A Program of Spaces for the Expansion and Renovation of The Urbana Free Library

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On the Cover

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Summary

Despite its many excellent features, The Urbana Free Library has several weaknesses. Most of these weaknesses are the result of an overly small building, constructed in many phases, and constrained by a long narrow site.

The 2005 Library building was in general adequately large when it opened, but it soon became too small because of repeated cutting of the original building program, which was reduced from over 90,000 sf to 75,000 sf and then again to 50,000 sf. Major deficiencies include:

> Insufficient space for readers.

> insufficient separate space for teens.

> Insufficient space for children and their families.

> Insufficient space for new collections, a hallmark of The Urbana Free Library.

> Too few program rooms for public use.

> Only two study rooms.

> Inadequate staff facilities.

This lack of space is further complicated by the building's geometry.

> The linear nature of the building requires extensive space be devoted to linking the functional spaces. These paths have to navigate the multiple levels of the building and weave between multiple structural columns and bearing walls. This is an inefficient arrangement and one that leads to convoluted paths for patrons to get to their intended destinations. Rooms are particularly inflexible in the 1918 section of the building, where many interior walls are bearing walls and cannot be opened up. Supervising the five historic east rooms can be challenging.

> During the 2005 expansion, spaces for Library staff were fitted in where the building had available spaces rather than where the spaces were ideally located with regard to the rest of the building. The size of staff workrooms also depended on available spaces, and some departments have better staff workspaces than others. This has hampered collaboration and limited efficient use of staff time.

There are a number of accessibility challenges in the building including elevator size and location; ramp length, width, and slope; and aisle width in many collection areas.

There are a number of quality issues with the existing space. Most notable are:

> **Frustratingly low levels of natural light.** As a result of attempts to match the original 1918 architecture, the 1975 and 2005 additions to the Library have low floor-to-floor heights. This results in relatively short, narrow windows and the amount of natural light entering the building is severely limited, falling far short of what most patrons and staff expect.

> **Low ceilings hamper functionality** at the ground and second floors of the 1918 and 1975 buildings that are nearly impossible to change. Where possible, the areas with low ceilings were used for staff workspaces during the 2005 expansion.

Lack of network jacks and power receptacles limit the ability to use spaces and new technologies flexibly.

Insufficiently independent air conditioning in the server room, network closets, and the Champaign County Historical Archives. The Archives collections, like all collections of rare materials, also require careful control over temperature and relative humidity.

All of these, plus a review by staff of community-specific service needs and broader patterns in emerging library services, provided a framework for this program. Overall calculations acknowledge realities of site constraints and realistic funding potential. The result is a roadmap for the Library to use in testing the fit of the programmed spaces on the site, calculating probable costs, identifying funding, and beginning design work when appropriate. Key elements of this program include:

Increased space to present curated collections, in particular at the entry area.

Increased space for seating to promote patron satisfaction, support multi-tasking and use of patron-supplied technology, and increase utilization rate of seating.

Increased space per person in Teen and Children's Services in support of family and student groups.

Provision of a new Auditorium. This space is larger than the existing, seats more, moves support functions out of the seating space, is located closer to the building entry, and frees the existing Auditorium for use as a Maker Space and medium-size multi-purpose room. The program provides adequate space for arrival and informal greeting and gathering before and after programs and also functions as a gallery/display space.

Reconfiguration of the existing Auditorium into a Maker Space/Multi-Purpose Room with pathways to Teen and Children's Services via appropriately scaled corridors and lobbies.

Increased study room/small group activity room count from 2 to 10. This includes the 2 spaces in Children's Services and 8 new rooms in Adult Services.

Consolidated and expanded collections and resource space for the Champaign County Historical Archives including moving 808 sf from the Mall and 1,502 sf from the Tepper Building into the Library and adding 7,000 sf. Overall growth is from 5,078 sf to 12,238 sf.

Allocation of staff space based on actual current operations needs and organizational structure. Space is defined based on job tasks and responsibilities. Non-existent support spaces, such as receiving, are added, and undersized spaces (most staff workrooms) are right-sized.

The major public and staff space allocations are summarized in the table on the following page.

The significant area increases are tallied after considerable discussion related to making full use of existing spaces where possible and giving serious consideration to how multi-functional spaces could be used to address different patron needs at different times of day. An example is converting the existing Auditorium to a Maker Space/Multi-Purpose Room.

Its existing location, ceiling height, and adjacencies make it a logical home for both maker-focused activities and large Children's Services events.

Its current use demonstrates its ongoing potential as a meeting room.

Its primary limitations, available floor area and low ceilings, are critical in determining that this space cannot be enlarged to function as a meeting space sized to meet community needs.

	Area (sf)			
	Program	Existing	Change	% Change
Entries, Checkout, & Amenities	3,746	3,001	745	25%
Multi-Purpose Rooms	4,884	2,480	2,404	97%
Adult Services	19,764	9,450	10,314	109%
Teen Services	1,121	659	462	70%
Children's Services	8,776	7,012	1,764	25%
Champaign County Historical Archives	12,238	5,078	7,160	141%
Lending Services Staff Zone	2,105	1,991	114	6%
Adult & Teen Services Staff Zone	956	555	401	72%
Children's Services Staff Zone	1,294	1,092	202	18%
Acquisitions Services Staff Zone	1,283	403	880	218%
Administration Staff Zone	2,981	1,190	1,791	151%
Community Engagement Staff Zone	964	394	570	145%
Information Technology Staff Zone	1,120	414	706	171%
Friends of the Library	1,834	481	1,353	281%
Support Services	5,469	1,957	3,512	179%
Departmental Totals	68,533	36,157	32,376	90%
Net to Gross Areas	18,518	22,743	-4,225	-19%
Building Gross Area	87,051	58,900	28,151	48%

Thus a new Auditorium is included in the program with specific floor space, support facilities, ceiling height, and location requirements to meet the community's needs.

As an end result, the program shows essentially doubling the amount of area devoted to assignable space. The overall increase is 56% of the existing space.

There is greater efficiency in space utilization as a result of new construction being more efficient than the historic portions of the building. Essentially, there is more usable space supported by the existing infrastructure spaces (stairs, elevators, restrooms).

There are a number of assumptions built in to the calculations for each space in the program. The calculations will be tested in the planning and design phases of the project. The actual area required for all elements listed in the program will vary somewhat from these calculations. Adjustment for specific accommodations associated with fitting the needed functions to the structure of the existing building will need to be tracked by the design team to ensure informed discussions by the Library with respect to meeting the service needs of the community.

Even with these anticipated variations, the end result will still be a building that takes advantage of the existing infrastructure to support a major increase in useable space.

END OF SECTION.

Purpose

This Program of Spaces for the Expansion and Renovation of The Urbana Free Library is intended to guide the architect selected by the Library's Board of Trustees in the remodeling and/or expansion of the Library's current building or the construction of a new building.

The program includes input from the Library's Board of Trustees, staff, Foundation Board, Friends Board, and local citizens.

The assumption is that the current building will be renovated and/or expanded, but the spaces described in the program are also intended to be compatible with a new building.

The Library occupies an historic building constructed in 1918 and expanded in 1975 and 2005. As a result of its historic original building and two expansion projects, the Library is a complex structure.

This program enumerates all the spaces to be included in the Library building, including their sizes, contents, physical characteristics, and adjacencies.

The program also includes basic information on effective library design, including lighting, shelving, furnishings, and other topics.

Deviations from this program are permissible as part of an ongoing collaboration with the Library's team. Variations are in fact expected as the idealized arrangements presented in this program are nested within the parameters of existing building geometry, nature of fixed building structure or mechanical equipment, and the project budget. Both the Library and the consulting team are encouraged to explore creative ways to make the most of the available space in a way that maximizes adaptability and effective delivery of traditional and emerging services. Some areas will need more review and modification to find the right balance of uses.

Having said that, this program is one in a multi-year series of planning steps that articulates considerable thought at multiple levels of Library staff and trustees. Modifications may be needed but should only occur via formal approval from the Library Board and Administration.

END OF SECTION.

The Urbana Free Library

The Urbana Free Library serves the city of Urbana, the county seat of Champaign County, Illinois. The Library was founded in 1874 and is one of the oldest of the over 600 public libraries in the state of Illinois. Unlike many Illinois public libraries, The Urbana Free Library is a city library rather than a separate library taxing jurisdiction. The 2020 census population of Urbana is 38,336.

The Library's name is historic. At the time The Urbana Free Library was founded, almost all public libraries in Illinois were privately owned and charged membership fees. The Urbana Library Association, founded in 1872, was converted to a tax-supported public library 18 months later. The new name was intended to emphasize that The Urbana Free Library was now available freely to all taxpayers. It still is.

Urbana is best known as the home of the University of Illinois, which was founded in 1867 as Illinois' land grant university and now has about 55,000 students. The Library maintains a close working relationship with the university's School of Information Sciences, which is the top-rated school in its field in the United States. The Library works closely with other local agencies, including the Champaign Public Library and the Champaign County Historical Museum. Champaign County towns whose citizens make heavy use of The Urbana Free Library include Champaign, Mahomet, Rantoul, and Savoy, but citizens of many other towns in the Champaign County area use the Library's services.

"The Urbana Free Library Archives" was founded by Urbana Free Library staff member Nelle Carpenter in 1956. The department's title was later altered to "The Champaign County Historical Archives" to clarify the scope of the collection, which is an intensively comprehensive collection on the history and genealogy of Champaign County. The Archives maintains strong collections on the counties that surround Champaign County, basic historical materials on all 102 Illinois counties, and nationwide materials on genealogy.

Because the collection of the Archives is retained permanently and does not circulate, it is always on the shelves, so provision of sufficient long-term collection storage space is extremely important.

END OF SECTION.

The Urbana Free Library Building

The Urbana Free Library was constructed in 1918 and expanded in 1975 and 2005. The building was designed by Joseph Royer, the dominant Urbana architect of the day.

Between the Library's founding in 1874 and the completion of the first building in 1918, the Library occupied a variety of spaces, including rooms above stores in downtown Urbana and spaces on the second floor of the Urbana City Hall, which stood diagonally opposite the Urbana Post Office on a site now part of the current Urbana parking deck space.

The Library was not constructed with Carnegie funds, which were generally available from 1889 through 1915. Instead, the primary gift came from Mary Busey, who donated funds for the construction of the Library in memory of her husband, Samuel T. Busey. Samuel Busey's portrait hangs in the southeast reading room of the current Library and may need to remain on display somewhere in the expanded or new building.

One possible result of local funding is that the 1918 building is more solidly constructed than many Carnegie buildings of the same era. Instead of brick walls and wooden floor joists, for example, the original Urbana Library has exterior walls made of brick sheathed in limestone and floors made of concrete. The only part of the Library constructed of wood is the roof system over the historic east reading rooms.

The 1918 Library had a main floor and basement in the front and a three-deck bookstack unit in the rear. In the 1975 expansion, the upper deck of the stacks was replaced with a concrete second floor. The architects of the 1975 expansion matched the massing of the 1918 building, but the result was low ceilings in the new second floor of the 1975 addition.

The 1975 expansion enlarged the Library from about 12,000 square feet to about 25,000 square feet.

In 2005 the building was expanded again, enlarging the building from about 25,000 to 50,000 square feet. To provide better ceiling heights, the ground floor was set about two feet below that of the 1975 addition, and the ceiling of the second floor was raised. The exterior walls of the 1975 and 2005 additions were designed to conceal that the roofs of the two additions are of significantly different heights.

To accommodate expansions, the history of The Urbana Free Library is one of continuing property acquisitions. Starting about 1960, the Library and City purchased a number of separate pieces of property on the Library block and the block to the south as those properties came on the market. On the Library block, the only piece of property that does not belong to the Library and City is a single house on Cedar Street.

END OF SECTION.

Strengths of the Current Building

1. Excellent location in downtown Urbana

    The Library is located on a convenient site on a city block in downtown Urbana.

2. Handsome design

    The Urbana Free Library building is attractive and popular with local residents, who like its traditional classical revival design.

    The 1975 addition was a glass box with extremely dark glass. It was never popular with Urbana citizens. In the 2005 expansion, the glass exterior was replaced with cut limestone and clear glass windows, matching the appearance of the 1918 building.

    The historic front reading rooms of the 1918 building are welcoming. Their high ceilings make them more open and elegant than the more practical spaces in the rest of the building.

3. Good lighting

    The Library is well lighted, with most public areas illuminated by reflected uplighting, which is by far the best way to light libraries but adds the challenge of cleaning out dead bugs.

    However, lighting in areas with low ceilings (including the basements and second floors of the 1918 and 1975 buildings) is less effective than lighting in areas with ten-foot ceilings.

    As with almost all library buildings, fixtures in the areas with high ceilings (the east and south entry halls and the four main floor reading rooms in the 1918 building) require professional cleaning and servicing.

    The Library has converted nearly all of its light fixtures from fluorescent to LEDs (light emitting diodes), which are extremely efficient and low maintenance. The quality of light from LEDs varies greatly, but the best have very good colors.

    The worst possible natural light for libraries comes from the west, and the best orientation for library buildings is consequently east-west rather than north-south. The current Library has no west windows, since the west wall was designed to be removed when the next expansion took place.

4. High-quality shelving

    The Library has heavy-duty cantilever steel shelving, which is the standard of the industry. It should outlast the building. The manufacturer is Estey.

    The compact shelving in the Archives was manufactured by Space Saver. Shelving is moved by hand cranks rather than by electric motors, saving significant expenditures for maintenance.

5. On-site parking

    The Library has a parking lot outside its front entrance. The lot will not be large enough to meet the needs of an expanded Library, particularly because the addition of program rooms will lead to large crowd surges in the Library when all rooms are in use at the same time.

6. Excellent maintenance

    Although many finishes in the Library are showing wear, the building appears to be in sound condition.

7. Well-designed restrooms

The Library's restrooms are in good locations and are functionally designed.

The main first-floor public restrooms are outside the Library security gates, nearly eliminating problems with users taking materials that haven't been checked out into restrooms. The entrances to restrooms are extremely visible, and the use of zigzag airport-style entries means that users are not forced to use potentially dirty door handles and that supervision of restrooms is improved.

The children's restrooms have stalls rather than locking doors, eliminating the many problems the Library had in the past with vandalism in single-user children's restrooms.

The program room has access to separate restrooms in addition to the main restrooms on the first floor.

The staff restrooms do not lead directly to the staff lunchroom. One of the most common and offensive errors in library design is restroom entrances directly adjacent to lunch tables.

There is not a publicly accessible restroom on the second floor. That is a weakness for sure.

8. Exterior book returns

The Library maintains drive-through book return bins near the main south entrance.

Incendiaries in book returns are one of the main sources of library fires, and by keeping the returns away from the building the Library eliminates this possible danger.

However, the Library's book return bins also lead to a number of problems, as enumerated in the section on "Weaknesses."

9. Good security

Given the complexity of the building, the Library has good security.

Children's Services is not a passageway to any other part of the Library.

The only access to the 1975 building that did not involve climbing stairs led through Children's Services, and the Library had frequent problems with unaccompanied adults hanging around the department. Creating a Children's space that was not a passageway and that was separated from the rest of the Library by a glass wall and doors eliminated the problem.

When Library users were surveyed, several mentioned that they liked the separate location of Children's Services.

The Library has an extensive video security system, with a large number of cameras in Children's Services.

10. Effective display areas

By designing its own display areas the Library has avoided ill-considered equipment that has caused serious problems in many libraries.

Among other things, with the exception of the small cases for children's collections, all display equipment in the Library is movable furniture or blank wall space.

11. Single, centrally located lending desk

> The lending desk is the first thing that Library users encounter when they enter the Library through its main entrance and pass through the security gates. In Library surveys, users often mention that they like this location. However, its large size makes it inflexible and hinders staff from moving freely to help patrons.

12. Auditorium with extensive storage space

> The Library auditorium has three large storage closets, which are essential to allow a variety of uses without piling unused furniture around the edge of the room. Unfortunately, the auditorium could use additional storage space.

13. Children's Services is a single, wide-open space

> The department occupies the entire ground floor of the 2005 addition, about 10,000 sf.

14. Expansion space on the block

> The Library and City own buildings at the west end of the Library block, but there may not be enough space to house all required Library expansion.

END OF SECTION.

Weaknesses of the Current Building

Despite its many excellent features, The Urbana Free Library has several weaknesses. Most of these weaknesses are the result of an overly small building, constructed in many phases, and constrained by a long, narrow site.

1. The Library building is too small everywhere

>The 2005 Library building was in general adequately large when it opened, but it soon became too small because of repeated cutting of the original building program, which was reduced from over 90,000 sf to 75,000 sf and then again to 50,000 sf.

>Since expansion of the Library will require several years, by the time the work begins crowding will be more extreme.

>The current Library is about 50,000 gross sf, which is slightly over one square foot per capita. Many current public libraries are two sf per capita.

2. Insufficient space for readers

>In surveys, many users note the lack of sufficient seating.

3. No separate space for teens

>The Library has a small area in Adult Services designated for teens, but it consists only of two booths and some book shelving squeezed into a small area near the Library's main lending desk.

>The Library badly needs spaces for teens that feel like spaces for teens.

>Things are complicated because adults make regular use of teen collections.

4. Insufficient space for children and their families

>Seating in the Children's Services area for both younger and older children, and for their families, is too small.

5. Insufficient space for new collections

>One of the major hallmarks of The Urbana Free Library is its extensive collections.

>The Library has added collections for which it does not have adequate storage space, particularly the "Library of Things," which includes items such as a wide variety of musical instruments that cannot be stored on standard shelving.

>Ideally, the Library would be able to keep the top and bottom shelves in Adult Services unused, greatly increasing accessibility. However, very few libraries with good collections can afford the necessary floor space.

>Some libraries purchase bottom shelves that tilt upward slightly, making it easier for users to read spine labels that are close to the floor. These sloped shelves are available to fit the Library's Estey shelving.

6. Too few program rooms for public use

>The Library has only one medium-sized program room ("auditorium") and one very small conference room. To meet the needs of the community, the Library needs more program rooms. In addition, both existing rooms are much too small.

7. Only two study rooms

>The Library's Adult Services area currently has only two study rooms, although public demand calls for more.

Study rooms are small rooms seating four to eight people and designed to be used for tutoring, private study, small group meetings, collaborative projects, and similar purposes. They have been very heavily used in other public libraries, and Urbana's two rooms are in constant use.

To provide for both user safety and Library staff oversight, study rooms provide audio privacy but have glass walls.

Because study rooms are often very crowded, they need unusually good ventilation and temperature control.

8. Complex floor plan

Because the current Library was constructed in three phases, its internal arrangements can be complex. Room arrangements could often be improved, but hoping to make the Library as simple in layout as a completely new building is unrealistic.

Rooms are particularly inflexible in the 1918 section of the building, where many interior walls are bearing walls and cannot be opened up. Supervising the five historic east rooms can be challenging.

As the Library continues to be expanded to the west it will become proportionately longer and narrower. Public libraries are ideally fairly square.

9. Inadequate staff facilities

During the 2005 expansion, spaces for Library staff were fitted in where the building had available spaces rather than where the spaces were ideally located with regard to the rest of the building.

The size of staff workrooms also depended on available spaces, and some departments have better staff workspaces than others.

The Library staff lunchroom is less than ideal. It is windowless and small, and the architects of the 2005 addition failed to provide a ventilation fan to carry away cooking odors.

10. Open exterior staircase leading to the lower level

The staff staircase from the south terrace to the lower level is not enclosed. The storm drain at the bottom of the stairs clogs occasionally, resulting in rainwater flooding staff areas of the lower level. No areas below grade level should ever be open to the outside world. The much shallower ramp on the north side of the building might also cause drainage problems, but it has not done so at this time.

11. Areas where accessibility could be improved

The cars of both elevators are too small for gurneys.

The ramp that leads down to the lower floor level in Children's Services is narrow and has a very tight 180-degree turn. It could easily be enlarged during the remodeling and expansion project.

Ideally, the main floor of the Library would be at grade level, enabling users to simply walk in, but this feature appears impossible with the current building. Most well-designed new libraries built after the passage of the Americans with Disabilities Act in 1990 have main floors at grade level.

Users have often asked why the lobby elevator does not lead directly to all floors.

The bookstack aisles are narrower than ideal, the result of a large collection and severely limited expansion in the 2005 addition.

12. Built-in furniture

Teen Services and Children's Services have built-in booths that are inflexible and occasionally lead to poor user behavior. If the Library continues to maintain booths after the next expansion, they should be movable furniture with separate tables and benches.

The window seats on the north side of Children's Services are pleasant and heavily used, but they could easily be replaced by benches. (Some libraries have installed benches with storage space beneath, which usually turned out to cause serious problems.)

13. Exterior HVAC equipment that is difficult to reach

The staircase at the northwest corner of the building leads to a corner of the roof rather than directly to the HVAC penthouse. The roofs of the 1918 and 1975 sections of the building have lower roofs accessible only by exterior staircases on the roof.

14. HVAC penthouses that are visible from the street

The Library's air-handling equipment is visible from the street, to the unhappiness of some taxpayers.

15. Insufficient storage

Like many libraries, The Urbana Free Library does not have enough storage space.

16. Delicate architectural details from the 2005 expansion that are hard to maintain

The Library has a number of decorative design details that are hard to maintain and consequently tend to look shabby. Among these are:

The ornamental column bases on the first floor, which are constantly coming apart and are beginning to look battered.

As in many libraries, dark-colored paint on some walls in heavily traveled areas. The paint chips easily, showing the white plaster beneath.

Wooden side rails on staircases, which are looking battered.

17. Limited natural light

As a result of attempts to match the original 1918 architecture, the amount of natural light in the 1975 and 2005 additions to the Library is severely limited and falls far short of what most patrons and staff expect.

18. Unsatisfactory exterior book returns

The Library's external book returns consist of four bins in a drive-through on the south side of the building. The bins are exposed to the weather, making it particularly difficult for staff to empty the bins when it is cold or rainy.

As with all drive-up book return systems, matching the heights of the return slots to the heights of car windows is a major problem. The slots of the bins at the Urbana library are suitable for fairly tall vehicles but too high for sedans and sports cars.

Library users who are on foot and attempt to return books to the bins must stand in a busy driveway to do so.

The main advantage of external book return bins is protection from fire. A number of libraries have been badly damaged by incendiaries in book returns. However, with construction of fire-resistant closet walls for receiving bins plus the use of modern fire-suppression systems, the risk of fire is greatly reduced.

19. No separate space for the Maker Space

    The Library now maintains a maker space for teenage users, but the maker space shares the Library auditorium with many other uses. As a result, the maker space has to be set up and taken down several times a week. Because the lab has a large variety of electronic equipment, setting up and taking down require the time of a highly skilled staff.

20. Low ceilings

    The ground and second floors of the 1918 and 1975 buildings have low ceilings that are nearly impossible to change. Where possible, the areas with low ceilings were used for staff workspaces during the 2005 expansion.

21. Lack of network jacks throughout the building

    Lack of network jacks limits the ability to use spaces and new technologies flexibly.

22. Insufficiently independent air conditioning in the IT network spaces and the Champaign County Historical Archives

    Server rooms require lower temperatures and carefully controlled relative humidity.

    The Archives collections, like all collections of rare materials, also require careful control over temperature and relative humidity.

END OF SECTION.

Planning Around the Existing Building & Site

The process of identifying critical space needs balanced a review of service needs, traditional and emerging service use patterns, community expectations, and core library planning principles.

These are addressed within the context of the existing building which, as noted above, is a series of additions and renovations to a 1918 facility. The result is a long and narrow building on a long and narrow site with a large amount of space devoted to structure, stairs, and other fixed elements. The remaining portions of the site identified as an expansion zone will make the building longer and will require additional stairs and elevators to provide access and emergency egress.

This site and building geometry have provided pragmatic planning parameters that have guided the prioritization of possible space allocations.

The existing space efficiency of the 1918 building is acknowledged as different from subsequent additions.

The designated expansion zone is taken as the limit of horizontal expansion.

A limit of four floors of new construction in the west addition is defined as a limit for planning purposes.

Floor	West Addition	Existing Building		Total Available Area (gsf)	Preferred Location Area (gsf)	Deviation from Total Available
	New	New	Existing			
3	6,300	3,000	2,900	12,200	10,945	1,256
2	7,100		15,900	23,000	22,086	914
1	7,100		20,500	27,600	28,779	-1,179
G	7,100		19,600	26,700	24,761	1,939
	27,600	3,000	58,900	89,500	86,571	2,929

For the purposes of the program, the limit to available space is set at just under 90,000 gross square feet.

