

Floor covering should be tile. Ceiling should be acoustical tile.

#### Signage

The door into this room should be clearly and visibly marked. Changeable signs should be provided to indicate "in use" and "Available."

#### Furnishings/Equipment

Cabinet

Chair

Small Refrigerator

Cot

Waste receptacles

## **TECHNOLOGY CENTER**

### **SERVER CLOSET**

#### Function

This room houses the computer/network and telephone equipment for the branch. All data and voice cabling for the building terminated in this room.

#### Design Requirement

This room should be designed in close consultation with library technology staff.

This room should have a non-water based fire suppression system.

Sufficient space to accommodate 2 standard floor-mount data racks with room before and behind to allow access to the equipment.

Adequate ventilation, temperature control, and freedom from dust. An interior, windowless location is preferred.

Doors must be lockable from the outside.

#### Adjacencies

Branch Workroom

#### Acoustics

Noise from this room should be prevented from carrying into adjoining areas.

#### Lighting/Electrical/Communication

Well lit. Light should be controlled by a switch in the room.

Ample grounded electrical outlets and at least six circuits should be provided to accommodate current and future network equipment. Outlet number and location should be determined by the data rack design and position. At least 5 data outlets and 2-3 voice outlets should be provided.

#### Materials/Finishes

Floor should be hard surface to reduce/eliminate static. This room lends itself to raised flooring for maximum access and flexibility.

#### Equipment

Data rack (2)

Computer equipment

Wall clock

Telecommunications equipment

1-2 task chairs

Waste/recycling receptacles