The preferred arrangement of key functional zones in the building locates more functions on the First and Second Floors than can be accommodated. The Third Floor and Ground Level have spare capacity after the preferred assignment of location. Shifts in the location of some functions will be required.

Existing structure, chases, stairs, perimeter walls, mechanical spaces, and restrooms are recognized as being less efficient than anticipated in typical area calculations.

Allowances for new structure, chases, stairs, perimeter walls, mechanical spaces, and restrooms in the proposed addition are derived from measurements of diagrammatic plans and typical area calculations.

Subtracting the existing and proposed net to gross allowances from the presumed limit yields an allowable assignable area total of…… 68,533   sf

The summary of how this space is allocated is in section……………………………… **Functional Area Summary**

Changes between the current space allocations and this program are in section………………. **Change Summary**

END OF SECTION.

Functional Area Summary

This section forms an overview of proposed space allocations within the building. Room data is provided in detail for each department or zone listed. Allocations are organized into public zones and staff zones. Some functional groups have spaces allocated in each zone.

Summary of Spaces						Preferred Allocation by Level (gsf)			
	% of Departmental Total			Departmental Area (asf)		G	1	2	3
Entries, Checkout, & Amenities	5.5%	12.6%	73.7%	3,746	50,528	411	3,083	253	0
Multi-Purpose Rooms	7.1%			4,884		2,449	2,435	0	0
Adult Services	28.8%	28.8%		19,764		0	9,856	9,908	0
Teen Services	1.6%	1.6%		1,121		0	1,121	0	0
Children's Services	12.8%	12.8%		8,776		8,776	0	0	0
Champaign County Historical Archives	17.9%	17.9%		12,238		0	0	7,568	4,670
Lending Services Staff Zone	3.1%		26.3%	2,105	18,005	0	2,105	0	0
Adult & Teen Services Staff Zone	1.4%			956		0	0	956	0
Children's Services Staff Zone	1.9%			1,294		1,294	0	0	0
Acquisitions Services Staff Zone	1.9%	15.6%		1,283		1,283	0	0	0
Administration Staff Zone	4.3%			2,981		2,981	0	0	0
Community Engagement Staff Zone	1.4%			964		0	964	0	0
Information Technology Staff Zone	1.6%			1,120		928	0	175	0
Friends of the Library	2.7%	2.7%		1,834		1,370	0	0	0
Support Services	8.0%	8.0%		5,469		0	5,107	73	290
Departmental Totals	100%	100%	100%	68,533		19,492	24,671	18,932	4,960

	Efficiency Notes		Preferred allocations by level do not match available floor area. See the "Planning Around the Existing Building & Site" section.
	78.7% of the gross area is assignable space		
	58.0% of the gross area is assignable public space		

Net to Gross Areas				21.3%	27.0%	18,518	5,269	4,109	3,155	5,985

			G	1	2	3
Building Gross Area	Programmed	87,051	24,761	28,779	22,086	10,945
	Maximum Theoretical Available Area	89,500	26,700	27,600	23,000	12,200
	Unallocated	2,449	1,939	-1,179	914	1,256

Key   Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor   gsf = gross square feet

       PSP = Public Service Point   asf = assignable square feet

Functional Area Summary

	ASF	DSF	G	1	2	3
Public Zone		**50,528**	11,636	16,495	17,728	4,670
Entries, Checkout, & Amenities		3,746				
SOUTH ENTRY ZONE						
South Entry Lobby - Building Entry	373		373			
South Entry Lobby - Upper Lobby	410			410		
PSP - Lending Services	750			750		
Held Books	97			97		
Friends of the Library Sale Area	69			69		
EAST ENTRY ZONE						
East Entry Lobby	755			755		
Gallery/Exhibition Area	721			721		
FLEXIBLE						
Second Floor Arrival, Gallery/Exhibition Areas	230				230	
Department Assignable	3,405		373	2,802	230	0
Department Non-Assignable	341		38	281	23	0
Department Total	3,746		411	3,083	253	0

	ASF	DSF	G	1	2	3
Multi-Purpose Rooms		4,884				
New Auditorium Lobby	525			525		
New Auditorium	1,910			1,910		
Maker Space Lobby	280		280			
Maker Space	1,725		1,725			
Department Assignable	4,440		2,005	2,435	0	0
Department Non-Assignable	444		444			
Department Total	4,884		2,449	2,435	0	0

	ASF	DSF	G	1	2	3
Adult Services		19,764				
PSP - Adult Services	637				637	
AS General Patron Seating	3,175			3,175		
AS Print Collection	2,512			2,512		
AS Large Print Collection	212			212		
Adult International Languages	32			32		
AS Current Periodicals	206			206		
AS Study Rooms	1,440			1,440		
AS Quiet Reading Room	560			560		
Adult Media Collections	823			823		
AS Open Computing Lab	800				800	
Department Assignable	17,967		0	8,960	9,007	0
Department Non-Assignable	1,797		0	896	901	0
Department Total	19,764		0	9,856	9,908	0

Functional Area Summary

	ASF	DSF	G	1	2	3
Teen Services		1,121				
Teen Collection & Seating	1,019			1,019		
Department Assignable	1,019		0	1,019	0	0
Department Non-Assignable	102		0	102	0	0
Department Total	1,121		0	1,121	0	0

	ASF	DSF	G	1	2	3
Children's Services		8,776				
PSP - Children's Services	491		491			
CS General Seating	932		932			
CS Print Collections	5,288		5,288			
CS Media Collections	247		247			
CS Megan's Room & Special Features	626		626			
CS Computer Area	274		274			
CS Study Rooms	120		120			
Department Assignable	7,978		7,978	0	0	0
Department Non-Assignable	798		798	0	0	0
Department Total	8,776		8,776	0	0	0

	ASF	DSF	G	1	2	3
Champaign County Historical Archives		12,238				
PSP - CCHA	160				160	
CCHA Seating	1,200				1,200	
CCHA Open Collections	4,226				4,226	
CCHA Closed Collections	2,349					2,349
CCHA Computers, Copiers, & Microfilm	167				167	
CCHA Program Room	920				920	
CCHA Displays	200				200	
CCHA Staff & Manager's Workrooms	1,764					1,764
CCHA Storage	138				138	
Department Assignable	11,124				7,011	4,113
Department Non-Assignable	557				557	
Department Non-Assignable	557					557
Department Total	12,238		0	0	7,568	4,670

Functional Area Summary

	ASF	DSF	G	1	2	3
Staff Zone		**18,005**	7,856	8,176	1,204	290

	ASF	DSF	G	1	2	3
Lending Services Staff Zone		2,105				
Lending Services Workroom - South	924			924		
Lending Services Workrooms - North	1,080			1,080		
Department Assignable	2,004		0	2,004	0	0
Department Non-Assignable	101		0	101	0	0
Department Total	2,105		0	2,105	0	0

	ASF	DSF	G	1	2	3
Adult & Teen Services Staff Zone		956				
Adult, Teen Services, & Safety Workrooms	810				810	
Adult & Teen Services Storage	100				100	
Department Assignable	910		0	0	910	0
Department Non-Assignable	46		0	0	46	0
Department Total	956		0	0	956	0

	ASF	DSF	G	1	2	3
Children's Services Staff Zone		1,294				
Children's Services Staff Workroom	940		940			
Children's Services Storage	292		292			
Department Assignable	1,232		1,232	0	0	0
Department Non-Assignable	62		62	0	0	0
Department Total	1,294		1,294	0	0	0

	ASF	DSF	G	1	2	3
Acquisitions Services Staff Zone		1,283				
Acquisitions Services Workroom	1,166		1,166			
Department Assignable	1,166		1,166	0	0	0
Department Non-Assignable	117		117			
Department Total	1,283		1,283	0	0	0

Functional Area Summary

	ASF	DSF	G	1	2	3
Administration Staff Zone		2,981				
Reception/Office Manager Workroom	220		220			
Executive Director Workroom	275		275			
Associate Director Workroom	180		180			
Shared Equipment	218		218			
Library Assistant 2 - Administration Workroom	128		128			
Human Resources Workroom	249		249			
Future Staff Workroom	201		201			
Central Supply Room	490		490			
Staff Conference Room	488		488			
Secure Records Storage	144		144			
Department Assignable	2,592		2,592	0	0	0
Department Non-Assignable	389		389			
Department Total	2,981		2,981	0	0	0

	ASF	DSF	G	1	2	3
Community Engagement Staff Zone		964				
Community Engagement Workrooms	876			876		
Department Assignable			0	876	0	0
Department Non-Assignable				88		
Department Total			0	964	0	0

	ASF	DSF	G	1	2	3
Information Technology Staff Zone		1,120				
Information Technology Workrooms	668		668			
Department Assignable	1,018		843	0	175	0
Department Non-Assignable	102		85	0	0	0
Department Total	1,120		928	0	175	0

	ASF	DSF	G	1	2	3
Friends of the Library		1,834				
FOTL Workroom	803		803			
FOTL Book Sale Storage	400		400			
FOTL Online Sales Project	464		464			
Department Assignable	1,667		1,203	0	0	0
Department Non-Assignable	167		167			
Department Total	1,834		1,370	0	0	0

Functional Area Summary

	ASF	DSF	G	1	2	3
Support Services		5,469				
Staff Entry	180			180		
Staff Lunchroom	522			522		
Staff Breakroom	217					217
Lactation/First Aid	140			140		
General Building Storage	2,900			2,900		
Facilities Management Workroom	433			433		
Custodial Closet G	106			106		
Custodial Closet 1	73			73		
Custodial Closet 2	73				73	
Custodial Closet 3	73					73
Loading Dock	256			256		
Department Assignable	4,971		0	4,609	73	290
Department Non-Assignable	498			498		
Department Total	5,469		0	5,107	73	290

Functional Area Summary

				ASF	DSF	G	1	2	3
Net to Gross Allocations					**18,518**	5,269	4,109	3,155	5,985
	Elevators					201	201	201	67
	E1	Existing	South			67	67	67	
	E2	Existing	East			67	67	67	
	E3	Programmed	West			67	67	67	67
	Equipment Rooms					1,407	11	0	4,160
	Elevator Equipment Rooms								
	E1	Existing	South			70			
	E2	Existing	East			70			
	E3	Programmed	West			70			
	HVAC	Existing				235			2,760
		New							1,400
	Water Service					220			
	Fire Protection					100			
	Electrical Service	Existing				227	11		
		New				280			
	Telecomm	Existing				65			
		New				70			
	Stairs & Ramps					1,004	1,133	1,025	380
	S1	Existing	Northwest			190	190	190	190
	S2	Existing	Center			214	301	290	
	S3	Existing	East			100	135		
	S4	Existing	Adult Services (West)				178	355	
	S5	Existing	Entry				139		
	S6	Programmed	Expansion			190	190	190	190
	SC	Existing	Children's			120			
	RC	Existing Ramp	Children's			190			
	Exterior Walls	Existing			5,541	1,468	1,385	1,168	
		Programmed				380	380	380	380

Functional Area Summary

			PEOPLE		G	1	2	3
Restrooms			1,559		385	820	226	128

				PEOPLE		WC	U	L	DF
200	Required	Staff	18,005	9,003	45 F				
				9,003	45 M				
400		Mech	19,580	9,790	24 F				
				9,790	24 M				
50		Public	50,528	25,264	505 F				
				25,264	505 M				
				575	F	15	0	14	
				575	M	15	0	14	
	Fixture Population - Occupied Area:		88,113	People:	1,150	30		28	
				Counts:	Existing: F	9		8	
					M	9		8	
						18		16	
				Additional:		12		12	

						G	1	2	3
			Area:	Existing:		257	692	98	
				Additional:		128	128	128	128

Chases	Included as allowance	239	2	0	832
Columns	Included as allowance	185	177	155	38

END OF SECTION.

Change Summary

This section is a comparison of the programmed space needs to the current space allocations in the existing building.

Summary of Spaces	Program % of Dept. Total		Program Departmental Area		Existing Departmental Area		Δ		Note
Entries, Checkout, & Amenities	5.5%	12.6%	3,746	50,528	3,001	27,680	25%	83%	___
Multi-Purpose Rooms	7.1%		4,884		2,480		97%		___
Adult Services	28.8%	28.8%	19,764		9,450		109%		___
Teen Services	1.6%	1.6%	1,121		659		70%		___
Children's Services	12.8%	12.8%	8,776		7,012		25%		___
Champaign County Historical Archives	17.9%	17.9%	12,238		5,078		141%		1
Lending Services Staff Zone	3.1%		2,105	18,005	1,991	8,477	6%	112%	___
Children's Services Staff Zone	1.9%		1,294		1,092		18%		___
Adult & Teen Services Staff Zone	1.4%		956		555		72%		___
Acquisitions Services Staff Zone	1.9%	15.6%	1,283		403		218%		___
Administration Staff Zone	4.3%		2,981		1,190		151%		___
Community Engagement Staff Zone	1.4%		964		394		145%		___
Information Technology Staff Zone	1.6%		1,120		414		171%		___
Friends of the Library	2.7%	2.7%	1,834		481		281%		2
Support Services	8.0%	8.0%	5,469		1,957		179%		3
Departmental Totals	100%	100%	68,533		36,157		90%		

78.7%	of the gross area is assignable space	
58.0%	of the gross area is assignable public space	

Net to Gross Areas	18,518	22,743

Building Gross Area		Program	Existing
	Programmed	**87,051**	58,900
	Maximum Theoretical Available Area	89,500	58,900
	Unallocated	2,449	

Note 1 Area calculations include CCHA space in Mall (808 sf) and Tepper Building (1,502 sf).

2 Existing FOTL spaces do not include areas at the Lending Desk that have recently been converted to staff use.

3 Area calculations include storage space in Marro (1,000 sf) and Tepper Building (500 sf).

Key Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

END OF SECTION

Change Summary

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Collection Summary

Note: Nearly all collections are separate shelving areas within each area. For example, all items in the Mystery collection are separate from the Fiction collection, but one collection begins right where the other ends (i.e., they are adjacent but not interfiled).

Collection Name	VOL/LF	% Typically Circulating	Current Collection Count	Future Collection Count	Change	Notes
Collection Totals			**272,656**	**271,480**	**-0.43%**	
Adult Print Collections			**140,584**	**140,591**		
Adult Biography	10	3%	4,140	4,140	0%	
Adult Board Games	2	40%	263	270	3%	
Adult Fiction	10	7%	67,870	67,870	0%	
Adult Graphic Novels	15	10%	5,580	5,580	0%	
Adult International Languages	12	4%	560	560	0%	
Adult Large Print	11	5%	3,430	3,430	0%	
Adult Library of Things	4	24%	200	200	0%	
Adult Magazines	1	0%	101	101	0%	
Adult Non-Fiction	12	7%	57,990	57,990	0%	
Adult Reference	15	0%	450	450	0%	
Adult Media Collections			**46,460**	**41,910**		
Adult Non-Fiction DVDs	30	6%	4,690	4,690	0%	
Vinyl Recordings	30	34%	480	960	100%	
Adult Entertainment DVDs	30	20%	18,980	18,980	0%	
Adult Music CDs	30	4%	17,550	14,040	-20%	
Adult Books on Disc	30	4%	4,360	2,840	-35%	
Video Games	30	32%	400	400	0%	Actual storage at Lending
Special Collections - Stored in Staff Areas						
No Collection Scheduled	12	0%	0	0	0%	
Professional Collection - J	12	0%	540	540	0%	
Holds/Reserves - Part of Other Collections - Identified for space allocation purposes only.						
Entry - Recent Returns	10					
Entry - Reserves/Holds	9		670	1,000	49.25%	

Collection Summary

Note: Nearly all collections are separate shelving areas within each area. For example, all items in the Mystery collection are separate from the Fiction collection, but one collection begins right where the other ends (i.e., they are adjacent but not interfiled).

Collection Name	VOL/LF	% Typically Circulating	Current Collection Count	Future Collection Count	Change	Notes
Children's Media Collections			**8,220**	**7,914**		
J Non-Fiction DVDs	30	4%	1,040	1,040	0%	
J Entertainment DVDs	30	9%	4,490	4,490	0%	
J Music CDs	30	1%	1,160	1,160	0%	
J Books on Disc	30	2%	1,530	1,224	-20%	
Children's Print Collections			**67,572**	**71,245**		
J Big Books	20	3%	32	40	25%	
J Easy to Read	20	6%	4,580	4,810	5%	
J First Chapter	15	5%	4,200	4,410	5%	
J Picture Books	20	6%	15,790	16,580	5%	
J Parent Collection	12	5%	550	580	5%	
J Large Print	15	5%	55	60	9%	
J Fiction	15	5%	10,500	11,030	5%	
J Graphic Novels	30	12%	4,140	4,560	10%	
J Magazines	1	0%	5	5	0%	
J Non-Fiction	18	3%	23,920	25,120	5%	
J Fire Truck	18	20%	150	150	0%	
J Board Books	18	9%	2,960	3,110	5%	
J VOX	8	16%	300	400	33%	
J Library of Things	4	43%	390	390	0%	
Teen Collections			**9,820**	**9,820**		
Young Adult	12	8%	9,820	9,820	0%	

END OF SECTION.

Seating Summary

Seat count is a primary indicator of the focus of space use in a building. The seat summary provides a sense of the overall balance of space allocations. Seat allocations include convenience seats as part of the entry paths, maximum practical meeting and program room seating, and typical activity room seating (maximum occupancy in these spaces could be higher depending on the nature of the activity).

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
			General Reader Seats		Seats at X person tables (T), booths (B)						PAC	Public PCs, I-net	Maker/ Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A			
Entries, Checkout, & Amenities	0	0	0	0	0	0	0	0	0	0	0	0	0
Multi-Purpose Rooms	188	0	0	0	0	0	0	0	150	0	0	0	38
Adult Services	211	138	19	0	0	70	9	40	0	48	8	25	0
Teen Services	16	16	0	0	0	0	0	16	0	0	0	0	0
Children's Services	85	30	4	0	0	4	2	20	0	4	0	7	44
Champaign County Historical Archives	96	48	0	0	0	0	0	48	48	0	0	0	0
	596	232	23	0	0	74	11	124	198	52	8	32	82
Percentage of total seating	100%	39%							33%	9%		5%	14%

	General Seats	Multi-Purpose Room Seats	Activity/Study Seats	Technology Seats	Maker/Active Learning Seats
Multi-Purpose Rooms	0	150	0	0	38
Adults	138	0	48	25	0
Teens	16	0	0	0	0
Children	30	0	4	7	44
CCHA	48	48	0	0	0
Total	232	198	52	32	82

END OF SECTION.

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A Program of Spaces for the
Expansion and Renovation of
The Urbana Free Library

Part 2
Library Space Requirements

Entries, Checkout, & Amenities   3,746   sf

An Entry is the first impression of the building. It must be uncluttered, inviting, and easily understood by a wide range of patrons and first-time visitors to the Library. It is the focus of basic account-related patron services, including registration and checking out of materials. It is the first and largest crossroad within the building and must offer clear connections to the highest trafficked portions of the building as well as those other service and collection zones more removed from the most active zones.

This is also the last interior space to be visited by a patron. The outbound experience is a lasting impression and should be positive. Checkout should be apparent, support queuing, and allow for staff assistance to patrons who are having trouble with or learning the system. The path to non-secure zone spaces, exterior amenities, the street, and the parking should be intuitive, safe, and inviting.

There is a corresponding staff zone that is as key to the effective operation of the facility as the public zone is to the overall patron experience.

Summary of Assignable Spaces			Programmed				
ZONE	SPACE	FLOOR	G	1	2	3	AREA (SF)
	SOUTH ENTRY ZONE						
PUBLIC	South Entry Lobby - Building Entry	G	373				373
PUBLIC	South Entry Lobby - Upper Lobby	1		410			410
PUBLIC	PSP - Lending Services	1		750			750
PUBLIC	Held Books	1		97			97
PUBLIC	Friends of the Library Sale Area	1		69			69
	EAST ENTRY ZONE						
PUBLIC	East Entry Lobby	1		755			755
PUBLIC	Gallery/Exhibition Area	1		721			721
	FLEXIBLE						
PUBLIC	Second Floor Arrival, Gallery/Exhibition Areas	2			230		230
Department Assignable			373	2,802	230	0	3,405
Department Non-Assignable	10%		38	281	23	0	341
Department Total			411	3,083	253	0	3,746

Key   Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

       PSP = Public Service Point

Entries, Checkout, & Amenities	3,746	sf

South Entry Lobby - Building Entry	0 seats	0 PACs	0 computers	373	sf

Function & Design Issues

General Considerations

Most libraries should have only one public entry. The location of this building suggests that multiple entry points are more appropriate/required. These points should, as much as possible, bring patrons and visitors together at a single or limited number of arrival points. Consider how this/these arrival points are arranged with respect to the building security system and theft detection system.

Locate the entrance as conveniently as possible to parking, bicycle racks, pedestrian paths, and transit stops.

The public restrooms and meeting rooms should be intuitively and conveniently accessible from the lobby. From the South Entry Lobby, access to the meeting rooms is via the stairs or elevator. Arrange the lobby to allow controlled access to and from the restrooms and meeting rooms outside normal library hours of operation.

Climate-controlled vestibules and airlocks to moderate transition from the exterior to the Library. Arrange doors and airlocks to accommodate large groups moving in and out of the building at peak times.

Allow sufficient space to provide for general orientation, determine routes to various service points, and comprehend the general arrangement of the building. This orientation should include direct visual connection to stairs and elevators serving adjacent levels. Provide adequate space to navigate the security system.

Provide a sense of openness and spaciousness.

Except for the security gates, the furnishings and displays or other equipment in this area should be mobile as the Library anticipates frequent rearrangement of the space throughout the year.

This is the public's first opportunity to engage with the Library's services. New and featured book displays should be incorporated in some impactful way.

TUFL-Specific Considerations

The existing building does a good job of addressing many of these considerations. Other aspects of entry should be improved if possible within budget and site constraints.

Public entry to the Library

For effective access for patrons with disabilities, the main entry vestibule will be on two levels as in the current Library, one space at street level and the second space at the level of the Library's main floor. The connection between street level and the main floor will be by both stairs and elevator.

Restrooms

The restrooms should continue to be on the main floor outside the Library security gates to prevent patrons from bringing Library materials that have not been checked out into the main restrooms.

Security gates

The Library's security gates will continue to be between the main floor of the vestibule and the rest of the main floor.

Outside waiting area

An exterior shelter to allow people to stand outside the Library without being soaked by rain. Bench for people waiting to be picked up.

Accessibility

The designers will strive to make the Library entrance as accessible as possible to patrons with disabilities. Staircase railings will be at two heights to accommodate both adults and children. Steps will have anti-slip surfaces, and the edges of steps will be extremely visible to people walking downstairs. Curb cuts in sidewalks outside the entrance will have non-slip surfaces.

Book return slots

The Library has reinstated use of the book return slots in the current south entry vestibule. Material handling and ease of patron access/use should be reviewed as part of the design process.

Pickup lockers

The Library will reevaluate the pickup lockers in the current entry vestibule, since leaving the vestibule unlocked when the rest of the Library is closed represents a serious security issue. As a result of this problem, the lockers have never been used. Although weatherproof lockers were not available at the time the 2005 addition was planned, they are currently available.

For library buildings as large as Urbana's, the heaviest use of pickup lockers appears to be from patrons who don't want to come into the Library rather than from patrons who want after-hours access. Many of these people want to pick up books without bringing their passengers into the Library, and for this reason a parking space needs to be located directly adjacent to the pickup lockers.

Placement

The Library is considering reorganizing the entry and overall patron access. If the Library maintains its current entry system, all patrons will enter through the vestibule, travel to the main floor, pass through the security gates, and then go to the rest of the Library. The Library is considering use of the existing elevator to allow patrons direct access to any floor. This option will require studies of possible security systems and staffing. The design team will need to consider variations on these approaches in the reorganization of the entry area.

Adjacencies

Primary	Parking, Entry Plaza, Upper Lobby, Elevator, Main Entry Stairs
Secondary	Restrooms

Entries, Checkout, & Amenities — 3,746 sf

Special Use Spaces

	Notes	Qty	Unit	Total
Airlock/Vestibule		1	120	120
Orientation Area - Secondary	Waiting area.	1	100	100
Exhibit - Wall Mounted	Commemorative displays.	1	25	25
Pickup Lockers	After-hours pick-up in Lobby.	1	45	45
Storage Room - Medium	Outreach Services storage of tent(s), folding tables (4) and chairs (2), an outreach cart, and anything else we might purchase in the future. It's easiest for staff that this room be located near the entrance so heavy tents and tables aren't being transported between floors.	1	75	75
Depressible Book Bins	Interior material return at exterior wall.	0	30	0
Display - Bulletins		1	8	8
				373

Furniture

	Qty			Unit	Total
Seating - Bench	0	units provide	0 seats total	15	
			0		0

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Finishes   Heavy duty. Bright walls and ceilings for maximum light distribution.
Extremely water-resistant floor, such as anti-slip ceramic tile with very dark grout.
Terrazzo and smooth-glazed ceramic tile will not be used for the floor because they are slippery when wet.
Walk-off flooring in the vestibule floor to limit tracking of water and slush into the Library.

Signage   Hours of operation, rules of use, and general facility signage.
Emergency contact information.

Display   Video Display: Digital sign by the main entrance. The sign will list Library events only rather than general community events.
Wall space for plaques commemorating the construction of the building, both new plaques and those from the original 1918 building and the 1975 and 2005 additions.

Entries, Checkout, & Amenities   3,746   sf

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Quick-response heating and cooling to buffer against heat gain, heat loss, unwanted breezes.
Power	To support cleaning and maintenance operations.
Data	Support displays, wireless access for Entry Plaza and waiting areas.
Lighting	Substantial levels of illumination. Warm, welcoming lighting to make the Library attractive to people approaching the building after dark. Although vestibule lighting is not often needed for reading, vestibules with well-lighted walls and ceilings are far more welcoming to patrons. The light fixtures selected will have opaque centers to conceal the presence of dead bugs. They will probably be too high to be serviced by Library staff.
Security	Access Control and Emergency Contact Systems should be reviewed with Library and City. Video surveillance is required.
Other	People counter placed to count all people entering or leaving the building.

Entries, Checkout, & Amenities	3,746	sf

South Entry Lobby - Upper Lobby	0 seats	0 PACs	0 computers	410	sf

Function & Design Issues

This area is a continuation of the South Entry. It is reached by a main stair and elevator and connects the Building Entry Lobby to the primary public restrooms, material return slots, and entry into the secure area of the building. As such it should feel part of the arrival/welcoming experience and introduce patrons to the featured services available within.

Allow sufficient space to provide for general orientation, determine routes to various service points, and comprehend the general arrangement of the building. This orientation should include direct visual connection to stairs and elevator serving adjacent levels. Provide adequate space to navigate the security system.

Except for the security gates, the furnishings and displays or other equipment in this area should be mobile as the Library anticipates frequent rearrangement of the space throughout the year.

At least one member of the staff should have direct line of sight into the lobby to the entry doors and visual control over the entry and the restroom entrances.

Provide a sense of openness and spaciousness.

This is the public's first opportunity to engage with the Library's services. Featured services should be visible in some impactful way.

Adjacencies

Primary	PSP - Lending Services	Lending Services Workrooms - North
Secondary	Elevator, Stair	Custodial Closet 1
	Multi-Purpose Rooms	

Special Use Spaces

	Notes	Qty	Area Unit	Area Total
Airlock/Vestibule	In Building Entry.	0	120	0
Orientation Area - Primary	First Floor - inbound allowance.	1	150	150
Orientation Area - Primary	First Floor - outbound allowance.	1	150	150
Theft Detection Zone		1	60	60
Literature Racks		1	20	20
Exhibit - Wall Mounted	Commemorative displays.	1	25	25
Video Display		1	5	5
				410

Entries, Checkout, & Amenities   3,746   sf

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Quick-response heating and cooling to buffer against heat gain, heat loss, unwanted breezes.
Power	To support cleaning and maintenance operations.
Data	Integrate inventory control system with material return slots to adjacent Staff Workroom.
Lighting	Substantial levels of illumination. Warm, welcoming lighting to make the Library attractive to people approaching the building after dark. Although vestibule lighting is not often needed for reading, vestibules with well-lighted walls and ceilings are far more welcoming to patrons. The light fixtures selected will have opaque centers to conceal the presence of dead bugs. They will probably be too high to be serviced by Library staff.
Security	Access Control and Emergency Contact Systems should be reviewed with Library and City.
	Theft Detection System antennae. Coordinate locations with manufacturer to maximize effectiveness of sensors.

Entries, Checkout, & Amenities	3,746	sf

PSP - Lending Services	0 seats	0 PACs	0 computers	750	sf

Function & Design Issues

The traditional Circulation Desk is replaced with a service point to facilitate welcome, way-finding, registration, payment of fines, reservations, and other account management functions for inbound patrons and support patron use of the checkout kiosks.

Specific functions include:

Greeting patrons as they arrive at the Library.

Issuing library cards.

Checking out books and other materials.

Answering patron questions on a wide range of issues.

Registering patrons for Library events.

Supervising the public entrance to the Library and the security gates.

Conducting financial transactions and selling Library merchandise.

Providing curbside pickup service for patrons who are unable to enter the Library.

Placement

Recognizing the limitations imposed by the building's geometry, the desk will be placed to provide the staff with maximum oversight of the main floor of the Library.

Features & Equipment

Readily visible, accessible, and welcoming.

Provided as a convenience in the entry area for those with mobility issues, those waiting for others to arrive or complete their library transactions, and to supplement the consultation seating provided in support of the registration functions of the PSP.

Form varies based on Library's functional requirements and aesthetic preference. The desk will be modular and designed to be reconfigured or relocated when necessary. It will not have a continuous top and will not be curved.

The "welcoming/account" functions should not be the first thing encountered but should be easily visible and off to one side of the primary travel path.

The "checkout" component should have line-of-sight connection and easy access to the nearby checkout kiosks. The intent of the Library is to have a vast majority of checkout completed by the public at kiosks. Patrons needing assistance should be apparent to the staff at the Public Service Point. Staff at this desk will move to a checkout kiosk to assist patrons who cannot or prefer not to use the checkout kiosks.

Arrange the PSP to back up to the workroom.

There will be a minimum of two exits from behind the desk, so that staff members cannot be trapped there, but there will be floor space available if the Library needs additional exits from behind the PSP.

Provide space in front of the desk for Library patrons to wait to be served and for other Library patrons to comfortably pass by the PSP and people waiting to be served.

Entries, Checkout, & Amenities   3,746   sf

Adjacencies

Primary	South Entry Lobby - Upper Lobby	Lending Services Workrooms - North
Secondary	East Entry Lobby	Children's Services

Special Use Spaces

	Notes	Qty	Area Unit	Area Total
PSP Staff Outpost	**Lending:** Small, lightweight presence to assist patrons, support others at checkout kiosks, and aid in orientation. Stand-up height (adjustable) and ADA-height sections needed. Consider height-adjustable surfaces. Provide leg room at all locations.	2	60	120
PSP Staff Outpost	**Reference:** Small, lightweight presence to assist patrons, support others at checkout kiosks, and aid in orientation. Stand-up height (adjustable) and ADA-height sections needed. Consider height-adjustable surfaces. Provide leg room at all locations.	1	60	60
Orientation Area - Primary	Arrival at crossroads of paths from South Entry Lobby and the primary east-west axis running through the First Floor.	1	150	150
Orientation Area - Secondary	Just some moving around space to make it all work - PSP specific.	1	100	100
PSP Credenza	Stores incidental items needed for patron service.	0	50	0
Storage - Shelving Unit	Stores incidental items needed for patron service.	0	9	0
Checkout Kiosk	These are the 2 near Marketplace. Others include 1 at Stair to Second Floor and 1 in Children's Services.	2	50	100
Checkout Kiosk Queue	Assume 3 people queuing at each kiosk.	12	10	120
Orientation Area - Secondary	This is some moving around space to make it all work - general purpose area.	1	100	100
				750

Seating

	Qty				Area Unit	Area Total
Seating - Consultation	0	units provide	0	seats total	0	
					0	0

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

All workstations will have smooth frontage with toe kicks and matching toe kicks on their Library patron sides.

Each lending workstation will be 60 inches wide. The workstation for standing staff will be 40 inches high, while the accessible workstation for seated staff will be 30 inches high. Tops will be 30 inches deep, with an additional eight or nine feet behind the desk for equipment and for staff to pass back and forth.

The insides of workstations will be open to allow new inserts holding lending equipment to be constructed as equipment changes.

The seated-height workstation will meet all applicable ADA and Illinois accessibility codes.

As much as possible, cable management will conceal wiring from Library patrons to prevent children from tugging at computer wires.

Desktop space for a telephone, keyboard, computer monitor arm, RFID pad, receipt printer, credit card reader, and other equipment required, in addition to space required to slide books back and forth and to stack books when a single patron has a large number of books.

Drawers for cash, for keyboards, and for miscellaneous equipment. Drawers will have double-extension, ball-bearing hardware. The insides of drawers will be light-colored to make it possible to see objects in the drawers.

The reference staff workstation will be eight feet wide and 30 inches deep. The height will be adjustable. It will have desktop space for a computer, receipt printer, laser printer, and drawers for notary supplies. As with other service desks, all drawers will have double-extension hardware and light interiors.

Desktop surfaces will be of a medium hue, neither very dark nor very light, both of which cause major eyestrain.

Equipment   Checkout Kiosks

PSP Workstations   telephone, keyboard, computer monitor arm, RFID pad, receipt printer, credit card reader, and other equipment required

Finishes   Heavy duty.   High-traffic flooring, acoustic control is important.

Signage   Self-service aspect should be clear to patrons with a hierarchy of signage from basic wayfinding to specific instructions on self-check process.

Coming Events - digital.

Entries, Checkout, & Amenities	3,746	sf

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**.

Special Equipment

Among other things, including those listed above, the design team should pay particular attention to the sizes, clearances, access requirements, and power/data requirements of the wide array of equipment needed at Lending Services workstations. These items have a tendency to change and flexibility is an essential attribute of any workstation. In addition to the specifics of current equipment, the Library should provide relevant data for anticipated migrations in technology and equipment. The following is only a partial list and is provided as a guide.

	Item	Width	Depth	Height	Data connection?	Voltage	Amperage	Type	New	Existing
1	CASH REGISTER									
2	CREDIT CARD MACHINE, shared between two stations									
3	BARCODE SCANNER									
4	COMPUTER									
5	RFID PAD									
6	RECEIPT PRINTERS									
7										
8										
9										

Entries, Checkout, & Amenities — 3,746 sf

Held Books — 0 seats — 0 PACs — 0 computers — 97 sf

Function & Design Issues

Shelving for Holds.

Ample floor space to ease access.

Placement

Clearly visible from the entrance but out of the primary flow of patrons entering or leaving the building.

Near or in the Marketplace.

Adjacencies

Primary	Entry vestibule, PSP - Lending Services, Checkout Kiosks
Secondary	---

Special Use Spaces

			Area	
	Notes	Qty	Unit	Total
Video Display		1	5	5
				5

Collections — 1.15

Type of shelf	Typical	Browse	Bins	Media	Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Aisle width, feet	3.5	4	4	4											
Area, single face, sf	10.45	11.4	13.3	13.3											
Entry - Reserves/Holds					1,200	0%	1,200	12	72	6	0.75	162	8	10.00	92
													8		92

Seating

	Qty				Area	
					Unit	Total
Seating - Bench	0	units provide	0	seats total	0	
			0			0

Furniture — Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Entries, Checkout, & Amenities   3,746   sf

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.   High-traffic flooring, acoustic control is important.

Signage   Self-service aspect should be clear to patrons, post copyright protocols near copy center.
                  Clearly sign Holds or Reserves.

Display   ---

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**.

Entries, Checkout, & Amenities   3,746   sf

Friends of the Library Sale Area   0 seats   0 PACs   0 computers   69   sf

Function & Design Issues

The sale area is developed as a retail space with contemporary display techniques and a browsing-friendly atmosphere.

Attractive retail-style display of a wide variety of giftware, used books, media, and similar items.

Self-service beverages if there is no cafe or no easy access to refreshments as part of mixed-use development.

Sales occur at   **PSP - Lending Services**

Placement

Part of the overall public arrival zone associated with main entry (South Entry) but decidedly a secondary element.

High visibility.

Adjacencies

Primary	PSP - Lending Services	South Entry Lobby - Upper Lobby
Secondary	---	

Special Use Spaces

	Notes	Qty	Unit	Total
Workstation - Desk/Linear	Workstation/display.	0	40	0
Orientation Area - Secondary	Moving around space.	0	100	0
				0

Sale Area Shelving   1.15

Type of shelf	Typical	Browse	Bins	Media	Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Aisle width, feet	3.5	4	4	4											
Area, single face, sf	10.45	11.4	13.3	13.3											
No Collection Scheduled					864	0%	864	12	72	6	0.75	162	6	10.00	69
													6		69

Furniture	Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.
Equipment	Coordinate specifics during design phase.
Finishes	Heavy duty. High-traffic flooring, acoustic control is important.
Signage	Coordinate specifics during design phase.

Entries, Checkout, & Amenities   3,746   sf

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Ventilation, high occupancy level, aging materials require frequent air exchanges.
Lighting	Display lighting at key points.
Security	Lockable zone.
Other	Shelving is a mix of merchandising and capacity strategies to make the most of the available area.

Entries, Checkout, & Amenities	3,746	sf

East Entry Lobby	0 seats	0 PACs	0 computers	755	sf

Function & Design Issues

General Considerations

Most libraries should have only one public entry. The location of this building suggests that multiple entry points are more appropriate/required. These points should, as much as possible, bring patrons and visitors together at a single or limited number of arrival points. Consider how this/these arrival points are arranged with respect to the building security system and theft detection system.

Allow sufficient space to provide for general orientation, determine routes to various service points, and comprehend the general arrangement of the building. This orientation should include direct visual connection to stairs and elevator serving adjacent levels. Provide adequate space to navigate the security system.

This is the public's first opportunity to engage with the Library's services. New Book display should be incorporated in some impactful way. It can be a small area, mobile, lots of face-out display.

Provide a sense of openness and spaciousness.

At least one member of the staff should have direct line of sight through the lobby to the entry doors and visual control over the entry, the meeting room doors, and the restroom entrances.

Except for the security gates, the furnishings and displays or other equipment in this area should be mobile as the Library anticipates frequent rearrangement of the space throughout the year.

TUFL-Specific Issues

The existing building does a good job of addressing many of these considerations. Other aspects of entry should be improved if possible within budget and site constraints.

Maintain the existing east entry as an iconic and functional entry to the building and access to the east porches.

Climate-controlled vestibules and airlocks to moderate transition from the exterior to the Library should be studied. This may not be feasible given the configuration of the interior spaces. Arrange doors and airlocks to accommodate large groups moving in and out of the building at peak times.

Adjacencies

Primary	PSP - Lending Services	
Secondary	Elevator, Stair	South Entry Lobby - Upper Lobby

Entries, Checkout, & Amenities — 3,746 sf

Special Use Spaces

	Notes	Qty	Unit	Total
Airlock/Vestibule		1	120	120
Orientation Area - Primary		1	150	150
Theft Detection Zone		1	60	60
Literature Racks		1	20	20
Checkout Kiosk		0	50	0
Checkout Kiosk Queue		0	10	0
Workstation - Outpost		0	60	0
Exhibit - 3D	Could be seating, collection, exhibit, or other use.	5	80	400
Video Display		1	5	5
				755

Furniture

	Qty				Unit	Total
Seating - Bench	0	units provide	0	seats total	0	
Seating - Lounge	0	units provide	0	seats total	0	
Seating - Other	0	units provide	0	seats total	0	
			0			0

Furniture Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty.
Entry Zone floors and walls should be durable and easy to clean.

Signage Hours of operation and general facility signage on or near door.
Instructions regarding donated materials and library material return.
Coming Events - digital.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Airlock vestibule requires special consideration.
Power	To support cleaning and maintenance operations.
Security	Surveillance cameras; inner and outer doors controlled separately.

Entries, Checkout, & Amenities		3,746	sf

Gallery/Exhibition Area	4 seats	721	sf

Function & Design Issues

This is a key element in expanding the Library's ability to attract traveling exhibitions or displays of artistic, scientific, or other educational merit to the community. Potential exhibit sources include the Smithsonian Institution. Guidelines for traveling exhibits should be used in determining the detailed design requirements for this space.

Supplemented by secondary exhibits scattered throughout the building (typically 80 sf each) and other "found" display space throughout the building.

Provide ample viewing and movement space to support small groups.

Provide ability to support display of tall elements. A high floor-to-ceiling or a two-story space should be discussed with the Library. This may be a multi-purpose/large meeting room.

Direct sunlight is NOT to shine on exhibition panels or walls. Consider shading or filtering of light.

Preferably not a hallway or, if necessary, a hallway wide enough to allow movement in a zone distinct from a viewing zone.

Positioned to afford good sightlines from staff in adjacent departments is helpful, although not required. Situated so it can be easily walked-through by a staff person or security every half-hour (for monitoring/security) while an exhibition is in place.

Close to, or accessible from, a freight elevator/loading dock with delivery access. An alternate may be a simple direct path from loading areas to exhibit areas. Door height and width should be considered as part of this evaluation.

Placement

This area is intended for a combination of three-dimensional and flat art or other display. This space could be located at any of a number of "crossroads" within the building. The goal is to maximize visibility while allowing a measure of protection from accidental damage due to high volumes of traffic moving through the building.

As an alternative to a single, larger Gallery/Exhibition Area, a set of smaller spaces of similar characteristics (visible but out of the primary movement paths) can be provided.

On occasion, the Auditorium and Maker Space, or part thereof, can function as a home for a traveling exhibit or special exhibition.

Adjacencies

Primary	May be located away from Entry Zone.
Secondary	---

Entries, Checkout, & Amenities   3,746   sf

Special Use Spaces

	Notes	Qty	Unit	Total
			Area	
Exhibit - 3D	Space should be arranged to support display of one or two large elements or a series of smaller displays.	6	80	480
Exhibit - Wall Mounted		6	25	150
Storage Room - Medium	Display hardware, stands, easels, etc.	1	75	75
				705

Seating

	Qty				Unit	Total
					Area	
Seating - Bench	2	units provide	4	seats total	8	16
	4					16

Furniture Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty. High-traffic flooring, acoustic control is important.

Signage Maintain building standard.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	Capable of supporting point loads of display systems and distributed loads of heavy exhibits.
HVAC	Building standard. Displays or exhibits requiring special environments will be housed in environmentally controlled display cases.
Power	Extensive, capable of supporting power or data-driven interactive display units.
Data	Extensive, capable of supporting data-driven interactive display units.
Lighting	Adjustable, suitable for exhibits of light-sensitive materials.
Security	Extensive coverage by video surveillance system.

Entries, Checkout, & Amenities	3,746	sf

Second Floor Arrival, Gallery/Exhibition Areas	230	sf

Function & Design Issues

This is a continuation of the path of the Main Stair and connects the South Entry Lobby to the public service areas of the Second Floor. As such it should feel part of the arrival/welcoming experience and introduce patrons to the featured services available upon arrival.

Allow sufficient space to provide for general orientation, determine routes to various service points, and comprehend the general arrangement of the building. This orientation should include direct visual connection to stairs and elevator serving adjacent levels. Provide adequate space to navigate the security system.

Provide a sense of openness and spaciousness.

At least one member of the staff should have direct line of sight into the lobby to the entry doors and visual control over the entry and the restroom entrances.

Furnishings and displays or other equipment in this area should be mobile as the Library anticipates frequent rearrangement of the space throughout the year.

This is the public's first opportunity to engage with the Library's Second Floor services. Featured services should be visible in some impactful way.

Specific functional needs will vary but should anticipate to:
Support traveling exhibits.
Supplement other "found" display space throughout the building.
Provide ample viewing and movement space to support small groups.
Provide space to orient a patron to adjacent spaces.

Adjacencies

Primary	PSP - Adult Services		Champaign County Historical Archives
Secondary	---		

Special Use Spaces

			Area	
	Notes	Qty	Unit	Total
Orientation Area - Primary		1	150	150
Exhibit - 3D	Space should be arranged to support display of one or two.	1	80	80
Exhibit - Wall Mounted	"Found" wall space.	0	25	0
Storage Room - Small	Display hardware, stands, easels, etc.	0	36	0

230

Entries, Checkout, & Amenities   3,746   sf

Seating

	Qty				Unit	Total
					Area	
Seating - Bench	0	units provide	0	seats total	0	
					0	0

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.   Coming Events - digital.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Power	Extensive, capable of supporting power or data-driven interactive display units.
Data	Extensive, capable of supporting data-driven interactive display units.
Lighting	Adjustable, suitable for exhibits of light-sensitive materials.
Security	Extensive coverage by video surveillance system.

END OF SECTION.

Entries, Checkout, & Amenities   3,746   sf

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Multi-Purpose Rooms	4,884 sf

These spaces support the programs, events, and other gatherings that are a major component of library services.

These spaces are to be prominent and support easy, programmed use as well as unstructured or casual access.

Operation outside of normal hours is required. Specifics should be discussed with the Library. The program rooms and a group of restrooms will be directly accessible from the main entry vestibule, allowing the rest of the Library to be locked while programs are in progress. However, this arrangement may not be possible with the current building.

These may be as part of the entry or exhibit zone (if centralized) or they may be arranged as one or more destination spaces to anchor pathways through the building. If configured as a destination space, access is required to restrooms and egress paths.

The rooms should be constructed with flat floors to support a wide array of simultaneous events. All multi-purpose rooms will be simple rectangles.

Some ability to open the multi-purpose room or rooms to the exterior and to the interior of the Library is desired to support overflow crowds, major community events, and use as exhibit space.

Summary of Assignable Spaces			Programmed				
ZONE	SPACE	FLOOR	G	1	2	3	AREA (SF)
PUBLIC	New Auditorium Lobby	1		525			525
PUBLIC	New Auditorium	1		1,910			1,910
PUBLIC	Maker Space Lobby	G	280				280
PUBLIC	Maker Space	G	1,725				1,725
Department Assignable			2,005	2,435	0	0	4,440
Department Non-Assignable	10%	G	444				444
Department Total			2,449	2,435	0	0	4,884

Key   Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

By virtue of being multi-purpose, the community rooms can support a variety of seating arrangements, summarized in the following tables.

New Auditorium

150 seats at	10 sf per seat	meeting style	1,500 sf
100 seats at	15 sf per seat	seats at training tables	1,500 sf
60 seats at	25 sf per seat	seats at banquet tables	1,500 sf
214 seats at	7 sf per seat	code minimum, standing room	1,500 sf

Multi-Purpose Rooms   4,884   sf

Maker Space

Use as Medium Multi-Purpose Room

80 seats at	10 sf per seat	meeting style	800 sf
53 seats at	15 sf per seat	seats at training tables	800 sf
32 seats at	25 sf per seat	seats at banquet tables	800 sf
114 seats at	7 sf per seat	code minimum, standing room	800 sf

Use as Maker Space

38	seats at various activity stations in Maker Space configuration.

Multi-Purpose Rooms	4,884 sf

New Auditorium Lobby	525 sf

Function & Design Issues

This is space dedicated to the gathering of people in advance of or following an event in one of the multi-purpose spaces.

Readily visible, accessible, and welcoming to all visitors and patrons.

Support patrons who arrive early or late to events or while they are waiting.

Scattered casual seating, though not specifically scheduled, should be considered.

Support access before or after normal hours of operation.

Space for a variety of artistic, historical, scientific, cultural, and/or educational displays.

Adjacencies

Primary	New Auditorium
Secondary	Public Restrooms

Special Use Spaces

			Area	
	Notes	Qty	Unit	Total
Pre-Event Space	Calculated at 7 sf/person from 1/2 of maximum occupancy.	75	7	525

525

Equipment	Coordinate specifics during design phase.

Finishes	Heavy duty.

Signage	Typical room signage.
	Digital signage system.

Display	Wall space for display of various materials.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Zoned to align with Multi-Purpose Rooms, Entry Lobbies.
Power	Floor and wall receptacles to support displays, registration, exhibits; maintenance functions.
Data	Accessible to users.
Lighting	Supportive of general use, exhibits, gallery functions.
Security	Access control: Area to be secured from other portions of the Library by means of coiling grills or similar devices, attractive, easy to open or close, supportive of egress in panic conditions.
Other	Separate zone on paging system.
	People will keep their coats with them. No coat management system/accommodation is needed.

Multi-Purpose Rooms | 4,884 sf

New Auditorium | 150 seats | 1,910 sf

Function & Design Issues

Readily visible, accessible, and welcoming.

Support patrons who arrive early or late to events.

Support access before or after normal hours of operation.

Access to the exterior if possible to support programming efforts.

Flat floor.

Full and normal compliment of smart-technology presentation equipment.

Adjacencies

Primary	New Auditorium Lobby
Secondary	Public Restrooms

Special Use Spaces

	Notes	Qty	Unit	Total
Storage Room - Tables/Chairs	Tables, chairs, accessible without passing through program; located in separate room.	2	120	240
Kitchenette		1	80	80
Podium		1	25	25
Stage	Program rooms will not have stages.	0	200	0
Operable Partition Stacking Area	Program rooms will NOT have movable room divider walls.	0	16	0
Operable Partition Aisle Space	Program rooms will NOT have movable room divider walls.	0	150	0
Meeting Rm Craft Storage		1	40	40
Equipment Rack - Media		1	25	25
Light/Sound Lock		0	100	0
				410

Seating

	Qty				Unit	Total
Seating - Meeting	150	units provide	150	seats total	10	1,500
	150					1,500

Furniture — Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Chairs — Lightweight chairs on casters or lightweight stackable chairs. Chairs will be selected for comfort and appearance from samples provided by vendors.

Multi-Purpose Rooms	**4,884**	**sf**

Tables   Tables will be on locking casters with tops that flip vertically for storage. Tables will be large enough to seat two people on each side.

Equipment
   Projection
       Ceiling-mounted digital projector. The general contractor will provide a bracket and power for the projector, while the Library will purchase its own projector.
       Power-driven screen with key switch.
       Speaker system in support of speech and A/V. Musicians are expected to bring their own equipment.
       Lectern with separable microphone, connected to the speaker system.
       Wall-mounted projection and speaker controls.
       Assisted listening system.

   Kitchenettes
       Alcove work areas rather than separate rooms.
       Apartment-sized refrigerators on their own circuits.
       Adult-height (ADA-compliant) counters with deep sinks and gooseneck faucets, providing enough clearance for deep containers to be filled.
       Locking cabinets and drawers. Drawers will have ball-bearing, double-extension hardware. Locks will enable the cabinets and drawers to be used to store the Library's hospitality supplies.
       Power-driven vent.
       Kitchenettes will have NO STOVES or other cooking equipment.

Finishes   Heavy duty.

Ceilings   Ceilings will provide clearance for lighting that enables people to see projected images over the heads of people sitting in front of them, and to make the height of the ceiling proportionate to the size of the room.
Acoustic tile ceilings.
The ceilings will NOT have perimeter soffits. If a more finished look is needed, rooms will have stylistically appropriate enhancements that maintain access to plenum, preserve acoustic control, and do not interfere with light distribution patterns.

Walls/Acoustics To prevent annoying echoes, the back walls of program rooms will have durable acoustic surfaces.
All program room walls will continue past suspended acoustic ceilings to the undersides of the roof or of the floors above.

Signage   Typical room signage.
Digital signage system.

Display   Wall space for displays of various materials.

Multi-Purpose Rooms   4,884   sf

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	Clear span of seating and presenter area.
Plumbing	Sinks, plaster traps.
HVAC	Zoned to align with Multi-Purpose Rooms, Entry Lobbies. Power-driven vent.
Power	Floor and wall receptacles to support displays, registration, exhibits; maintenance functions. Open counter space with outlets every 18 inches supplied by a minimum of four separate 20-amp electrical circuits, in addition to any power supplies for the refrigerator.
	Outlets will be located every six to eight feet on all perimeter walls. All outlets will be tamper resistant (child-proof).
	Floor outlets on a grid of 10 x 10 feet or less, if the New Auditorium is on a new floor slab. Outlets will be tamper resistant. Care will be taken to be sure the floor outlets align and are not twisted relative to each other or the room. In areas with existing floors, adding floor outlets may be prohibitively expensive, but they will be included with all new floors.
Data	Accessible to users - above work surface, not at floor level. Wall-mounted phone with access code for outside calls.
Lighting	Supportive of general use, exhibits, gallery functions.
	Lighting by means of pendant LED uplight fixtures as used in the rest of the Library building. (Care will be taken to be sure that no light fixtures interfere with the projection beams from the ceiling-mounted projectors.)
	Fixtures will be designed to be dimmable. As listed elsewhere, lighting will have a color temperature of between 3000 and 3500K and a CRI of not less than 90.
	The fixtures at the front of the room will be switched separately, to allow the front of the room to be lighter or darker than the rest of the room.
	There will be no recessed downlights, except perhaps where the pendant fixtures would interfere with the projector beam. In particular, there will be no perimeter soffits with recessed downlights.
	Lights will be switched with standard switches that are easy for users to understand. There will be no preset "scenarios" or "scenes."
	External windows will have blackout shades to avoid daylight from interfering with projected images. There will be no windows at the front of the rooms.
Security	Access control.
Other	Separate zone on paging system.
	If the program rooms have windows, there will be no windows at the front of the rooms. All program room windows will have light-blocking shades.

Multi-Purpose Rooms	4,884	sf

Maker Space Lobby	280	sf

Function & Design Issues

> This is space dedicated to the gathering of people in advance of or following an event in one of the multi-purpose spaces.
>
> Readily visible, accessible and welcoming to all visitors and patrons.
>
> Support patrons who arrive early or late to events, waiting.
>
>> Scattered casual seating, though not specifically scheduled, should be considered.
>
> Support access before or after normal hours of operation.
>
> Space for a variety of artistic, historical, scientific, cultural, and/or educational displays.

Adjacencies

Primary	Maker Space
Secondary	Public Restrooms

Special Use Spaces

	Notes	Qty	Area Unit	Area Total
Pre-Event Space	Calculated at 7 sf/person from 1/2 of maximum occupancy.	40	7	280

280

Furniture	Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.
Equipment	Coordinate specifics during design phase.
Finishes	Heavy duty.
Display	Wall space for display of various materials.
Signage	Typical room signage. Digital signage system.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Zoned to align with Multi-Purpose Rooms, Entry Lobbies.
Power	Floor and wall receptacles to support displays, registration, exhibits; maintenance functions.
Data	Accessible to users - above work surface, not at floor level.
Lighting	Supportive of general use, exhibits, gallery functions.
Security	Access control: Secured from other portions of the Library by means of coiling grills or similar devices, attractive, easy to open or close, supportive of egress in panic conditions.
Other	Separate zone on paging system.

Multi-Purpose Rooms   4,884   sf

Maker Space   38 seats   1,725   sf

Function & Design Issues

Readily visible, accessible, and welcoming.

Access to the exterior if possible to support programming efforts.

Flat floor.

Full and normal compliment of smart-technology presentation equipment.

Adjacencies

Primary	Maker Space Lobby
Secondary	Teen Services

Special Use Spaces - Primary Use as Maker Space

	Notes	Qty	Unit	Total
			Area	
Meeting Rm Chair Storage	Tables, chairs accessible without passing through program.	2	100	200
Kitchenette	Existing space, updated.	1	80	80
Storage Room - Medium	Craft supplies.	2	75	150
Equipment Rack - Media		1	25	25
Workstation - Outpost		1	60	60
Activity Rm: 1 - 2 persons	Recording studio.	1	60	60
Activity Rm: 1 - 2 persons	Recording studio.	0	60	0
Activity Station	General, laptop capable.	20	25	500
Gaming Station		4	25	100
Network - Printer	3D printer.	4	20	80
Network - Printer, large format	3D printer.	1	30	30
Activity Station	Vinyl cutter.	1	25	25
Activity Station	Sewing machines.	4	25	100
Activity Station	Laptop computers.	4	25	100
Activity Station	Drawing tables.	4	25	100
Open Floor Area	Green screen and related open space.	1	40	40
Workstation - Assembly Table	3D printer.	1	75	75

Yellow highlighted spaces are included in occupant count:	38		1,725

Multi-Purpose Rooms   4,884   sf

Special Use Spaces - Secondary Use as Medium Multi-Purpose Room

	Notes	Qty	Area Unit	Area Total
Storage Room - Tables/Chairs	Tables, chairs accessible without passing through program.	1	120	120
Kitchenette		1	80	80
Podium		1	25	25
Meeting Rm Craft Storage		1	40	40
Equipment Rack - Media		1	25	25
Operable Partition Stacking Area		0	16	0
Operable Partition Aisle Space		0	150	0
Light/Sound Lock		0	100	0
				290

Seating - Secondary Use as Medium Multi-Purpose Room

	Qty				Area Unit	Area Total
Seating - Meeting	80	units provide	80	seats total	10	800
	80					800

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment   Coordinate specifics during design.

Projection   Ceiling-mounted digital projector. The general contractor will provide a bracket and power for the projector, while the Library will purchase its own projector.
Power-driven screen with key switch.
Speaker system. This is in support of speech and A/V. Musicians are expected to bring their own equipment.
Lectern with separable microphone, connected to the speaker system.
Wall-mounted projection and speaker controls.
Assisted listening system.

Finishes   Heavy duty.   High-traffic flooring, acoustic control is important.

Signage   Digital signage system.

Multi-Purpose Rooms   4,884   sf

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	Clear span of seating and presenter area.
Plumbing	Sinks, plaster traps.
HVAC	Zoned to align with Multi-Purpose Rooms, Entry Lobbies. Power-driven vent.
Power	Floor and wall receptacles to support displays, registration, exhibits; maintenance functions. Open counter space with outlets every 18 inches supplied by a minimum of four separate 20-amp electrical circuits, in addition to any power supplies for the refrigerator.
	Outlets will be located every six to eight feet on all perimeter walls. All outlets will be tamper resistant (child-proof).
	Floor outlets on a grid of 10 x 10 feet or less, if the program room is on a new floor slab. Outlets will be tamper resistant. Care will be taken to be sure the floor outlets align and are not twisted relative to each other or the room. In areas with existing floors, adding floor outlets may be prohibitively expensive, but they will be included with all new floors.
Data	Accessible to users - above work surface, not at floor level. Wall-mounted phone with access code for outside calls.
Lighting	Supportive of general use, exhibits, gallery functions.
	Lighting by means of pendant LED uplight fixtures as used in the rest of the Library building. (Care will be taken to be sure that no light fixtures interfere with the projection beams from the ceiling-mounted projectors.)
	Fixtures will be designed to be dimmable. As listed elsewhere, lighting will have a color temperature of between 3000 and 3500K and a CRI of not less than 90.
	The fixtures at the front of the room will be switched separately, to allow the front of the room to be lighter or darker than the rest of the room.
	There will be no recessed downlights, except perhaps where the pendant fixtures would interfere with the projector beam. In particular, there will be no perimeter soffits with recessed downlights.
	Lights will be switched with standard switches that are easy for users to understand. There will be no preset "scenarios" or "scenes."
	External windows will have blackout shades to avoid daylight from interfering with projected images. There will be no windows at the front of the rooms.
Security	Access control. Secured from other portions of the Library by means of coiling grills or similar devices, attractive, easy to open or close, supportive of egress in panic conditions.
Other	Separate zone on paging system.
	People will keep their coats with them. No coat management system/accommodation is needed.
	If the program rooms have windows, there will be no windows at the front of the rooms. All program room windows will have light-blocking shades.

END OF SECTION.

Adult Services   19,764   sf

The Adult Services zone provides space for the adult print collections, and various quieter patron activities.

The collection areas feature significant marketplace and other display techniques to support browsing, discovery, discernment, and fulfillment.

A portion of the "size/geometry" allowance for the building should be allocated to this area to support the preferred arrangement of genre-focused print collections and to support a browser-friendly arrangement. A balance of capacity and browsing is desired. Nearly all collections are separate shelving areas within each area. For example, all items in the Mystery collection are separate from the Fiction collection but one collection begins right where the other ends (i.e., they are adjacent but not interfiled).

The quieter spaces include small group study/activity rooms and the Quiet Reading Room and open seating. While spaces are used primarily for reading in the building, the spaces and furniture are flexible and will support special programs and events.

Summary of Assignable Spaces				Programmed				
ZONE	SPACE			FLOOR	P	1	2	3	AREA (SF)
PUBLIC	PSP - Adult Services		0 seats	2			637		637
	COLLECTIONS ZONE								
PUBLIC	AS General Patron Seating		121 seats	1		3,175			3,175
PUBLIC	AS Print Collection	13,558 volumes	0 seats						
	Marketplace			1		2,512			2,512
	General Stack Areas			2			7,570		7,570
PUBLIC	AS Large Print Collection	3,430 volumes	0 seats	1		212			212
PUBLIC	Adult International Languages	560 volumes	0 seats	1		32			32
PUBLIC	AS Current Periodicals	101 titles	0 seats	1		206			206
PUBLIC	AS Study Rooms		48 seats	1		1,440			1,440
PUBLIC	AS Quiet Reading Room		17 seats	1		560			560
PUBLIC	Adult Media Collections	41,910 items	0 seats	1		823			823
		59,559 physical items							
	HANDS-ON LEARNING ZONE								
PUBLIC	AS Open Computing Lab		20	2			800		800
PUBLIC	AS Classroom/CCHA Program Room	Located in CCHA							
	Department Assignable				0	8,960	9,007	0	17,967
	Department Non-Assignable	10%			0	896	901	0	1,797
	Department Total			206	0	9,856	9,908	0	19,764

Key   Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

           PSP = Public Service Point

Adult Services   19,764   sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats		PAC	Technology Places	
			General Reader Seats		Seats at X person tables (T), booths (B)				MP	A		Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T					
Adult Services	211	138	19	0	0	70	9	40	0	48	8	25	0

Adult Services   19,764   sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats		PAC	Technology Places	
			General Reader Seats		Seats at X person tables (T), booths (B)							Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A			
PSP - Adult Services	0	0	0	0	0	0	0	0	0	0	3	0	0

Function & Design Issues

Readily visible, accessible, and welcoming.

Support patrons in their use of full range of Adult Services.

     Registrations.

     Answering telephone.

     Interlibrary loan requests.

     General patron assistance including wayfinding and finding materials.

     Assisting patrons with computer use, providing observation of behavior at computer area.

     Storage of various materials, handouts.

Form varies based on Library preference. Consideration should be given to mobile, modular units capable of supporting staff and patron views of data.

Line-of-sight connection to Entry area(s), restrooms, and screens of adult computer workstations.

Designed to be relocated as needed. No element of the desk will be permanently installed.

The arrangement of desk components will make clear which areas within the desk are for Library staff only.

Placement

All patrons entering or leaving the Second Floor Adult Services Area should pass near this service point upon arriving on this floor. Given the configuration of the building, the specific location may need adjusting depending on whether departments are moved or additional stairs or elevators are part of the expansion/renovation.

Adjacencies

Primary	AS Open Computing Lab	AS Classroom/CCHA Program Room	AS Study Rooms
	South Entry Lobby - Upper Lobby		
	Adult Media Collections		
Secondary	---		

Special Use Spaces

				Area	
	Notes		Qty	Unit	Total
PSP Staff Outpost			3	60	180
Workstation - Back Counter	TDD, fax, telephone. Positioned as a workstation to provide view of patrons approaching the desk. Public side of the counter will have cash drawer for fines and fees (located to discourage patrons from reaching over the counter).		1	40	40
Orientation Area - Secondary	Just some moving-around space to make it all work - PSP specific.		1	100	100
Bookcart	Near desk for processing of materials by staff.		2	8	16
Computer - OPAC, centralized			3	35	105
PSP Tablet/Laptop Cart	Vending device or recharging cart in support of loaning devices to patrons in the building.		1	36	36
Computer - Short Term	Online registration forms/sign-up; consider reuse of existing 3-in-1 unit.		1	35	35
Checkout Kiosk			1	50	50
Checkout Kiosk Queue			3	10	30
Storage - Shelving Unit	Supplies: Seasonally have summer reading supplies. Outside of that all current supplies are stored in drawers built into the desk. Things like new cards, electronic cords to check out, interlibrary loan paperwork, etc.		1	9	9
Photocopy Center	System printer for computer workstations. Pay station.		0	75	0
Photocopy Center	Separate from printer: color, scanning, pay station.		0	75	0
					601

Collections

																1.15
Type of shelf	Typical	Browse	Bins	Media		Collection Size				Shelving Typology						Area
Aisle width, feet	3.5	4	4	4		Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Area, single face, sf	10.45	11.4	13.3	13.3												
Reference						144	0%	144	10	42	2	80%	48	3.0	10.5	36
														3		36

Seating

					Area	
	Qty				Unit	Total
Seating - Consultation	0	units provide	0	seats total		0
	0					0

Furniture Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Service Desk The desk will be a rectangle, with height adjustable surfaces, storage units at the back side of the desk, including the equivalent of three single-faced, 30-inch shelving units for ready reference, binders, handouts, and other materials, plus two legal-sized file drawers. Drawers will have full-suspension hardware.

The desk will be modular and movable. It will have no curved components, no matching soffit, and no special ceiling-mounted lights. It will have two exits, so that staff cannot be trapped behind the desk.

All three workstations at the desk will have wiring for telephones and computers. The workstations will share a common printer.

Desktop space for displaying a variety of Library brochures, including program announcements.

Open space on top of the desk for users to fill out forms for Library programs and other special events.

Emergency alarm buttons at all workstations.

Extensive provision of electrical outlets.

Secure storage for laptops for use by patrons, plus other items, in a ten-foot long, 30-inch high cabinet on wheels, located behind the desk.

Finishes Heavy duty.

Signage Typical room signage.   Coming Events - digital.

Display Coming Events - digital.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Lighting	There will be no soffit over the desk and no recessed downlights for illumination of the desktop. General room lighting will be bright enough to provide work lighting at the desk.
Security	Panic button, easy access, unobtrusive, impossible to confuse with other buttons. For staff safety, there will be a minimum of two ways out from behind both the reference desk and the work counter.
Millwork	Use furniture in lieu of millwork.

Adult Services · 19,764 sf

AS General Patron Seating · 121 seats · 0 PACs · 0 computers · 3,175 sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats			Technology Places	
			General Reader Seats		Seats at X person tables (T), booths (B)								
			Lounge	Other	1P T	2P T	3P T	4P T	MP	A	PAC	Public PCs, I-net	Maker, Active Learning
AS General Patron Seating	121	121	10	0	0	62	9	40	0	0	0	0	0

Function & Design Issues

Several formal and informal inviting and comfortable seating groups located throughout Adult area.

Provide a variety of environments. Where possible, tables will be placed by windows, since users like sunlight and books do not. Details of the physical relationships between seating and shelving will be developed by staff and architects during the design process.

Mix of lounge and table seating, grouped and individual. Lounge chairs should only be in highly visible areas in primarily open spaces (not on the perimeter).

Furnishings should be mobile to allow members and staff extensive flexibility in shaping the space to their needs.

Allow ample space between seats. Armchairs will not be fitted closely together. They can be alone or in pairs separated by an end table with electrical outlets.

Most table and chair arrangements will accommodate a maximum of two users.

All reading areas to be fully equipped with power and either data ports or robust Wi-Fi access.

Adjacencies

Primary   COLLECTIONS ZONE

Special Use Spaces

		Area	
Notes	Qty	Unit	Total
Display Case	0	50	0
			0

Collections · 1.15

Type of shelf	Typical	Browse	Bins	Media	Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Aisle width, feet	3.5	4	4	4											
Area, single face, sf	10.45	11.4	13.3	13.3											
No Collection Scheduled					0	0%	0	12	72	6	80%	173	0.0	10.5	0
													0		0

Adult Services   19,764   sf

Seating

		Qty				Area Unit	Area Total
Seating - Table, 2 person	Individual or grouped in pairs to approximate 4-person tables	31	units provide	62	seats total	50	1,550
Seating - Lounge		10	units provide	10	seats total	40	400
Seating - Table, 3 person		3	units provide	9	seats total	75	225
Seating - Table, 4 person		10	units provide	40	seats total	100	1,000
				121			3,175

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Tables   If reading tables are adjacent to shelves, the ends of the tables without chairs will face the shelving to prevent users seated at the tables from blocking access to shelving when they push their chairs back.
Table tops will be 29 inches high with 27 inches of leg clearance to meet all accessibility codes.

The tables will have tops a minimum of 3 x 5 feet. As with the Parsons Design tables in the current Library, neither the sides nor ends of tables will have aprons or have beams connecting their legs. Tables will meet accessibility requirements on all four sides.

All tables with electrical outlets will be engineered to allow tables to be relocated easily and their built-in table-top outlets connected to different floor or wall outlets while meeting all electrical codes.

Table tops will be of heavy-duty laminates, with edge banding if necessary to prevent chipping. Top colors will be a medium hue, neither very dark nor very light.

Chairs   Side chairs for tables will be of molded plastic and washable. Chairs will have casters on either two or four legs. If chairs have arms, they will be low enough to allow chairs to be slid under tables. Chairs will be designed so they can be stored upside down on tables while the building is being cleaned.

Armchairs will generally be in pairs, separated by end tables with electrical outlets. Upholstery and padding will be fire rated. Arms will be wood, and foam padding will be limited where suitable. Armchairs will be high enough for users to exit easily. Armchairs will have washable arms for easy maintenance.

The department will have absolutely no sofas or other soft seating designed for group use.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.   Acoustic control should be maximized.

Signage   Typical room signage. Rules of conduct.

Display   Picture rails where possible.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Power	Access to electrical power will be provided for all reading tables and armchairs. Limited access to electrical power has been a problem in the Library's historic east reading rooms. Accessible to patrons - above work surface, not at floor level. Provide a large number of floor outlets. Each table will have a top-mounted or end-mounted quad electrical outlet. All outlets will be tamper resistant (child-proof). Power cords to tables will be easy to unplug to allow tables to be relocated. To meet electrical codes, power cords to outlets may require circuit breakers.
Data	Wireless.
Security	Video surveillance camera.

Adult Services   19,764   sf

AS Print Collection   13,558 items   0 seats   5 PACs   5 computers   2,723   sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats			Technology Places	
			General Reader Seats		Seats at X person tables (T), booths (B)								
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A	PAC	Public PCs, I-net	Maker, Active Learning
AS Print Collection	5	0	0	0	0	0	0	0	0	0	5	5	0

Function & Design Issues

Display of new and featured materials in a Marketplace.

Display of the Fiction and Non-Fiction collections not housed in Marketplace.

Include end panel and other display opportunities as possible with existing shelving components.

Adjacencies - Marketplace

Primary   Marketplace is ideally located at nearest practical point after entering into the secure portion of the Library, and along the major path to other primary destinations.

Secondary   Other "mini-marketplaces" can be introduced at entries into subcollections such as Fiction and Non-Fiction.

Special Use Spaces

	Notes	Qty	Area	
			Unit	Total
Computer - OPAC, centralized	PAC.	5	35	175
Atlas/Folio Case		1	36	36
				211

Seating   See AS General Patron Seating

	Qty				Area	
					Unit	Total
Seating - Lounge	0	units provide	0	seats total	40	
Seating - Table, 2 person	0	units provide	0	seats total	50	
			0			0

Adult Services   19,764   sf

Collections   Note: Unless listed otherwise, this section assumes all shelving to be set at a height of **84** inches.   1.15

Type of shelf	Typical	Browse	Bins	Media	Collection Size			Shelving Typology						Area	
Aisle width, feet	3.5	4	4	4											
Area, single face, sf	10.45	11.4	13.3	13.3	Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Adult Biography			90%		3,726	3%	3,614	10	84	7	80%	168	22	10.5	264
Adult Board Games			100%		270	40%	162	2	84	7	80%	34	5	10.5	60
Adult Fiction			90%		61,083	7%	56,807	10	84	7	80%	168	339	10.5	4,074
Adult Graphic Novels			90%		5,022	10%	4,520	15	84	7	80%	252	18	10.5	216
Adult Library of Things			100%		200	24%	152	4	84	7	80%	67	3	10.5	36
Adult Non-Fiction			90%		52,191	7%	48,538	12	84	7	80%	202	241	10.5	2,896
Adult Reference			100%		450	0%	450	15	84	7	80%	252	2	10.5	24
					122,942	7%	114,243						630		7,570

MARKETPLACE   Assumes   4   times the typical circulation rate.

Adult Non-Fiction			10%		5,799	28%	4,175	4	60	5	80%	46	92	10.5	1,106
Adult Biography			10%		414	12%	364	4	60	5	80%	48	8	10.5	96
Adult Fiction			10%		6,787	28%	4,887	4	60	5	80%	48	102	10.5	1,226
Adult Graphic Novels			10%		558	40%	335	4	60	5	80%	48	7	10.5	84
					13,558	28%	9,761						209		2,512

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Display   ---

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**.

Adult Services · 19,764 sf

AS Large Print Collection · 3,430 items · 0 seats · 0 PACs · 0 computers · 212 sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats		PAC	Technology Places	
			General Reader Seats		Seats at X person tables (T), booths (B)							Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A			
AS Large Print Collection	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

Special subset of Adult collections.

Distinct presence.

Adjacencies

Primary	Entry level.
Secondary	

Special Use Spaces

	Notes	Qty	Area Unit	Total
Computer - Short Term	PAC.	0	35	0
Exhibit - 3D		0	80	0
				0

Collections · 1.15

Type of shelf	Typical	Browse	Bins	Media	Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Aisle width, feet	3.5	4	4	4											
Area, single face, sf	10.45	11.4	13.3	13.3											
Adult Large Print					3,430	5%	3,259	11	84	7	80%	185	17.6	10.5	212
													18		212

Seating · See AS General Patron Seating

	Qty				Area Unit	Total
Seating - Lounge	0	units provide	0	seats total	40	
Seating - Bench	0	units provide	0	seats total	15	
			0			0

Adult Services   19,764   sf

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Collection signage.

Display   ---

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**.

Adult Services   19,764   sf

Adult International Languages | 560 items | 0 seats | 0 PACs | 0 computers | 32 sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats		PAC	Technology Places	
			General Reader Seats		Seats at X person tables (T), booths (B)							Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A			
Adult International Languages	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

Special subset of Adult collections.

Highlights print and non-print formats.

Distinct identity is desired.

Adjacencies

Primary

Secondary

Special Use Spaces

	Notes	Qty	Area Unit	Total
Exhibit - 3D		0	80	0
				0

Collections   1.15

Type of shelf	Typical	Browse	Bins	Media	Collection Size			Shelving Typology						Area	
Aisle width, feet	3.5	4	4	4	Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Area, single face, sf	10.45	11.4	13.3	13.3											
Adult International Languages					560	4%	538	12	84	7	80%	202	2.7	10.5	32
													3		32

Seating   See AS General Patron Seating

	Qty				Area Unit	Total
Seating - Lounge	0	units provide	0	seats total	40	
Seating - Bench	0	units provide	0	seats total	15	
			0			0

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment   ---

Finishes   Heavy duty.

Signage   Collection signage.

Display   ---

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**.

Adult Services — 19,764 sf

AS Current Periodicals — 101 titles · 0 seats · 0 PACs · 0 computers · 206 sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats		PAC	Technology Places	
			General Reader Seats		Seats at X person tables (T), booths (B)							Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A			
AS Current Periodicals	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

Display of the Magazine and Newspaper collections.

Back files as possible within space allocation.

Adjacencies

Primary	AS Quiet Reading Room	AS Print Collection
Secondary		

Special Use Spaces

Notes		Qty	Area	
			Unit	Total
Computer - Short Term	PAC.	0	35	0
Exhibit - 3D		1	80	80
				80

Collections — 1.15

Type of shelf	Typical	Browse	Bins	Media	Collection Size			Shelving Typology						Area	
Aisle width, feet	3.5	4	4	4	Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Area, single face, sf	10.45	11.4	13.3	13.3											
Adult Magazines					101	0%	101	1	66P	4	80%	10	10.5	10.5	126
													11		126

Seating — See AS General Patron Seating

	Qty				Area	
					Unit	Total
Seating - Booth, 2 person	0	units provide	0	seats total	60	
Seating - Lounge	0	units provide	0	seats total	40	
Seating - Table, 2 person	0	units provide	0	seats total	50	
				0		0

Adult Services   19,764   sf

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Collection signage.

Display   ---

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**.

Adult Services   19,764   sf

AS Study Rooms   48 seats   0 PACs   0 computers   1,440   sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		PAC	Technology Places	
			General Reader Seats		Seats at X person tables (T), booths (B)				MP	A		Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T					
AS Study Rooms	48	0	0	0	0	0	0	0	0	48	0	0	0

Function & Design Issues

Support individual or small group activities. Uses for study rooms will include quiet study, tutoring, work groups, small group meetings, private work, interviews, student project groups, collaboration spaces, test taking, noisy computer use, etc.

Provide acoustic separation from other spaces. Study rooms will be designed to prevent the transmission of noise while remaining easy for Library staff to supervise the rooms as well as possible.

Provide ample technology in support of a variety of room uses.

Collaborative technology may be considered for one or more of the spaces.

Transparent walls, high levels of supervision. Study rooms will have glass walls to protect occupants and to allow Library staff to supervise the rooms. Windows will be about six feet high, starting about a foot above floor level and continuing to a height of about seven feet from the floor. The solid walls of study rooms will be opposite the entry doors.

Placement

Where people in the rooms can be seen by Library staff. Study rooms will have glass walls instead of windows on three sides to allow staff control and to provide safety for Library users. If a study room is tucked in a corner of a reading room, it may have glass walls on two sides only.

Study rooms can be laid out like beads on a chain, separated by glass walls. In this case, a staff member standing at the end of one study room will be able to see the activity in all study rooms in that row.

Adjacencies

Primary   PSP - Adult Services
Secondary   ---

Special Use Spaces

	Notes			Area		
				Qty	Unit	Total
Activity Rm: 1 - 2 persons	1 seats at 30 sf/person/room =	0 persons.		0	60	0
Activity Rm: 4 persons	4 seats at 30 sf/person/room =	16 persons.		4	120	480
Activity Rm: 6 persons	6 seats at 30 sf/person/room =	0 persons.		0	180	0
Activity Rm: 8 persons	8 seats at 30 sf/person/room =	32 persons.		4	240	960
Activity Rm: 10 persons	10 seats at 30 sf/person/room =	0 persons.		0	300	0
				48	8	1,440

Collections

														1.15

Type of shelf	Typical	Browse	Bins	Media	Collection Size			Shelving Typology						Area	
Aisle width, feet	3.5	4	4	4	Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Area, single face, sf	10.45	11.4	13.3	13.3											
No Collection Scheduled					0	0%	0	12	72AV	8	80%	230	0.0	10.5	0
														0	0

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Each four-person room will be large enough for a rectangular table with chairs on two sides only.

Eight-person rooms will have 2 four-person tables placed end to end.

As with reading tables in the Adult Services area, all study room tables will be fully accessible on at least three sides to users with disabilities.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.   Vandal-resistant.   Acoustic control should be maximized.

Signage   Typical room signage. Rules of conduct.

Display   Each room will have a tech wall at the end of the room opposite the entry door. The wall will have space for a wall-mounted computer, a whiteboard, or other equipment.

Engineering Issues
Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Each room will have a separate thermostat and separate forced-air ventilation. Thermostats will be electronic and designed not to be reset by room occupants. Rooms will have carbon dioxide detectors.
Power	Accessible to patrons - above work surface, not at floor level. Rooms will have electrical and data outlets for computer use, plus two data jacks in each room for future enhancements and staff needs. Ideally, one end of the table in each room will be against the wall without windows. Electrical outlets will be above table-top height, so that patrons do not have to crawl under tables to plug in their computers. Electrical outlets will be quad boxes to permit more than two computers to be plugged in simultaneously. Electrical outlets will be tamper resistant.
Data	Wireless.
Lighting	Illumination will be 60 foot-candles. Patrons will not be able to turn lights off and on in study rooms.
Security	Controlled access. Review requirements with Library.

AS Quiet Reading Room   17 seats   0 PACs   0 computers   560   sf

Summary of seating distribution by seat type or use		General Seating							Multi-Purpose (MP) or Activity (A) Room Seats			Technology Places	
			General Reader Seats		Seats at X person tables (T), booths (B)								
	TOTAL w/o PAC	Gen'l Total	Lounge	Other	1P T	2P T	2P B	4P T	MP	A	PAC	Public PCs, I-net	Maker, Active Learning
AS Quiet Reading Room	17	17	9	0	0	8	0	0	0	0	0	0	0

Function & Design Issues

Promote use of reading, study without distraction.

Mix of lounge and table seating, grouped and individual.

Separate from other areas of the building.

Transparent walls, high levels of supervision without causing visual distraction.

Some of the art collection could potentially hang in this room; items to be secured with hanging locks at the least.

Lots of natural light; consider placement of art to avoid deterioration by UV radiation.

Consider a variety of short-duration, special events for this space.

Adjacencies

Primary   ---

Secondary   ---

Special Use Spaces

		Area	
Notes	Qty	Unit	Total
Display Case	0	50	0
Display Rack - Wall Mounted	0	9	0
			0

Collections   1.15

Type of shelf	Typical	Browse	Bins	Media	Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Aisle width, feet	3.5	4	4	4											
Area, single face, sf	10.45	11.4	13.3	13.3											
No Collection Scheduled					0	0%	0	12	72AV	8	80%	230	0.0	10.5	0
													0		0

Adult Services   19,764   sf

Seating

	Qty				Unit	Total
Seating - Table, 2 person	4	units provide	8	seats total	50	200
Seating - Lounge	9	units provide	9	seats total	40	360
			17			560

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.   Acoustic control should be maximized.

Signage   Typical room signage. Rules of conduct.

Display   Picture rails where possible.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Each room will have a separate thermostat and separate forced-air ventilation. Thermostats will be electronic and designed not to be reset by room occupants. Rooms will have carbon dioxide detectors. Because they can crowd a large number of people into relatively small spaces, these rooms need excellent HVAC systems. To control noise between rooms, air supplies and returns will be separately ducted, and walls between rooms will continue past the ceilings to the bottom of the roof.
Power	Accessible to patrons - above work surface, not at floor level. Provision of enough electrical outlets for all reasonable furniture arrangements. Access to electrical power will be provided for all reading tables and armchairs. Limited access to electrical power has been a problem in the Library's historic east reading rooms. Provide a large number of floor outlets. Each table will have a top-mounted or end-mounted quad electrical outlet. All outlets will be tamper resistant (child-proof). Power cords to tables will be easy to unplug to allow tables to be relocated. To meet electrical codes, power cords to outlets may require circuit breakers.
Data	Wireless.
Lighting	Feature lighting for display elements.
Security	Lockable room. Video surveillance camera.

Adult Services $\hspace{2cm}$ **19,764** $\quad$ sf

Adult Media Collections $\quad$ 41,910 items $\quad$ 0 seats $\quad$ 0 PACs $\quad$ 0 computers $\quad$ 823 $\quad$ sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
			General Reader Seats		Seats at X person tables (T), booths (B)							Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A	PAC		
Adult Media Collections	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

Display of the A/V collection. Note: Display of placeholder cases may be considered for video games that are exchanged at the Lending Desk for the media.

Include end panel and other display opportunities.

Placement

As close as possible to main entry to support "grab and go" aspect of the collection.

Adjacencies

Primary	South Entry Lobby - Upper Lobby	East Entry Lobby	PSP - Adult Services
Secondary	---		

Special Use Spaces

	Notes	Qty	Area Unit	Area Total
Computer - Short Term	PAC.	0	35	0
Exhibit - 3D		0	80	0
				0

Seating

	Qty				Area Unit	Area Total
Seating - Booth, 2 person	0	units provide	0	seats total	60	
Seating - Lounge	0	units provide	0	seats total	40	
			0			0

Collections 1.15

Type of shelf	Typical	Browse	Bins	Media	Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Aisle width, feet	3.5	4	4	4											
Area, single face, sf	10.45	11.4	13.3	13.3											
Adult Non-Fiction DVDs					4,690	6%	4,409	30	60AV	6	80%	432	10.2	10.5	123
Vinyl Recordings					960	34%	634	30	60AV	6	80%	432	1.5	10.5	18
Adult Entertainment DVDs					18,980	20%	15,184	30	72AV	8	80%	576	26.4	10.5	317
Adult Music CDs					14,040	4%	13,478	30	72AV	8	80%	576	23.4	10.5	281
Adult Books on Disc					2,840	4%	2,726	30	60AV	6	80%	432	6.3	10.5	76
Video Games					400	32%	272	30	60AV	6	80%	432	0.6	10.5	8
					41,910	12%	36,703						68		823

Collection subcategories might include:

FEATURE FILMS: Action, Comedy, Drama, International, Horror, Musicals, Science Fiction, War, Westerns

NON-FICTION: Documentary, Educational, Health & Fitness, Live Performance, Sports, Travel

CHILDREN'S: Animated (not movies), Educational, Family, TV, Preschool

TELEVISION:

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage. Rules of conduct. Copyright law.

Display   ---

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**.

Adult Services   19,764   sf

AS Open Computing Lab   20 seats   0 PACs   20 computers   800   sf

Summary of seating distribution by seat type or use			General Seating						Multi-Purpose (MP) or Activity (A) Room Seats			Technology Places	
	TOTAL w/o PAC	Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)						PAC	Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A			
AS Open Computing Lab	20	0	0	0	0	0	0	0	0	0	0	20	0

Function & Design Issues

Hard-wired computer workstations with table-top space for note taking, open books, etc.

All computers and the printer will be accessible to users with disabilities.

Adjacencies

Primary   PSP - Adult Services   AS Classroom/CCHA Program Room

Secondary

Special Use Spaces

	Notes	Qty	Unit	Total
			Area	
Computer - Short Term	Under 2 hours of use or "not research focused".	20	35	700
Network - Public Printer At PSP	Print/Copy/Scan, pay station, paper cutter, locked supplies.	1	60	60
Circulation Space		10%	1	40	40
				800

Collections   1.15

Type of shelf	Typical	Browse	Bins	Media	Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Aisle width, feet	3.5	4	4	4											
Area, single face, sf	10.45	11.4	13.3	13.3											
No Collection Scheduled					0	0%	0	12	72	6	80%	173	0.0	10.5	0
														0	0

Adult Services   19,764   sf

Seating

	Qty				Unit	Total
Seating - Other	0	units provide	0	seats total	30	
Seating - Lounge	0	units provide	0	seats total	40	
			0			0

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

All seating in the computer lab and classroom will be of molded plastic with casters.

Equipment   Coordinate specifics during design phase.
Computers will print to a public printer equipped with software designed to require patrons to pay for their print orders before printing. The printer will have a table where patrons can place items to be printed and copies they have prepared.

Finishes   Heavy duty.   Vandal-resistant.

Signage   Typical room signage. Rules of conduct. Copyright law.

Display   ---

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Power	Accessible to patrons - above work surface, not at floor level.
Data	Wireless.
Security	Controlled access. Review requirements with Library.
Other	Acknowledge territoriality at grouped workstations - provide dividers.

END OF SECTION.

Teen Services   1,121   sf

The Teen Services zone provides the primary collections, services, and activity spaces used by teens.

Teen Services will include collections and seating for middle-school and high-school students.

While teens use many of the other services offered in the building, this is a space for "teen only" or "teen focused" activity and needs a physical expression of this identity and separateness from other services. One of the challenges to the architects will be to create a teen space that is clearly for teens but does not become dated quickly. Some teen areas are painfully out of date even before they first open.

Teen Services will be highly visible from a service desk, but still separate enough to give teens a sense of their own space. It is anticipated that this oversight will not be a separate, dedicated Teen Services desk but rather one of the other Public Service Points on the floor. This assumption should be tested during the design phase.

Teen Services will be adjacent to the Adult Services rather than to the Children's Services area.

Because many adults and children read materials intended for teens, access by adults and children to the Teen Services collection will not be limited by service hours or placement.

The space will be extremely flexible, with as few items built in as possible. The current diner-style booths will be removed and replaced with reading tables and chairs.

Summary of Assignable Spaces						Programmed				
ZONE	SPACE					FLOOR	G	1	2	3	AREA (SF)
PUBLIC	Teen Collection & Seating	9,820	items	16	seats	1		1,019			1,019
Department Assignable							0	1,019	0	0	1,019
Department Non-Assignable		10%					0	102	0	0	102
Department Total							0	1,121	0	0	1,121

Key   Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

PSP = Public Service Point

	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats		PAC	Technology Places	
			General Reader Seats		Seats at X person tables (T), booths (B)							Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P TB	2P T	2P B	4P T	MP	A			
Teen Services	16	16	0	0	0	0	0	16	0	0	0	0	0

Teen Services   1,121   sf

Teen Collection & Seating   9,820 items   16 seats   0 PACs   0 computers   1,019   sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats			Technology Places	
			General Reader Seats		Seats at X person tables (T), booths (B)									
			Lounge	Other	1P TB	2P T	2P B	4P TB	MP	A	PAC	Public PCs, I-net	Maker, Active Learning
Teen Collection & Seating	16	16	0	0	0	0	0	16	0	0	0	0	0

Function & Design Issues

     Accessible to non-teens.

     Display of the Teen Services collection. Include end panel and other display opportunities (slat wall).

     Other teen collections are to be clearly within the Teen Services zone to establish the desired identity and comfort level for these patrons. Consider using the shelving arrangement to make this demarcation.

     Seating in several informal, inviting, and comfortable seating groups located throughout the area. Some seating groups should include tables and chairs. Most table and chair arrangements will accommodate a maximum of four users. Some seating should be individual in nature. All reading areas to be fully equipped with power and either data ports or robust Wi-Fi access.

Adjacencies

     Primary   ---
     Secondary   Maker Space

Special Use Spaces

| | | Area | |
Notes	Qty	Unit	Total
Exhibit - 3D	1	80	80
			80

Collections   1.15

| Type of shelf | Typical | Browse | Bins | Media | Collection Size | | | Shelving Typology | | | | | | Area | |
					Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq. ft. req'd per SF section	Area req'd
Aisle width, feet	3.5	4	4	4											
Area, single face, square feet	10.45	11.4	13.3	13.3											
Young Adult					9,820	8%	9,034	12	84	7	80%	202	44.8	10.5	539
					9,820	8%	9,034						45		539

Teen Services   1,121   sf

Seating

	Qty				Unit	Total
					Area	
Seating - Table, 1 person	0	units provide	0	seats total	30	
Seating - Table, 2 person	0	units provide	0	seats total	50	
Seating - Table, 4 person	4	units provide	16	seats total	100	400
Seating - Lounge	0	units provide	0	seats total	40	
			16			400

Furniture Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty.

Signage Typical room signage.   Coming Events - digital.

Display Picture rail.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Power	Accessible to patrons - above work surface, not at floor level.

END OF SECTION.

Teen Services	1,121 sf

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Children's Services   8,776   sf

The Children's Services zone provides the primary collections, services, and activity spaces used by children birth to about 12 years of age/sixth grade and their caregivers. This includes space allocations for emergent literacy and other hands-on activities. The Children's Services Media Collections (movies, music, other mixed media other than realia, and other kits) are located in this part of the building, rather than being grouped with the Adult media.

For security purposes, the Children's Services area will not be a passageway to other areas of the Library.

To control noise while providing security for children, the Children's Services area will be separated from the rest of the main Library area by a glass wall.

Collections and seating for younger children will be grouped together, as will collections and seating for older children. Areas for use by all children will be located between the areas for younger and older children.

The Children's Services area will have a double door providing direct access to the Library's medium program room (Maker Space), where the majority of children's programs will take place. The doors will be arranged so that the door to Children's Services can be locked with a double-cylinder lock while the Maker Space still meets all applicable codes.

If the current access hallway to the department is retained, the lighting will be brighter than it is now.

If the current access ramp is retained, it will be wider and have a larger space for patrons to turn around.

This area requires restrooms dedicated to the use of children and their caregivers. The restrooms have requirements that are described in **Part 3 General Requirements.**

Summary of Assignable Spaces				Programmed				
ZONE	SPACE			FLOOR	G	1	2	3	AREA (SF)
PUBLIC	PSP - Children's Services		0 seats	G	491				491
PUBLIC	CS General Seating		30 seats	G	932				932
PUBLIC	CS Print Collections	71,185 items	0 seats	G	5,288				5,288
PUBLIC	CS Media Collections	7,914 items	0 seats	G	247				247
PUBLIC	CS Megan's Room & Special Features		44 seats	G	626				626
PUBLIC	CS Computer Area		7 seats	G	274				274
PUBLIC	CS Study Rooms		4 seats	G	120				120
			85 seats						
Department Assignable		79,099 items	7 PCs		7,978	0	0	0	7,978
Department Non-Assignable		10%			798	0	0	0	798
Department Total					8,776	0	0	0	8,776

Key   Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

PSP = Public Service Point

Children's Services   8,776 sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
			General Reader Seats		Seats at X person tables (T), booths (B)						PAC	Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A			
Children's Services	85	30	4	0	0	4	2	20	0	4	0	7	44

Children's Services   8,776   sf

PSP - Children's Services   0 seats   0 PACs   0 computers   491   sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)						PAC	Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A			
PSP - Children's Services	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

The Library will have a service desk designed to provide service to children and their parents and other caregivers and to supervise the Children's Services area. The desk will be staffed at all times the Library is open. It will be visible, accessible, and welcoming.

Staff at the desk will provide information, reader guidance, assistance with the use of Library equipment and collections, etc.

Form varies based on Library preference. Consideration should be given to mobile, modular units capable of supporting staff and patron views of data.

Placement

Library staff and volunteers at the Children's Services desk should have the best possible oversight of the Children's Services area of the Library.

The desk will face the entrance to the Children's Services area and be close to the Children's Services Staff Workroom.

Line-of-sight connection to Entry area(s), restrooms, and screens of adult computer workstations.

Adjacencies

Primary	Entry to Children's Services	Restrooms	CS Computer Area
	CS Megan's Room & Special Features	CS Print Collections	
Secondary	---		

Special Use Spaces

	Notes	Qty	Area Unit	Area Total
PSP Staff Outpost		3	60	180
File - Lateral, 2 drawer		1	12	12
Bookcart		3	8	24
Self-Check		1	35	35
Self-Check Queue		3	10	30
Computer - OPAC, centralized		2	35	70
Workstation - Back Counter	TDD, fax, telephone. Positioned as a workstation to provide view of patrons approaching the desk. Staff side of the counter will have cash drawer for fines and fees (located to discourage children from reaching over the counter).	1	40	40

Children's Services   **8,776**   sf

Storage - Shelving Unit	Part of desk, back counter.	0	9	0
Orientation Area - Secondary	Just some moving around space to make it all work - PSP specific.	1	100	100

491

Collections

1.15

Type of shelf	Typical	Browse	Bins	Media	Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Aisle width, feet	3.5	4	4	4											
Area, single face, sf	10.45	11.4	13.3	13.3											
No Collection Scheduled					0	0%	0	12	48	3	80%	86	0.0	10.5	0

0	0

Seating

					Area	
	Qty				Unit	Total
Seating - Consultation	0	units provide	0	seats total	20	

0	0

Furniture   Service desk with chairs for up to two staff members plus one volunteer. The volunteer will probably be present only at times of peak use, such as registration for summer reading.

The service desk will be 30 inches high, so that children and seated staff members can see each other directly.

The desk will be a rectangle, with storage units at the back side of the desk, including the equivalent of three single-faced, 30-inch shelving units for ready reference, binders, handouts, and other materials, plus two legal-sized file drawers. Drawers will have full-suspension hardware.

The desk will be modular and movable. It will have no curved components, no matching soffit, and no special ceiling-mounted lights. It will have two exits, so that staff cannot be trapped behind the desk.

All three workstations at the desk will have wiring for telephones and computers, but the volunteer workstation will probably not have this equipment. The workstations will share a common printer.

Desktop space for displaying a variety of Library brochures, including program announcements.

Open space on top of the desk for users to fill out forms for Library programs and other special events.

Emergency alarm buttons at all workstations.

Extensive provision of electrical outlets.

Children's Services   8,776   sf

Equipment   A locking storage unit for loaner laptops, headphones, and other equipment.

One self-check unit.

OPACs for public use.

Finishes   Heavy duty.

Signage   ---

Display   Coming Events - digital.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Power	Extensive provision of electrical outlets. Accessible to patrons - above work surface, not at floor level.
Security	Panic button, easy access, unobtrusive, impossible to confuse with other buttons. For staff safety, there will be a minimum of two ways out from behind both the reference desk and the work counter.

Children's Services   8,776   sf

CS General Seating   30 seats   0 PACs   0 computers   932   sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
			General Reader Seats		Seats at X person tables (T), booths (B)								
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A	PAC	Public PCs, I-net	Maker, Active Learning
CS General Seating	30	30	4	0	0	4	2	20	0	0	0	0	0

Function & Design Issues

Although defined as a separate zone, the seating areas are to be arranged in a manner that allows patrons easy access to various collections and learning environments.

Two distinct reading and activity zones are needed:

Younger Children   Ages from infancy to first grade or age 7.

Older Children   Ages from second through sixth grade or ages 8 through 12.

Younger Children

Seating and floor are for toddlers and infants as well as their parents or adult guardians.

Floor space for very small children.

Toddler-sized tables and chairs.

Oversized lounge seats for parents and adult guardians to sit with toddlers and infants.

Armchairs for parents and adult guardians to sit with toddlers and infants.

Children's furnishings will be designed for easy rearrangement. This flexibility calls for a large number of floor outlets.

Older Children

Seating and floor are for older children as well as their parents or adult guardians.

Play/exploration elements.   See: CS Megan's Room & Special Features

Child-sized tables and chairs. Adult-sized tables and chairs.

Oversized lounge seats for parents and adult guardians to sit with older children.

Armchairs for parents and adult guardians to sit with older children.

Floor space for older children.

Furnishings should be mobile to allow patrons some flexibility in shaping the space to their needs.

Allow ample space between seats.

All reading areas to be fully equipped with power and either data ports or robust Wi-Fi access.

Children's Services — 8,776 sf

Special Use Spaces

	Notes	Qty	Area Unit	Area Total
Display Case		1	50	50
Display Rack - Wall Mounted		1	9	9
Stroller Parking		4	8	32
				91

Collections   See CS Print Collections — 1.15

Type of shelf	Typical	Browse	Bins	Media	Collection Size			Shelving Typology						Area	
Aisle width, feet	3.5	4	4	4	Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Area, single face, sf	10.45	11.4	13.3	13.3											
No Collection Scheduled					0	0	0	12	72AV	8	1	230	0	10	0
													0		0

Seating

		Qty				Area Unit	Area Total
Seating - Lounge	Oversized for parent and child	4	units provide	4	seats total	40	160
Seating - Lounge		2	units provide	2	seats total	40	80
Seating - Booth, 4 person		3	units provide	12	seats total	100	300
Seating - Table, 4 person Toddler sized		2	units provide	8	seats total	100	200
Seating - Table, 2 person		2	units provide	4	seats total	50	100
Seating - Table, 1 person		2	units provide	2	seats total	30	60
Seating - Bench		1	units provide	2	seats total	15	15
Seating - Footstool	Puff or Ottoman	2	units provide	2	seats total	8	16
		36					900

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.   Acoustic control should be maximized.

Signage   Typical room signage. Rules of conduct.

Display   Picture rails where possible.

Children's Services   8,776   sf

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Power	Accessible to patrons - above work surface, not at floor level.
Data	Wireless.
Lighting	Feature lighting for display elements.

Children's Services   8,776   sf

CS Print Collections   71,185 items   0 seats   1 PACs   0 computers   5,288   sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)						PAC	Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A			
CS Print Collections	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

Although defined as a separate zone, The CS Print Collections are to be arranged in a manner that allows patrons easy access to various seating and learning environments.

Two distinct collection zones are needed:

| Younger Children | Ages from infancy to first grade or age 7. |
| Older Children | Ages from second through sixth grade or ages 8 through 12. |

Younger Children

Ages from infancy to first grade or age 7.

This zone consists of a progression of collections:

Board Books → Picture Books → Easy Readers → Chapter Books → Tweens.

World languages are a feature.

See Younger Children group in Collections table below and in Collections Summary section.

Older Children

Ages from second through sixth grade or ages 8 through 12.

This zone consists of a progression of graphic novels, fiction, and non-fiction.

World languages are a feature.

See Older Children group in Collections table below and in Collections Summary section.

Adjacencies

| Primary | PSP - Children's Services | CS General Seating | CS Megan's Room & Special Features |
| Secondary | CS Media Collections | | |

Special Use Spaces

			Area	
		Qty	Unit	Total
Computer - Short Term	PAC at front of Older Children's Collection.	1	35	35
Computer - OPAC, remote location	PAC in stacks.	2	20	40
Exhibit - 3D		1	80	80
				155

Children's Services   8,776 sf

Collections   1.15

Type of shelf	Typical	Browse	Bins	Media	Collection Size			Shelving Typology						Area	
Aisle width, feet	3.5	4	4	4											
Area, single face, sf	10.45	11.4	13.3	13.3	Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Younger Children															
J Big Books					40	3%	39	20	48	3	80%	144	0.3	10.5	3
J Board Books					3,110	9%	2,830	18	48 BIN	3	80%	130	21.8	13.3	334
J Easy to Read					4,810	6%	4,521	20	48 BIN	3	80%	144	31.4	13.3	480
J Fire Truck					150	20%	120	18	48 BIN	3	80%	130	0.9	13.3	14
J Picture Books					16,580	6%	15,585	20	48 BIN	3	80%	144	108.2	13.3	1,655
J VOX					400	16%	336	8	48	3	80%	58	5.8	10.5	70
													168		
Older Children															
J Fiction					11,030	5%	10,479	15	66	5	80%	180	58.2	10.5	700
J First Chapter					4,410	5%	4,190	15	66	5	80%	180	23.3	10.5	280
J Graphic Novels					4,560	12%	4,013	30	66	5	80%	360	11.1	10.5	134
J Library of Things					390	43%	222	4	66	5	80%	48	4.6	10.5	56
J Magazines					5	0%	5	1	66	5	80%	12	0.4	10.5	5
J Non-Fiction					25,120	3%	24,366	18	66	5	80%	216	112.8	10.5	1,356
J Parent Collection					580	5%	551	12	66	5	80%	144	3.8	10.5	46
													214		
					71,185	6%	67,257						383		5,133

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.

Display   Coming Events - digital.

Children's Services	8,776	sf

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Power	Collections areas shift over time. The collections area should be planned with an in-slab or underslab network of floor boxes that support reconfiguration of collection spaces to future, technology-dependent uses.

Children's Services   8,776   sf

CS Media Collections   7,914 items   0 seats   0 PACs   0 computers   247   sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)						PAC	Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A			
CS Media Collections	0	0	0	0	0	0	0	0	0	0	0	0	0

Location

As close as possible to departmental entry to support "grab and go" collection and support patrons accessing the services for younger children as well as for older children.

Function & Design Issues

Display of the media collections.

Include end panel and other display opportunities.

Mobility of furnishings may be important depending on location with respect to programming spaces.

Adjacencies

Primary	PSP - Children's Services	Entry into Children's Services area
Secondary	---	

Special Use Spaces

	Notes	Qty	Area Unit	Area Total
Computer - Short Term	PAC	0	35	0
Exhibit - 3D		0	80	0
				0

Seating   See CS Print Collections

	Qty				Area Unit	Area Total
Seating - Booth, 2 person	0	units provide	0	seats total	60	
Seating - Lounge	0	units provide	0	seats total	40	
Seating - Bench	0	units provide	0	seats total	15	
			0			0

Collections | 1.15

Type of shelf	Typical	Browse	Bins	Media	Collection Size			Shelving Typology						Area	
Aisle width, feet	3.5	4	4	4	Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Area, single face, sf	10.45	11.4	13.3	13.3											
J Non-Fiction DVDs					1,040	4%	998	30	66	5	80%	360	2.8	10.5	33
J Entertainment DVDs					4,490	9%	4,086	30	66	5	80%	360	11.3	10.5	136
J Music CDs					1,160	1%	1,148	30	66	5	80%	360	3.2	10.5	38
J Books on Disc					1,224	2%	1,200	30	66	5	80%	360	3.3	10.5	40
					7,914	6%	7,432						21		247

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.

Display   Coming Events - digital.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**.

Children's Services   8,776   sf

CS Megan's Room & Special Features   44 seats   0 PACs   0 computers   626   sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)						PAC	Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A			
CS Megan's Room & Special Features	44	0	0	0	0	0	0	0	0	0	0	0	44

Function & Design Issues

The Library envisions a set of special features to be part of the Children's Services experience. Part of this will be elements such as the Fire Truck (part of CS-Collections) and Brio Tables. A major portion will be an update of Megan's Room that incorporates a series of interchangeable and yet-to-be-defined interactive, individual, and small-group learning elements.

Adjacencies

Primary   PSP - Children's Services

Secondary   ---

Active Learning Space Components (possible elements - not a list of requirements)

	Kids	Notes	Qty	Unit	Total
CS Active - Brio Tables (2 kids)	2	Play Group: Preschool.	2	35	70
CS Active - Lego Table (2 kids)	2	Play Group: Preschool, Early Elementary.	2	30	60
CS Active - Megan's Room	20	Play Group: Preschool, Early Elementary.	1	400	400
Lactation Station			1	36	36
Washing Machine		In staff zone - Children's Services Staff Zone	0	12	0
Seating - Bench	4	Arranged in various locations around the room.	4	15	60
	44				**626**

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.

Display   Coming Events - digital.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**.

Children's Services   8,776   sf

CS Computer Area   7 seats   0 PACs   7 computers   274   sf

Summary of seating distribution by seat type or use		General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
	TOTAL w/o PAC	Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)							Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A	PAC		
CS Computer Area	7	0	0	0	0	0	0	0	0	0	0	7	0

Function & Design Issues

The Library envisions the computer zone to be split into separate younger and older age zones.

The younger children will use the instructional gaming devices and tablets dispensed from the PSP.

The computer locations should support two patrons per machine to accommodate parent and child or friends sharing use.

Adjacencies

Primary   PSP - Children's Services

Secondary   ---

Special Use Spaces

	Notes	Qty	Area Unit	Area Total
Computer - Long Term	With 2 seats each.	1	64	64
Computer - Short Term		6	35	210
Exhibit - 3D		0	80	0
				274

Other Seating   See CS General Seating

	Qty				Area Unit	Area Total
Seating - Booth, 2 person	0	units provide	0	seats total	60	
Seating - Lounge	0	units provide	0	seats total	40	
			0			0

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.

Display   Coming Events - digital.

Children's Services ⠀ ⠀ ⠀ ⠀ ⠀ 8,776 ⠀ sf

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**.

Children's Services — 8,776 sf

CS Study Rooms — 4 seats | 0 PACs | 0 computers | 120 sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)							Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A	PAC		
CS Study Rooms	4	0	0	0	0	0	0	0	0	4	0	0	0

Function & Design Issues

Support individual or small group activities. Uses for study rooms will include quiet study, tutoring, work groups, small group meetings, private work, interviews, student project groups, collaboration spaces, test taking, noisy computer use, etc.

Provide acoustic separation from other spaces. Study rooms will be designed to prevent the transmission of noise while remaining easy for Library staff to supervise the rooms as well as possible.

Provide ample technology in support of a variety of room uses. Collaborative technology may be considered for one or more of the spaces.

Transparent walls, high levels of supervision. Study rooms will have glass walls to protect occupants and to allow Library staff to supervise the rooms. Windows will be about six feet high, starting about a foot above floor level and continuing to a height of about seven feet from the floor. The solid walls of study rooms will be opposite the entry doors.

Adjacencies

Primary	PSP - Children's Services
Secondary	---

Special Use Spaces

		Notes				Qty	Area Unit	Total
Activity Rm: 4 persons	Supervised visits, tutoring, study	4 seats at 30 sf per person =	4	persons.		1	120	120
Activity Rm: 4 persons	Low Sensory Room	2 seats at 30 sf per person =	0	persons.		0	120	0
						4		120

Furniture Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.
   Each four-person room will be large enough for a rectangular table with chairs on two sides only.
   All study room tables will be fully accessible on at least three sides to users with disabilities.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty. Vandal-resistant. Acoustic control should be maximized.

Signage Typical room signage. Rules of conduct.

Display Each room will have a tech wall at the end of the room opposite the entry door. The wall will have space for a wall-mounted computer, a whiteboard, or other equipment.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Each room will have a separate thermostat and separate forced-air ventilation. Thermostats will be electronic and designed not to be reset by room occupants. Rooms will have carbon dioxide detectors. Because they can crowd a large number of people into very small spaces, study rooms need excellent HVAC systems. To control noise between rooms, air supplies and returns will be separately ducted, and walls between rooms will continue past the ceilings to the bottom of the structure above.
Power	Accessible to patrons - above work surface, not at floor level. Rooms will have electrical and data outlets for computer use, plus two data jacks in each room for future enhancements and staff needs. Ideally, one end of the table in each room will be against the wall without windows. Electrical outlets will be above table-top height, so that patrons do not have to crawl under tables to plug in their computers. Electrical outlets will be quad boxes to permit more than two computers to be plugged in simultaneously. Electrical outlets will be tamper resistant.
Data	Wireless.
Lighting	Illumination will be 60 foot-candles. Patrons will not be able to turn lights off and on in study rooms.
Security	Controlled access. Review requirements with Library.

END OF SECTION.

Champaign County Historical Archives   12,238   sf

The Champaign County Historical Archives (CCHA) maintains a research-level collection on the history and genealogy of Champaign County, Illinois. The Archives collects secondary materials on the history of Illinois, as well as genealogical materials that document the migration routes to the communities that comprise Champaign County. The Archives incorporates the collections of the Urbana Municipal Documents Center.

Archives spaces will be designed to limit damage to the collection as much as possible. While books and other materials in the rest of the Library can be purchased on the new or used book markets, the majority of Archives' collections are unique and irreplaceable. SERIOUS CONSIDERATION SHOULD BE GIVEN TO PROTECTION OF THESE MATERIALS. Depending on the location of these spaces, such consideration may include:

> Tornado-resistant roof.

> Fire suppression systems in the Archives and in spaces above the Archives will be designed to prevent accidental water damage. Ideally, these systems will be non-aqueous. At the very least, all Archives areas and areas above the Archives will have pre-action sprinkler systems.

> Separate HVAC system capable of limiting relative humidity to a narrow range at all times, tentatively 35 to 55 percent.

> Above-grade location (including storage) to eliminate potential for flood damage.

Archives spaces will be designed to accommodate many years of growth.

Summary of Assignable Spaces				Programmed			
ZONE	SPACE		FLOOR	G	1	2	3	AREA (SF)
PUBLIC ZONE								
PUBLIC	PSP - CCHA	0 seats	2			160		160
PUBLIC	CCHA Seating	48 seats	2			1,200		1,200
PUBLIC	CCHA Open Collections	0 seats	2			4,226		4,226
PUBLIC	CCHA Closed Collections	0 seats	3				2,349	2,349
PUBLIC	CCHA Computers, Copiers, & Microfilm	0 seats	2			167		167
PUBLIC	CCHA Program Room	0 seats	2			920		920
PUBLIC	CCHA Displays	0 seats	2			200		200
STAFF ZONE								
STAFF	CCHA Staff & Manager's Workrooms	0 seats	3				1,764	1,764
STAFF	CCHA Storage	0 seats	2			138		138
Department Assignable						7,011	4,113	11,124
Department Non-Assignable	5%		2			557		557
Department Non-Assignable	5%		3				557	557
Department Total		48		0	0	7,568	4,670	12,238

Key   Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

   PSP = Public Service Point

Champaign County Historical Archives   12,238   sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
			General Reader Seats		Seats at X person tables (T), booths (B)								
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A	PAC	Public PCs, I-net	Maker, Active Learning
Champaign County Historical Archives	80	48	0	0	0	0	0	48	0	0	0	0	32

Champaign County Historical Archives   12,238   sf

PSP - CCHA   0 seats   0 PACs   0 computers   160   sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
			General Reader Seats		Seats at X person tables (T), booths (B)						PAC	Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A			
PSP - CCHA	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

Readily visible, accessible, and welcoming.

Support patrons in their use of full range of Archives' services.
>Registrations.
>Answering telephone.
>Interlibrary loan requests.
>General patron assistance including wayfinding and finding materials.
>Assisting patrons with computer use, providing observation of behavior at computer area.
>Storage of various materials, handouts.

Form varies based on Library preference. Consideration should be given to mobile, modular units capable of supporting staff and patron views of data.

Line-of-sight connection to Entry area(s), restrooms, and screens of adult computer workstations.

Designed to be relocated as needed. No element of the desk will be permanently installed.

The arrangement of desk components will make clear which areas within the desk are for Library staff only.

The service desk will be height adjustable to permit access by patrons and staff in compliance with Illinois Accessibility Code.

Adjacencies

Primary	Entry into CCHA spaces	CCHA Displays	CCHA Storage
Secondary	---		`

Special Use Spaces

	Notes	Qty	Area Unit	Total
PSP Staff Outpost		2	60	120
Workstation - Back Counter	TDD, fax, telephone. Positioned as a workstation to provide view of patrons approaching the desk. Staff side of the counter will have cash drawer and a credit card reader for sales of publications and collection of patron fees.	1	40	40

160

Champaign County Historical Archives   12,238   sf

Collections   See **CCHA Open Collections**   1.15

Type of shelf	Compact	Minimum	Typical		Collection Size			Shelving Typology						Area	
Aisle width, feet	0.17	3	3.5		Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Area, single face, sf	4.123	9.5	10.45												
No Collection Scheduled					0	0%	0	10	84	7	80%	168	0.0	10.5	0
														0	0

Seating   Area

	Qty					Unit	Total
Seating - Consultation	0	units provide	0	seats total		20	
						0	0

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.

Display   Coming Events - digital.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Fire Protection	Fire suppression systems in the Archives and in spaces above the Archives will be designed to prevent accidental water damage. Ideally, these systems will be non-aqueous. At the very least, all Archives areas and areas above the Archives will have pre-action sprinkler systems.
HVAC	Separate HVAC system capable of limiting relative humidity to a narrow range at all times, tentatively 35 to 55 percent.
Lighting	There will be no soffit over the desk and no recessed downlights for illumination of the desktop. General room lighting will be bright enough to provide work lighting at the desk.
Security	Panic button, easy access, unobtrusive, impossible to confuse with other buttons. For staff safety, there will be a minimum of two ways out from behind both the reference desk and the work counter.
Other	Use furniture in lieu of millwork.

Champaign County Historical Archives   12,238   sf

CCHA Seating   48 seats   0 PACs   0 computers   1,200   sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places	
			General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	3P T	4P T					
CCHA Seating	48	48	0	0	0	0	0	48	0	0	0	0	0

Function & Design Issues

In a central area of the Archives. Seating will not be scattered among shelving. Tables will be visible to Archives staff seated at the reference desk.

Placement of tables will allow them to be rearranged as needed.

The Archives will have no soft seating.

Personal property lockers. Lockers will be designed to be emptied each day when the Archives closes, to prevent the lockers from being used for long-term personal storage. The design and placement of lockers will make clear that they are for the use of Archives users, not the general public, and for same-day storage only.

All reading areas to be fully equipped with power and either data ports or robust Wi-Fi access.

If possible, north light for reading.

Adjacencies

Primary	PSP - CCHA	CCHA Open Collections
Secondary	---	

Special Use Spaces

		Area		
Notes		Qty	Unit	Total
Lockers - Archive 2/unit		6	5	30
				30

Collections   See CCHA Open Collections   1.15

Type of shelf	Compact	Minimum	Typical		Collection Size			Shelving Typology					Area	
Aisle width, feet	0.17	3	3.5		Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Area, single face, sf	4.123	9.5	10.45												
No Collection Scheduled					0	0%	0	12	84	7	80%	202	0.0	10.5	0
													0		0

Champaign County Historical Archives   12,238   sf

Seating

	Qty				Unit	Total
Seating - Table, 4 person	12	units provide	48	seats total	100	1,200
			48			1,200

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Tables   If reading tables are adjacent to shelves, the ends of the tables without chairs will face the shelving, to prevent users seated at the tables from blocking access to shelving when they push their chairs back.

Table tops will be 29 inches high with 27 inches of leg clearance to meet all accessibility codes.

The tables will have tops a minimum of 3 x 5 feet. As with the Parsons Design tables in the current Library, neither the sides nor ends of tables will have aprons or have beams connecting their legs. Tables will meet accessibility requirements on all four sides.

All tables with electrical outlets will be engineered to allow tables to be relocated easily and their built-in table-top outlets connected to different floor or wall outlets while meeting all electrical codes.

Table tops will be of heavy-duty laminates, with edge banding if necessary to prevent chipping. Top colors will be a medium hue, neither very dark nor very light.

Chairs   Side chairs for tables will be of molded plastic and washable. Chairs will have casters on either two or four legs. If chairs have arms, they will be low enough to allow chairs to be slid under tables. Chairs will be designed so they can be stored upside down on tables while the building is being cleaned.

The department will have absolutely no sofas or other soft seating designed for group use.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.   Acoustic control should be maximized.

Signage   Typical room signage. Rules of conduct.

Display   Picture rails where possible.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Fire Protection	Fire suppression systems in the Archives and in spaces above the Archives will be designed to prevent accidental water damage. Ideally, these systems will be non-aqueous. At the very least, all Archives areas and areas above the Archives will have pre-action sprinkler systems.
HVAC	Separate HVAC system capable of limiting relative humidity to a narrow range at all times, tentatively 35 to 55 percent.

Power	Access to electrical power will be provided for all reading tables and armchairs. Accessible to patrons - above work surface, not at floor level. Provide a large number of floor outlets. Each table will have a top-mounted or end-mounted quad electrical outlet. All outlets will be tamper resistant (child-proof). Power cords to tables will be easy to unplug to allow tables to be relocated. To meet electrical codes, power cords to outlets may require circuit breakers.
Data	Wireless.
Security	Video surveillance camera.

Champaign County Historical Archives   **12,238** sf

CCHA Open Collections   0 seats   0 PACs   0 computers   4,226 sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
			General Reader Seats		Seats at X person tables (T), booths (B)							Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A	PAC		
CCHA Open Collections	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

Storage of a wide range of materials suitable for general public access, including books, magazines, microforms, maps, and material in filing cabinets.

Adjacencies

Primary   PSP - CCHA   CCHA Seating

Secondary   ---

Special Use Spaces

	Notes	Qty	Unit	Total
File - Lateral, 5 drawer		20	12	240
Flat File	5-drawer units, stacked 4 to each base, 20 drawers total.	20	40	800
Microform Storage Cabinet		10	18	180
Circulation Space	10%	1	122	122
				1,342

Seating   See CCHA Seating

	Qty				Unit	Total
Seating - Lounge	0	units provide	0	seats total	40	
Seating - Table, 2 person	0	units provide	0	seats total	50	
	0					0

Collections   Note: Unless listed otherwise, this section assumes all shelving to be set at a height of **84** inches   1.15

Type of shelf	Compact	Minimum	Typical	Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Aisle width, feet	0.17	3	3.5											
Area, single face, sf	5	9.5	10.45											
Archives				-	0%	-	-	84	7	90%	0	240.0	10.5	2,884
												240		2,884

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Coming Events - digital.

Display   Picture rail.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Fire Protection	Fire suppression systems in the Archives and in spaces above the Archives will be designed to prevent accidental water damage. Ideally, these systems will be non-aqueous. At the very least, all Archives areas and areas above the Archives will have pre-action sprinkler systems.
HVAC	Separate HVAC system capable of limiting relative humidity to a narrow range at all times, tentatively 35 to 55 percent.

Champaign County Historical Archives — 12,238 sf

CCHA Closed Collections — - — 0 seats — 0 PACs — 0 computers — 2,349 sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
			General Reader Seats		Seats at X person tables (T), booths (B)						PAC	Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A			
CCHA Closed Collections	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

Storage of Archives materials that are delicate, irreplaceable, full of loose papers, or otherwise unsuitable for open public access, perhaps in one or more locked backroom areas.

Adjacencies

Primary   PSP - CCHA

Secondary   ---

Special Use Spaces

	Notes	Qty	Area Unit	Area Total
File - Lateral, 5 drawer		60	12	720
File - Lateral, 5 drawer		10	12	120
Microform Storage Cabinet	Microfiche.	3	18	54
Vault	Vault for storing valuable parts of the collection. Currently some items suitable for storage in a vault are in safety deposit boxes in local banks. "Vault" means a solidly built, fire-resistant locked room, not a bank vault.	1	75	75
Circulation Space		10%	0	97	0
				969

Collections — 1.15

Type of shelf	Compact	Minimum	Typical		Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Aisle width, feet	0.17	3	3.5												
Area, single face, sf	5	9.5	10.45												
Archives			Compact		-	0%	-	-	84	7	90%	0	240.0	5.0	1,380
Archives					-	0%	-	-	84	7	90%	0	50.0	10.5	0
													290		1,380

Champaign County Historical Archives   12,238   sf

Seating   See CCHA Seating

	Qty				Area Unit	Total
Seating - Lounge	0	units provide	0	seats total	40	
Seating - Bench	0	units provide	0	seats total	15	
			0			0

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment   Coordinate specifics during design phase.

Compact shelving consisting of 240 double-faced, 84-inch units, probably selected to match the current Space Saver shelving in the Archives storeroom. Individual units will be three feet wide and about 30 inches deep.

Shelving will be hand-cranked rather than motor-driven. Access to shelving mechanisms will be from the fronts of the end panels, not from the backs, so that books and shelves do not need to be removed for access to the mechanisms.

The shelving layout will provide at least one permanently open aisle for every ten rows of shelves. Rows of shelves will not be more than six units long.

Due to the carriages under the shelving, movable shelving is higher than fixed shelving, which will affect placement of light fixtures and fire suppression equipment.

Finishes   Heavy duty.

Signage   ---

Display   ---

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Fire Protection	Fire suppression systems in the Archives and in spaces above the Archives will be designed to prevent accidental water damage. Ideally, these systems will be non-aqueous. At the very least, all Archives areas and areas above the Archives will have pre-action sprinkler systems.
HVAC	Separate HVAC system capable of limiting relative humidity to a narrow range at all times, tentatively 35 to 55 percent.

Champaign County Historical Archives   **12,238**   sf

CCHA Computers, Copiers, & Microfilm   0 seats   0 PACs   0 computers   167   sf

Summary of seating distribution by seat type or use		General Seating						Multi-Purpose (MP) or Activity (A) Room Seats			Technology Places	
	TOTAL w/o PAC	Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T					
CCHA Computers, Copiers, & Microfilm	0	0	0	0	0	0	0	0	0	0	0	0	0

Adjacencies

Primary   PSP - CCHA

Secondary   ---

Special Use Spaces

			Area	
	Notes	Qty	Unit	Total
Photocopy Center		1	75	75
Network - Printer		1	20	20
Scanner/Printer - Large Format		1	36	36
Scanner/Printer - Large Format	Map scanner.	1	36	36
Circulation Space		10%	0	17	0

                                                                                    167

Collections   See CCHA Open Collections   1.15

Type of shelf	Compact	Minimum	Typical		Collection Size			Shelving Typology						Area	
Aisle width, feet	0.17	3	3.5		Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Area, single face, sf	4.123	9.5	10.45												
No Collection Scheduled					0	0%	0	12	84	7	80%	202	0.0	10.5	0

                                                                              0   0

Seating   See CCHA Seating

					Area	
	Qty				Unit	Total
Seating - Lounge	0	units provide	0	seats total	40	

                                                                              0   0

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.   Coming Events - digital.

Display   Picture rail.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Fire Protection	Fire suppression systems in the Archives and in spaces above the Archives will be designed to prevent accidental water damage. Ideally, these systems will be non-aqueous. At the very least, all Archives areas and areas above the Archives will have pre-action sprinkler systems.
HVAC	Separate HVAC system capable of limiting relative humidity to a narrow range at all times, tentatively 35 to 55 percent.

Champaign County Historical Archives

12,238   sf

CCHA Program Room

| | 0 seats | 0 PACs | 0 computers | 920 | sf |

Summary of seating distribution by seat type or use	TOTAL w/o PAC	General Seating							Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
		Gen'l Total	General Reader Seats		Seats at X person tables (T), booths (B)							Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A	PAC		
CCHA Program Room	32	0	0	0	0	0	0	0	0	0	0	0	32

Function & Design Issues

Public programs needing convenient access to Archives materials.

University classes, which meet frequently in the Archives.

Meetings of groups not affiliated with the Archives.

For security purposes, not accessible through the Archives.

Adjacencies

Primary	PSP - CCHA	CCHA Staff & Manager's Workrooms
Secondary	---	

Special Use Spaces

	Notes	Qty	Area	
			Unit	Total
Meeting Rm "Stage" Area	Speaker's area.	1	120	120
Storage Room - Medium	Locking storeroom for Archives equipment.	0	75	0
				120

Collections   See CCHA Open Collections

1.15

Type of shelf	Compact	Minimum	Typical		Collection Size			Shelving Typology						Area	
Aisle width, feet	0.17	3	3.5		Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Area, single face, sf	4.123	9.5	10.45												
No Collection Scheduled					0	0%	0	12	84	7	80%	202	0.0	10.5	0
													0		0

Seating

	Qty				Area	
					Unit	Total
Seating - Table, 2 person, training	16	units provide	32	seats total	50	800
			32			800

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.   Coming Events - digital. Rules of conduct.

Display   Picture rail.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Fire Protection	Fire suppression systems in the Archives and in spaces above the Archives will be designed to prevent accidental water damage. Ideally, these systems will be non-aqueous. At the very least, all Archives areas and areas above the Archives will have pre-action sprinkler systems.
HVAC	Separate HVAC system capable of limiting relative humidity to a narrow range at all times, tentatively 35 to 55 percent.

Champaign County Historical Archives   12,238   sf

CCHA Displays   0 seats   0 PACs   0 computers   200   sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
			General Reader Seats		Seats at X person tables (T), booths (B)				MP	A	PAC	Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T					
CCHA Displays	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

Something similar to the current display case that is located directly outside the entrance to the Archives.

Twelve feet of wall space for permanent displays in the Archives, including the Bowman map of Urbana and West Urbana, the Bowman map of Champaign County, and various birds-eye views.

Twelve feet of wall space for temporary displays.

Flat glass-top display cabinet, about 3 x 5 feet, for documents and books.

Flat-screen TV.

Adjacencies

Primary   Entry into CCHA

Secondary   ---

Special Use Spaces

	Notes	Area		
		Qty	Unit	Total
Exhibit - 3D		0	80	0
Exhibit - Wall Mounted	Temporary.	1	40	40
Exhibit - Wall Mounted	Permanent.	1	40	40
Display Table		1	75	75
Display Case	Vertical.	1	30	30
Video Display		1	15	15
		5		200

Collections   See CCHA Open Collections   1.15

Type of shelf	Compact	Minimum	Typical		Collection Size			Shelving Typology						Area	
Aisle width, feet	0.17	3	3.5		Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Area, single face, sf	4.123	9.5	10.45												
No Collection Scheduled					0	0%	0	12	84	7	80%	202	0.0	10.5	0
														0	0

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.   Coming Events - digital.

Display   Picture rail.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Fire Protection	Fire suppression systems in the Archives and in spaces above the Archives will be designed to prevent accidental water damage. Ideally, these systems will be non-aqueous. At the very least, all Archives areas and areas above the Archives will have pre-action sprinkler systems.
HVAC	Separate HVAC system capable of limiting relative humidity to a narrow range at all times, tentatively 35 to 55 percent.

Champaign County Historical Archives	12,238	sf

CCHA Staff & Manager's Workrooms	1,764	sf

Function & Design Issues

This zone is described for CCHA staff.

Support focused work efforts on collection development, program development, promotional materials, and handouts.

Includes space for

Current full-time staff	Current part-time staff
Volunteers	

Adjacencies

Primary	Public Area of CCHA
Secondary	---

Furniture & Special Use Spaces

	#	Function	Notes		Qty	Area Unit	Area Total
STAFF WORKROOM							
Workstation - L-shape			Area includes 2D file below and wall-mounted shelving above, 2 bookcarts.		10	0	0
Storage - Shelving Unit			Central, supports all workstations.	3 each	30	9	255
Workstation - Table, small			Small document repair.		6	40	240
Workstation - Table, large			Large document repair.		1	75	75
Storage - Shelving Unit			Donations, 84" high.		12	9	102
Workstation - Table, large			Donations processing.		6	75	450
Sink - Counter, 8 lf					1	40	40
Storage - Industrial					10	16	160
Photocopy Center - Workroom					1	30	30
Seating - Table, 8 person					1	200	200
Coat Rack - Workroom					2	16	32
MANAGER'S WORKROOM							
Office - Manager + Conference			Desk, 2 visitor's chairs, 2 filing cabinets, 2 shelving units, 4 place worktable.		1	180	180

1,764

Furniture	Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.
Equipment	Coordinate specifics during design phase.
Finishes	Heavy duty.

Signage   Typical room signage.

Display   Whiteboards, bulletin boards for the room. Additional whiteboards and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Fire Protection	Fire suppression systems in the Archives and in spaces above the Archives will be designed to prevent accidental water damage. Ideally, these systems will be non-aqueous. At the very least, all Archives areas and areas above the Archives will have pre-action sprinkler systems.
HVAC	Separate HVAC system capable of limiting relative humidity to a narrow range at all times, tentatively 35 to 55 percent.
Security	Access control. Offices are secured from the rest of the Workroom Suite.

CCHA Storage   0 seats   0 PACs   0 computers   138   sf

Summary of seating distribution by seat type or use	TOTAL w/o PAC	Gen'l Total	General Seating						Multi-Purpose (MP) or Activity (A) Room Seats		Technology Places		
			General Reader Seats		Seats at X person tables (T), booths (B)						PAC	Public PCs, I-net	Maker, Active Learning
			Lounge	Other	1P T	2P T	2P B	4P T	MP	A			
CCHA Storage	0	0	0	0	0	0	0	0	0	0	0	0	0

Function & Design Issues

     Storage for equipment not in use.

     Storage for packing boxes and other shipping material.

Placement

     Where it fits.

Adjacencies

     Primary   ---

     Secondary   CCHA Staff & Manager's Workrooms

Special Use Spaces

Notes	Qty	Area Unit	Area Total
Storage - Shelving Unit	3	9	26
File - Lateral, 5 drawer	1	12	12
Storage - Open Floor, very large	1	100	100
			138

Seating

	Qty				Area Unit	Area Total
Seating - Table, 1 person	0	units provide	0	seats total	30	
			0			0

Champaign County Historical Archives   12,238   sf

Collections

														1.15

Type of shelf	Compact	Minimum	Typical		Collection Size			Shelving Typology						Area	
Aisle width, feet	0.17	3	3.5		Collection size	% typically in circulation	# of volumes to store	Rate (vol/lf)	Range height	# shelves w/ base shelf	Shelf capacity factor	Capacity, SF section	# of SF sections req'd	Sq ft req'd per SF section	Area req'd
Area, single face, sf	4.123	9.5	10.45												
No Collection Scheduled					0	0%	0	12	84	7	80%	202	0.0	10.5	0

													0	0

Furniture   Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.

Display   ---

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Fire Protection	Fire suppression systems in the Archives and in spaces above the Archives will be designed to prevent accidental water damage. Ideally, these systems will be non-aqueous. At the very least, all Archives areas and areas above the Archives will have pre-action sprinkler systems.
HVAC	Separate HVAC system capable of limiting relative humidity to a narrow range at all times, tentatively 35 to 55 percent.

END OF SECTION.

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Lending Services Staff Zone   2,105   sf

The Lending Services spaces contain the various work spaces and equipment that support material lending via walk-in, drive-up, outreach, and interlibrary loans.

Public spaces related to the circulation functions are described in the Entries section. This includes public service points, self-check devices, security gates, etc.

Summary of Assignable Spaces				Programmed				
ZONE	SPACE	FLOOR	G	1	2	3	AREA (SF)
STAFF	Lending Services Workroom - South	1		924			924
STAFF	Lending Services Workrooms - North	1		1,080			1,080
Department Assignable			0	2,004	0	0	2,004
Department Non-Assignable	5%		0	101	0	0	101
Department Total			0	2,105	0	0	2,105

Key   Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

PSP = Public Service Point

Lending Services Staff Zone 2,105 sf

Lending Services Workroom - South 924 sf

Function & Design Issues

Storage for collections that are kept behind the service desk for security, including non-print materials and large objects that are part of the "Library of Things."

Off-desk workspaces for library assistants. Answering incoming phone calls.

Space for receiving and sending interlibrary loans. Processing incoming and outgoing US mail.

Handling deliveries to schools and home delivery.

Receiving and checking in returned materials, handling unconventional loan items, such as the "Library of Things."

Managing Lost & Found. Recharging Nooks, Chromebooks, VOX, etc. Cleaning circulating toys.

Placement

Away from public view.

Adjacencies

Primary	South Entry Lobby - Upper Lobby	PSP - Lending Services
Secondary	Lending Services Workrooms - North	

Furniture & Special Use Spaces

MATERIAL RETURN ZONE

	Notes	Qty	Area Unit	Area Total
Safe		1	8	8
Shredder		1	8	8
Bookcart		12	8	96
Depressible Book Bins	Material return slots.	2	30	60
Storage - Open Floor, very large	Book bin staging area in support of material return slots.	1	100	100
Workstation - Desk/Linear	Work counter for general process, needs PC, barcode scanner, full RFID staff set-up, area includes 2D file and overhead shelving unit, coat hook; space for carts on both sides of staff chair; height-adjustable workstation; these are workstations 4 and 5 from Workstation Zone.	2	40	80
Photocopy Center - Workroom	Support of Lending Services staff.	1	30	30
Storage - Shelving Unit	Reserved materials, LoT, etc. 72" H, SF.	5	9	43
Storage - Shelving Unit	Processing, LoT, ILL, etc. 72" H, SF, arranged in DF ranges.	24	9	204
Lockers - 4/unit	12x12x12 with space for boots underneath.	7	5	35

Lending Services Staff Zone   2,105   sf

WORKSTATION ZONE

	#	Function	Notes	Qty	Unit	Total
Workstation - Desk/Linear	1, 2	Check-In	Needs PC, barcode scanner, full RFID staff set-up, area includes 2D file and overhead shelving unit, coat hook; space for 2 carts on both sides of staff chair; height-adjustable workstation.	2	40	80
Workstation - Desk/Linear	3	General Processing	Area includes 2D file below and wall-mounted shelving above, 2 bookcarts.	1	40	40
Workstation - Desk/Linear	4, 5		Area includes 2D file and overhead shelving unit, coat hook; space for carts on both sides of staff chair; height-adjustable workstation.	1	40	40
Workstation - Desk/Linear	6	Resource Librarian	Included above in Workroom Zone.	0	40	0
Workroom - Bug Room			Includes space for Bug Oven.	1	100	100
						924

Furniture   Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.

Display   Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Security	Access control. Offices are secured from the rest of the Workroom Suite.

Lending Services Staff Zone — 2,105 sf

Lending Services Workrooms - North — 1,080 SF

Function & Design Issues

Support of Lending Services team and other staff functions.

Placement

Arranged to be near the Lending Services public service points but out of the way of primary public activities at the entry into the public areas from the south entrance into the building.

Adjacencies

Primary   Lending Services Workroom - South

Secondary   ---

Furniture & Special Use Spaces

	Notes	Qty	Area Unit	Area Total
Office - Manager + Conference	Associate Director, a separate, enclosed room.	1	180	180
Office - Manager + Conference	Patron Services Manager, a separate, enclosed room.	1	180	180
Office - Lending Services Specialist	A separate, enclosed room to support 3 individuals.	3	90	270
Storage Room - Small		1	36	36
Seating - Table, 4 person	Teaming, projects.	2	100	200
Storage - Shelving Unit	Professional collection, miscellany.	4	9	34
Circulation Space	20%	1	180	180
				1,080

Furniture   Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.

Display   Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Security	Access control. Offices are secured from the rest of the Workroom Suite.

END OF SECTION.

Adult & Teen Services Staff Zone 956 sf

Work areas include a general purpose workroom for focused work without interruption on projects such as

      Developing and coordinating classes, events, and outreach activities;

      Extended or group projects;

      Meetings of the departmental teams.

All workspaces will be accessible, or designed to be rearranged to be accessible.

Staff is to consider location of work zones and gauge the balance between work area proximity to public spaces served and proximity to other staff work areas (flexibility, shared culture, efficient use of space, shared resources).

Program is premised on semi-shared staff work zone concept. Workrooms are adjacent to areas served and grouped together.

Summary of Assignable Spaces			Programmed				
ZONE	SPACE	FLOOR	P	1	2	3	AREA (SF)
STAFF	Adult, Teen Services, & Safety Workrooms	2			810		810
STAFF	Adult & Teen Services Storage	2			100		100
Department Assignable			0	0	910	0	910
Department Non-Assignable	5%		0	0	46	0	46
Department Total			0	0	956	0	956

Key   Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

          PSP = Public Service Point

Adult & Teen Services Staff Zone	956	sf

Adult, Teen Services, & Safety Workrooms	810	sf

Function & Design Issues

This zone is described for Adult Services, Teen Services, and Safety.

Support focused work efforts on collection development, program development, promotional materials, and handouts.

Includes space for current full-time staff and current part-time staff.

Windows with Venetian blinds to public area of Adult and Teen Services.

Pleasant acoustics to enable a group of people to share a room without seriously disturbing one another.

Placement

Consider a location where the workroom can provide supplementary oversight not duplicated by the Adult Services reference desk and the main lending desk.

Adjacencies

Primary	Public Area of Adult Services	Adult & Teen Services Storage
Secondary	---	

Furniture & Special Use Spaces

			Area	
Notes	Qty	Unit	Total
ADULT & TEEN SERVICES WORKROOM				
Workstation - L-shape	Height-adjustable workstation, 2D file below, wall-mounted shelving, 2 bookcarts.	6	70	420
Seating - Table, 6 person	Group projects. 2 tables to accommodate group meetings.	2	150	300
Sink - Counter, 8 lf		1	40	40
Coat Rack		1	20	20
Photocopy Center - Workroom		1	30	30
				810

Furniture	Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
Equipment	Coordinate specifics during design phase.
Finishes	Heavy duty.
Signage	Typical room signage.
Display	Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Adult & Teen Services Staff Zone   956   sf

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Plumbing	Sink, deep, large, with gooseneck faucet.
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Security	Access control. Offices are secured from the rest of the Workroom Suite.

Adult & Teen Services Staff Zone	956	sf

Adult & Teen Services Storage	100	sf

Function & Design Issues

Space to accommodate a mixture of open space and shelving. Storerooms are a great place to repurpose unmatched shelving.

Adjacencies

Primary	Adult, Teen Services, & Safety Workrooms
Secondary	---

Special Use Spaces

			Area	
Notes	Qty	Unit	Total
Storage Room - Departmental		1	100	100
				100

Furniture	Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
Equipment	Coordinate specifics during design phase.
Finishes	Heavy duty.
Signage	Typical room signage.
Display	Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Plumbing	Sink, deep, large, with gooseneck faucet.
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.

END OF SECTION.

Children's Services Staff Zone   1,294   sf

Work areas include a general purpose workroom for focused work without interruption on projects such as:

     Developing and coordinating classes, events, and outreach activities;

     Extended or group projects;

     Meetings of the departmental teams.

Staff is to consider location of work zones and gauge the balance between work area proximity to public spaces served and proximity to other staff work areas (flexibility, shared culture, efficient use of space, shared resources).

Program is premised on semi-shared staff work zone concept. Workrooms are adjacent to areas served and grouped together.

Summary of Assignable Spaces			Programmed				
ZONE	SPACE	FLOOR	G	1	2	3	AREA (SF)
STAFF	Children's Services Staff Workroom	G	940				940
STAFF	Children's Services Storage	G	292				292
Department Assignable			1,232	0	0	0	1,232
Department Non-Assignable	5%		62	0	0	0	62
Department Total			1,294	0	0	0	1,294

Key   Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

          PSP = Public Service Point

Children's Services Staff Zone — 1,294 sf

Children's Services Staff Workroom — 940 sf

Function & Design Issues

This zone is described for current full-time and part-time Children's Services staff.

Support focused work efforts on collection development, program development, promotional materials, and handouts.

Adjacencies

Primary	Public Area of Children's Services	Children's Services Storage
Secondary	---	

Furniture & Special Use Spaces

Notes		Qty	Area Unit	Area Total
Workstation - L-shape	Height-adjustable workstation, 2D file below, wall-mounted shelving, 2 bookcarts.	6	70	420
Seating - Table, 6 person	Group projects 2 tables to accommodate group meetings.	2	150	300
Sink - Counter, 8 lf		1	40	40
Storage - Shelving Unit	700 item Professional Collection.	5	9	43
Coat Rack		1	20	20
Washing Machine	Washer/dryer stack unit.	1	12	12
Storage Room - Medium	Outreach storage. More Outreach storage is in Community Engagement and Entry.	1	75	75
Photocopy Center - Workroom		1	30	30
				940

Furniture   Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.

Display   Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Plumbing	Sink, deep, large, with gooseneck faucet.
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Security	Access control. Offices are secured from the rest of the Workroom Suite.

Children's Services Staff Zone	1,294	sf

Children's Services Storage	292	sf

Function & Design Issues

Seasonal storage of general supplies, storytime materials, summer reading materials, and various displays.

Adjacencies

Primary   Children's Services Staff Workroom

Secondary   ---

Special Use Spaces

	Notes	Qty	Area	
			Unit	Total
Storage Room - Departmental		1	100	100
Storage - Industrial	Deeper than standard bookshelf-type storage.	12	16	192

				292

Furniture   Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.

Display   Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Plumbing	Sink, deep, large, with gooseneck faucet.
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.

END OF SECTION.

Children's Services Staff Zone   1,294   sf

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Acquisitions Services Staff Zone   1,283   sf

This is workspace for the staff members responsible for maintenance of the Library's collections, including ordering, receiving, cataloging, and physical maintenance of books and other materials.

The Collections Manager will have a separate workroom.

Space is required for the storage of new books and other materials awaiting processing, books and other materials awaiting repair, older books and other materials awaiting discard, supplies for book preparation and repair, and other supplies.

With the exception of the sink, all furniture in the workroom will be completely movable.

Large numbers of wall and floor outlets will be provided so that equipment can be plugged in wherever it is moved.

Lighting will be all-purpose uplighting, with all areas of the room evenly lit.

Summary of Assignable Spaces				Programmed				
ZONE	SPACE		FLOOR	G	1	2	3	AREA (SF)
STAFF	Acquisitions Services Workroom		G	1,166				1,166
Department Assignable				1,166	0	0	0	1,166
Department Non-Assignable		10%	G	117				117
Department Total				1,283	0	0	0	1,283

Key   Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

PSP = Public Service Point

Acquisitions Services Staff Zone	1,283	sf

Acquisitions Services Workroom	1,166	sf

Function & Design Issues

Workspace for the staff members responsible for maintenance of the Library's collections, including ordering, receiving, cataloging, and physical maintenance of books and other materials. Only the Collections Manager will have a separate workroom.

Storage for new books and other materials awaiting processing, books and other materials awaiting repair, older books and other materials awaiting discard, supplies for book preparation and repair, and other supplies.

Extreme flexibility. With the exception of the sink, all furniture in the workroom will be completely movable. Large numbers of wall and floor outlets will be provided so that equipment can be plugged in wherever it is moved. Lighting will be all-purpose uplighting, with all areas of the room evenly lit.

The Acquisitions Department will be secure and not serve as a necessary passageway between other areas of the Library.

Adjacencies

Primary   Receiving

Secondary   ---

Furniture & Special Use Spaces

					Area	
	#	Function	Notes	Qty	Unit	Total
ACQUISITIONS SERVICES WORKROOM						
Workstation - L-shape	1 to 4	Cataloging	Height-adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts.	4	70	280
Workstation - Desk/Linear, large	5, 6, 7	Processing	Height-adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts.	3	90	270
Workstation - Desk/Linear, large	8	Library of Things	Height-adjustable workstation. Includes 2D file below, wall-mounted shelving, 2 bookcarts. Provide 2 chairs.	1	90	90
Storage - Shelving Unit		Library of Things	Library of Things storage: The storage should have lots of large and small cubbies and banks of drawers similar to a card catalog to accommodate all the big and small parts associated with the Library of Things.	1	9	9
Storage - Shelving Unit			84" with hanging rods.	2	9	17
Sink - Counter, 8 lf				1	40	40
Workstation - Table, small			Disc cleaning station. Locate near sink.	1	40	40
File - Lateral, 5 drawer				1	12	12
Storage - Shelving Unit				5	9	43
Workstation - Table, small			Central work table.	1	40	40
Lockers - 4/unit				2	5	10
Coat Rack - Workroom				1	16	16

Acquisitions Services Staff Zone   1,283   sf

#	Function	Notes	Qty	Unit	Total
Workstation - Table, small		Paper cutter.	1	40	40
Network - Printer		Shared equipment.	1	20	20
Storage Cabinet		Shared equipment.	1	45	45
Photocopier - Desktop		Shared equipment.	1	15	15

COLLECTIONS MANAGER'S OFFICE

Office - Manager + Conference			1	180	180
					1,166

Furniture   Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.

Display   Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Plumbing	Sink, deep, large, with gooseneck faucet.
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	Lighting will be all-purpose uplighting, with all areas of the room evenly lit.
Security	Access control.

END OF SECTION.

Acquisitions Services Staff Zone   1,283   sf

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Administration Staff Zone   2,981 sf

The Administrative Suite contains the various oversight and strategic management functions of the Library.

Special needs for privacy and secure storage of sensitive personnel and financial files are critical.

Normal support spaces, conference room, and the like are provided to meet the needs of the staff. These spaces may need to be arranged to make the spaces available to invited members of the public on rare occasions.

Most visitors to the floor will be other staff.

Board meetings will be held in the Multi-Purpose Rooms.

Non-assignable spaces on this floor include staff restrooms, elevator, egress stairs.

Summary of Assignable Spaces			Programmed				
ZONE	SPACE	FLOOR	G	1	2	3	AREA (SF)
STAFF	Reception/Office Manager Workroom	G	220				220
STAFF	Executive Director Workroom	G	275				275
STAFF	Associate Director Workroom	G	180				180
STAFF	Shared Equipment	G	218				218
STAFF	Library Assistant 2 - Administration Workroom	G	128				128
STAFF	Human Resources Workroom	G	249				249
STAFF	Future Staff Workroom	G	201				201
STAFF	Central Supply Room	G	490				490
STAFF	Staff Conference Room	G	488				488
STAFF	Secure Records Storage	G	144				144
Department Assignable			2,592	0	0	0	2,592
Department Non-Assignable	15%	G	389				389
Department Total			2,981	0	0	0	2,981

Key   Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

         PSP = Public Service Point

Administration Staff Zone	2,981 sf

Reception/Office Manager Workroom	220	sf

Function & Design Issues

Workspace for Library Office Manager. Due to its small size, the reception area needs to be combined with other functions.

Space for people visiting the Administration workrooms.

Supports the entire administrative team and much of the Library staff. Shared resources of printing and storage are located here.

Reception

Document copying, collating, publishing

Storage of related supplies

Connecting the Administration workrooms.

Placement

Accessible from outside the Administration workrooms.

Public access, while limited, is conducted by a staff member: There is no need for a secondary level of reception.

Features

Welcoming to visitors. Consider large window to corridor or lobby leading to the Administrative Suite.

Wall space for Library awards and images of the building and staff.

Ideally, this area has natural light.

Adjacencies

Primary	Executive Director Workroom	Associate Director Workroom
	Staff Conference Room	
Secondary	Central Supply Room	Secure Records Storage

Furniture & Special Use Spaces

			Area	
	Notes	Qty	Unit	Total
ARRIVAL ZONE				
Seating - Other	Visitor waiting.	2	30	60
Coat Rack	For visitors.	1	20	20
WORK ZONE				
Workstation - L-shape	Height-adjustable workstation. Includes 2D file below, wall-mounted shelving.	1	60	60
Workstation - Table, small	With 2 chairs.	1	40	40

Administration Staff Zone				**2,981 sf**

Workstation - Back Counter	4 file drawers for shared forms/files/etc. - can be under-counter storage; fax machine?, related supplies; layout space related to copy center.	1	40	40
				220

Furniture   Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.

Display   Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Security	Administrative Suite is secured from rest of building. Access control.
Other	Need for acoustic separation and a degree of privacy given the sensitive nature of the work effort.

Administration Staff Zone	2,981 sf

Executive Director Workroom	275	sf

Function & Design Issues

Supports the Executive Director in daily individual and administrative team tasks.

Welcomes visitors to the Library.

Space for the Executive Director to meet with small groups, such as Library Board committees, local citizens, vendors, or Library staff.

Natural light and borrowed light from the adjacent corridor are important considerations.

Acoustic privacy is paramount!

Windows (with blinds) and a door will connect the Executive Director's workroom to the other Administration staff workrooms.

Adjacencies

Primary	Reception/Office Manager Workroom	Associate Director Workroom
	The Executive Director's workroom will not be a passageway to any other room.	
Secondary	Staff Conference Room	

Special Use Spaces

			Area	
Notes		Qty	Unit	Total
Workstation - U+	Includes files below and wall-mounted shelving above.	1	120	120
Seating - Table, 6 person	Conference - table, round, and chairs.	1	150	150
Video Display	Presentation to/with donors, department managers.	1	5	5
Coat Closet - Office		0	20	0

	275

Furniture   Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment   Coordinate specifics during design phase.
A/V to support previewing of various materials, collaboration, presentations.

Finishes   Heavy duty.

Signage   Typical room signage.

Display   Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Administration Staff Zone 　　　　　　　　　　　　　　　　　　 **2,981 sf**

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Security	Access control.
Other	Need for acoustic separation and a degree of privacy given the sensitive nature of the work effort.

Administration Staff Zone	2,981 sf

Associate Director Workroom	180	sf

Function & Design Issues

Supports the Associate Director. This is one of two spaces serving two Associate Directors. The other is in the Lending Services Workroom.

Small conferences.

Natural light and borrowed light from the adjacent corridor are important considerations.

Acoustic privacy is paramount!

Windows (with blinds) and a door will connect the Associate Director's workroom to the other Administration workrooms.

Adjacencies

Primary	Reception/Office Manager Workroom	Executive Director Workroom
	The workroom will not be a passageway to any other room.	
Secondary	Staff Conference Room	

Furniture & Special Use Spaces

			Area	
	Notes	Qty	Unit	Total
Office - Manager + Conference	Associate Director Office, a separate, enclosed room.	1	180	180

				180

Furniture	Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
Equipment	Coordinate specifics during design phase. A/V to support previewing of various materials, collaboration, presentations.
Finishes	Heavy duty.
Signage	Typical room signage.
Display	Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Security	Access control.
Other	Need for acoustic separation and a degree of privacy given the sensitive nature of the work effort.

Administration Staff Zone **2,981 sf**

Shared Equipment 218   sf

Function & Design Issues

Supports the Office Manager and LA2 - Administration.

Space for equipment shared by all Administration staff.

Adjacencies

Primary	Reception/Office Manager Workroom
Secondary	Central Supply Room

Furniture & Special Use Spaces

			Area	
Notes		Qty	Unit	Total
Workstation - Assembly Table		1	75	75
Sink - Counter, 8 lf		1	40	40
Shredder		1	8	8
Photocopy Center		1	75	75
Refrigerator		1	20	20

<div style="text-align:right">218</div>

Furniture   Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.

Display   Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.

Administration Staff Zone   2,981 sf

Library Assistant 2 - Administration Workroom   128   sf

Function & Design Issues

Workroom for LA2 - Administration.

Adjacencies

Primary   Reception/Office Manager Workroom

The workroom will not be a passageway to any other room.

Secondary   Central Supply Room   Secure Records Storage

Furniture & Special Use Spaces

Notes	Qty	Area Unit	Area Total
Workstation - L-shape	1	60	60
File - Lateral, 5 drawer	5	12	60
Safe	1	8	8

128

Furniture   Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.

Display   Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Security	Access control.
Other	Need for acoustic separation and a degree of privacy given the sensitive nature of the work effort.

Administration Staff Zone	2,981 sf

Human Resources Workroom	249	sf

Function & Design Issues

Supports the Human Resources Manager.

Locate office within the Administration Staff Zone in such a manner as to allow staff reasonably private approach while maintaining connection to the remainder of the administrative team.

Secure records storage.

Natural light is an important consideration. Visual privacy from adjacent corridor is paramount! Consider a clerestory along corridor wall to balance needs for light and privacy.

Acoustic privacy is paramount!

Adjacencies

Primary	Reception/Office Manager Workroom
Secondary	---

Furniture & Special Use Spaces

			Area	
	Notes	Qty	Unit	Total
Workstation - U		1	80	80
Seating - Table, 4 person	Conference - table, round, and chairs.	1	100	100
Storage - Shelving Unit	Records storage.	1	9	9
File - Lateral, 5 drawer	Records storage.	5	12	60
				249

Furniture	Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
Equipment	Coordinate specifics during design phase.
Finishes	Heavy duty.
Signage	Typical room signage.
Display	Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Security	Access control.
Other	Need for acoustic separation and a degree of privacy given the sensitive nature of the work effort.

Administration Staff Zone	2,981 sf

Future Staff Workroom	201	sf

Function & Design Issues

Workroom for a position not yet created.

Natural light is an important consideration. Visual privacy from adjacent corridor is paramount!

Acoustic privacy is paramount!

Adjacencies

Primary	Associate Director Workroom
	Part of Administration Staff Zone
Secondary	---

Furniture & Special Use Spaces

	Notes	Qty	Area Unit	Area Total
Workstation - U		1	80	80
Seating - Table, 4 person	Conference - table, round, and chairs.	1	100	100
Storage - Shelving Unit	Records storage.	1	9	9
File - Lateral, 5 drawer	Records storage.	1	12	12

201

Furniture Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty.

Signage Typical room signage.

Display Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Security	Access control.
Other	Need for acoustic separation and a degree of privacy given the sensitive nature of the work effort.

Administration Staff Zone	2,981 sf

Central Supply Room	490	sf

Function & Design Issues

Secure storage of Library supplies.

Storage of Library printed material, such as letterheads, and Library souvenirs such as T-shirts, imprinted mugs, and tote bags.

Everyday supplies will also be stored in individual Library departments.

Adjacencies

Primary Library Assistant 2 - Administration Workroom

     The supply room will not serve as a corridor to any other part of the Library.

Secondary ---

Furniture & Special Use Spaces

Notes		Qty	Area Unit	Area Total
Storage - Shelving Unit		10	9	85
Storage Cabinet		9	45	405
				490

Furniture Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty.

Signage Typical room signage.

Display Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Security	Access control.

Administration Staff Zone	2,981 sf

Staff Conference Room	488	sf

Function & Design Issues

Supports meetings of managers, board committees, donors, press, departmental teams, auditors, and staff committees.

Access by staff attending meetings should be able to bypass the reception area to avoid disruption of staff working there.

This room may need to be reconfigured. Flexibility of furnishings and ability to store items not in use is essential.

Adjacencies

Primary	Reception/Office Manager Workroom	Executive Director Workroom
Secondary	---	

Furniture & Special Use Spaces

			Area	
	Notes	Qty	Unit	Total
Seating - Table, 2 person	Modular to seat 18 at conference tables.	9	50	450
Podium	Presenter area.	1	25	25
Seating - Meeting	Additional seating area beyond table.	0	10	0
Video Display	Support virtual conferencing.	1	5	5
Display - Whiteboard		1	8	8
				488

Furniture   Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment   Coordinate specifics during design phase.
A/V to support previewing of various materials, collaboration, presentations.

Finishes   Heavy duty. Acoustic control finishes are required.

Signage   Typical room signage.

Display   Whiteboards, bulletin boards for the room.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Setbacks to match typical office hours with overrides for special use.
Power	High-end A/V capabilities. Accessible to users - above work surface, not at floor level.
Data	High-end A/V capabilities. Accessible to users - above work surface, not at floor level.
Lighting	Multi-zone scene controls, but nothing cumbersome. Support use of video conferencing.
Security	This room is secured from the rest of the Administrative Suite.
Other	Need for acoustic separation and a degree of privacy given the active nature of the work effort.

Administration Staff Zone	2,981 sf

Secure Records Storage	144	sf

Function & Design Issues

Secured, limited access room for mandated storage of confidential information.

Storage specified is a placeholder. Reuse of existing mismatched or vertical files can be considered.

Staff is comfortable considering a high-density shelving option.

The architect will make sure that the shape of the room allows storage of the listed items and will indicate specific placement of filing cabinets and shelving units on the schematic design for the Library.

Adjacencies

Primary   Library Assistant 2 - Administration Workroom

Secondary   ---

Furniture & Special Use Spaces

			Area	
	Notes	Qty	Unit	Total
File - Lateral, 5 drawer	Would hold files currently in Admin - on wall outside of current supply area and in cabinets on the south side of LA2 - Admin's desk.	12	12	144
				144

Furniture   Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.

Display   Whiteboards, bulletin boards for the room.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Security	Access control.

END OF SECTION

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Community Engagement Staff Zone   964 sf

Workrooms for all Community Engagement staff, including separate rooms for the Communications & Development Manager and the Programming & Outreach Manager.

Staff depends on a variety of digital and analog equipment to support their efforts.

There are Community Engagement spaces in support of Outreach located at the building entry and in the Children's Services Workroom.

Summary of Assignable Spaces			Programmed				
ZONE	SPACE	FLOOR	G	1	2	3	AREA (SF)
STAFF	Community Engagement Workrooms	1		876			876
Department Assignable			0	876	0	0	876
Department Non-Assignable	10%	1		88			88
Department Total			0	964	0	0	964

Key   Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

         PSP = Public Service Point

Community Engagement Staff Zone   964 sf

Community Engagement Workrooms   876   sf

Function & Design Issues

Workrooms for all Community Engagement staff including separate rooms for the Communications & Development Manager and the Programming & Outreach Manager.

An allowance of space is made for various pieces of graphics production equipment.

Adjacencies

Primary   ---

Secondary   ---

Furniture & Special Use Spaces

					Area	
WORKSTATION ZONE	#		Notes	Qty	Unit	Total
Workstation - L-shape	1 to 4		Height-adjustable workstation. Includes 2D file below, wall-mounted shelving.	4	60	240
Graphics - Folding Machine				1	12	12
Graphics - Laminator, cart				1	20	20
Graphics - Paper Cutter, floor standing				1	12	12
Graphics Station			Drafting.	1	25	25
Sink - Counter, 10 lf			With hood.	1	50	50
Workstation - Table, small			With 2 chairs.	1	40	40
Storage - Shelving Unit				10	9	85
Storage Room - Small				1	36	36
Scanner/Printer - Large Format			Large format with color-printing function.	1	36	36
Flat File			4 units of 5 drawers each stacked on 2 bases.	2	40	80
OFFICE ZONE						
Office - Manager, large			Communications & Development Manager. A separate, enclosed room.	1	120	120
Office - Manager, large			Programming & Outreach Manager. A separate, enclosed room.	1	120	120

                                                    876

Furniture   Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Community Engagement Staff Zone	**964 sf**

Signage   Typical room signage.

Display   Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level. Dedicated circuits as appropriate.
Data	Accessible to users - above work surface, not at floor level.
Security	Access control. Offices are secured from the rest of the Workroom Suite.

END OF SECTION.

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Information Technology Staff Zone   1,120 sf

The Information Technology Suite contains the various work spaces and equipment rooms related to setup and maintenance of multiple building systems including data, voice, media, and various building systems such as security, lighting, and HVAC control.

All functions are critical. Access is to be tightly controlled.

Summary of Assignable Spaces			Programmed				
ZONE	SPACE	FLOOR	G	1	2	3	AREA (SF)
STAFF	Information Technology Workrooms	G	668				668
STAFF	Intermediate Distribution Frame	2			50		50
STAFF	Main Distribution Frame	2			125		125
STAFF	Intermediate Distribution Frame	G	50				50
STAFF	Main Distribution Frame	G	125				125
Department Assignable			843	0	175	0	1,018
Department Non-Assignable	10%		85	0	0	0	102
Department Total			928	0	175	0	1,120

Key   Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

PSP = Public Service Point

Information Technology Staff Zone   1,120 sf

Information Technology Workrooms   1,018   sf

Function & Design Issues

The main limitation is the requirement that no data may travel more than 300 feet (100 meters) without boosting. This limitation leads to information technology locations being central and to the provision of various Intermediate Distribution Frames (IDFs) for data handling.

Preferably with natural light.

Setup, repair, and testing of equipment, as well as preparation for large-scale rollouts (requiring a staging area).

Office for IT Manager.

Adjacencies

Primary   Where things fit.

Secondary   ---

Furniture & Special Use Spaces

IT WORKROOM	Notes	Qty	Area Unit	Area Total
Workstation - Table, small	Height-adjustable.	3	40	120
Equipment Rack - Servers	Testing rack.	1	25	25
Seating - Table, 4 person		2	100	200
Storage - Industrial		4	16	64
Storage - Open Floor, small	Incoming and decommissioned hardware.	1	24	24
Storage Room - Medium		1	75	75
Intermediate Distribution Frame		2	50	100
Main Distribution Frame		2	125	250
Workstation - Assembly Table	General use.	1	40	40

MANAGER'S WORKROOM				
Office - Manager, large	IT Manager. Separate, enclosed room.	1	120	120
				1,018

Furniture   Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment   A/V to support previewing of various materials, collaboration, presentations.
Printing/copying/scanning equipment.

Finishes   Heavy duty.

Signage   Typical room signage.   Authorized Entry Only.

Display   Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	Raised floor.
HVAC	Dedicated HVAC equipment, including separate temperature and humidity monitoring. Server rooms and network closets will be kept cooler than the rest of the Library and require high-grade humidity control.
Power	Accessible to users - above work surface, not at floor level.
	Extensive power at all work surfaces. Consider overhead or under-floor power to open storage areas.
Data	Accessible to users - above work surface, not at floor level.
	Wire management equipment based on cable trays.
Security	Access control. Offices are secured from the rest of the Workroom Suite.
Other	Need for acoustic separation and a degree of privacy given the focused nature of the work effort.

END OF SECTION.

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Friends of the Library   1,834 sf

This space is described in its ideal configuration. The program intent is to adapt the existing space as needed. This needs to be confirmed in the design phase. While mobility of furnishings is needed to support changes in work flow, a more cohesive approach to work surfaces should replace the current hodge-podge.

Summary of Assignable Spaces				Programmed				
ZONE	SPACE	FLOOR	G	1	2	3	AREA (SF)
STAFF	FOTL Workroom	G	803				803
STAFF	FOTL Book Sale Storage	G	400				400
STAFF	FOTL Online Sales Project	G	464				464
Department Assignable			1,203	0	0	0	1,667
Department Non-Assignable	10%	G	167				167
Department Total			1,370	0	0	0	1,834

Key   Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

PSP = Public Service Point

Friends of the Library   1,834 sf

FOTL Workroom   803 sf

Function & Design Issues

Books are received in this space, discarded if judged to be totally unsalable, sorted by subject and format as necessary for Friends book sales, packed in boxes ready for placement on book sale tables, and then transferred to an adjacent storage closet.

Adjacencies

Primary	Loading Dock	or at least on the same floor
Secondary	Staff Elevator	

Furniture & Special Use Spaces

The workstations should be less about cubicles and more about a very open floor plan with room for carts to move around and be surrounding the Friends volunteers. Anywhere there are cabinets it would be good to add under-cabinet lighting.

			Area	
WORKSTATION ZONE	Notes	Qty	Unit	Total
Workstation - Table, small	Materials queuing - incoming.	8	40	320
Workstation - L-shape	Materials queuing - outgoing.	1	60	60
Workstation - Table, small	Flattened cartons.	1	40	40
Storage Cabinet		2	45	90
File - Lateral, 5 drawer		1	12	12
Storage - Open Floor, very large	Newly received books.	0.75	100	75
Storage - Open Floor, large	Sorted books.	0.5	60	30
Coat Rack - Workroom		1	16	16
Bookcart		10	8	80
Storage - Open Floor, medium	Parking for 4 small platform dollies.	1	40	40
Storage - Open Floor, medium	Recycling bins: Four large 96-gallon bins on wheels for books to be discarded, including access space for volunteers dumping books and for custodial staff rolling bins out to dumpsters.	1	40	40
				803

Furniture	Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
Equipment	Coordinate specifics during design phase.
Finishes	Heavy duty.
Signage	Typical room signage.
Display	Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.

Friends of the Library   1,834 sf

FOTL Book Sale Storage   400   sf

Function & Design Issues

Storage for books that have been sorted and are ready for book sales.

Adjacencies

Primary	FOTL Workroom
Secondary	---

Furniture & Special Use Spaces

		Area		
Notes		Qty	Unit	Total
Storage - Open Floor, very large		1	400	400
				400

Equipment   ---

Finishes   Heavy duty.

Signage   Typical room signage.

Display   ---

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.

Friends of the Library	1,834 sf

FOTL Online Sales Project	464 sf

Function & Design Issues

Sales of materials that are worth substantially more than regular book sale materials.

Adjacencies

Primary	FOTL Workroom
Secondary	---

Furniture & Special Use Spaces

Notes	Qty	Area Unit	Area Total
Workstation - L-shape	2	60	120
File - Lateral, 5 drawer	2	12	24
Storage - Shelving Unit	32	10	320
			464

Furniture Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty.

Signage Typical room signage.

Display Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.

END OF SECTION.

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These spaces serve the entire facility.

Functions related to staff entry are grouped here but may be dispersed throughout the building if necessary. Adjacency requirements are noted below.

Natural light is preferred for the Staff Lunchroom.

The storage needs that are not met by the departmental storage allocations found elsewhere are listed here as various rooms. Adjacency preferences are noted below but building configuration may dictate other adjacencies.

Summary of Assignable Spaces			Programmed				
ZONE	SPACE	FLOOR	G	1	2	3	AREA (SF)
STAFF	Staff Entry	1		180			180
STAFF	Staff Lunchroom	1		522			522
STAFF	Staff Breakroom	3				217	217
STAFF	Lactation/First Aid	1		140			140
STAFF	General Building Storage	1		2,900			2,900
STAFF	Facilities Management Workroom	1		433			433
STAFF	Custodial Closet G	1		106			106
STAFF	Custodial Closet 1	1		73			73
STAFF	Custodial Closet 2	2			73		73
STAFF	Custodial Closet 3	3				73	73
STAFF	Loading Dock	1		256			256
Department Assignable			0	4,609	73	290	4,971
Department Non-Assignable	10%		1	498			498
Department Total			0	5,107	73	290	5,469

Key   Floor Levels G = Ground Level; 1 = First Floor; 2 = Second Floor; 3 = Third Floor

PSP = Public Service Point

Support Services	5,469 sf

Staff Entry	180	sf

Function & Design Issues

Entry, airlock, and other amenities to support arriving and departing staff. Consideration of staff safety, especially early arrivals and late departures, is essential.

Secure bike storage for staff.

Near staff parking, if available.

Safe, well-lit area. Clearly visible. Arranged so as to avoid confusion with public entrances.

Adjacencies

Primary	Staff parking. Public sidewalk. Public transit stop if available.
Secondary	Staff elevator.

Special Use Spaces

			Area	
	Notes	Qty	Unit	Total
Airlock/Vestibule	Bench, ADA-compliance space, recycling container.	1	120	90
Storage Room - Large	Bicycle storage area for staff. Secure room with wall-mounted bicycle hooks. Bench. Bicycle repair equipment.	1	120	90
				180

Furniture	This is a high wear-and-tear area. Furniture has to be heavy duty, hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all furniture and equipment, not just washable arms. Items should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.
Equipment	Coordinate specifics during design phase.
Finishes	High-traffic flooring. Walk-off mat. Wall protection in Bicycle Storage Room.
Signage	Room signage. "Staff Only" signs.
Display	Bulletin board for Bicycle Storage Room.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Plumbing	Consider floor drain in vestibule.
HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Include power in Bicycle Storage Room for recharging electric bikes.
Security	Access control. Alarm control panel.

Support Services	5,469 sf

Staff Lunchroom	522	sf

Function & Design Issues

The space is for the convenience of staff during scheduled meals and work breaks. The space is intended to provide a mental break from the rigors of the work environment.

There is no intent to accommodate on-site cooking. This space anticipates warming function and incidental food storage only.

The room is intended to accommodate a small number of staff at any one time and is not envisioned as an "all staff" or "departmental" meeting space.

A small Staff Breakroom is provided on the Third Floor for short breaks.

Staff restrooms should be located near but not in the Lunchroom. See **Part 3 General Requirements** for restroom requirements.

Locate in space as available given functional requirements of other primary public and staff spaces.

Locate with at least one intervening floor between the Staff Lunchroom and the Staff Breakroom.

Adjacencies

Primary	Staff Entry	Staff Stair	Staff Restrooms
Secondary	---		

Special Use Spaces

			Area	
	Notes	Qty	Unit	Total
Seating - Table, 4 person, lunch		4	75	300
Seating - Lounge		1	40	40
Sink - Counter, 8 lf	Dishwasher.	1	40	40
Sink - Counter, 8 lf	Microwaves (2).	1	40	40
Workstation - Back Counter	Staff mailboxes.	1	40	40
Refrigerator	With ice dispenser.	1	20	20
Vending		1	20	20
Display - Bulletins	Required notifications.	1	8	8
Display - Bulletins	General staff notices.	1	8	8
Recycling Container		1	6	6

522

Furniture   Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment   Coordinate specifics during design phase.
2 microwaves.

Support Services   5,469 sf

Finishes   Heavy duty. High-traffic flooring. Acoustic control is important.

Signage   Typical room signage.

Display   Whiteboards, bulletin boards for the room.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Plumbing	Sink, deep, large, with gooseneck faucet.
HVAC	Setbacks to match typical office hours with overrides for special use.
	Exhaust for cooking odors.
Plumbing	Water to ice maker in refrigerator.
Power	Kitchen-related equipment, extra outlets for crockpots, etc. Dedicated circuits as needed.
	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Security	Access control.

Support Services	5,469 sf

Staff Breakroom	217	sf

Function & Design Issues

The space is for the convenience of staff during scheduled meals and work breaks. The space is intended to provide a mental break from the rigors of the work environment.

Locate with at least one intervening floor between the Staff Lunchroom and the Staff Breakroom. Utilize space as available given functional requirements of other primary public and staff spaces.

Adjacencies

Primary   ---
Secondary   ---

Special Use Spaces

	Notes	Qty	Area Unit	Area Total
Seating - Table, 4 person, lunch		1	75	75
Seating - Lounge		1	40	40
Sink - Counter, 8 lf	Microwave.	1	40	40
Refrigerator		1	20	20
Vending		1	20	20
Display - Bulletins	Required notifications.	1	8	8
Display - Bulletins	General staff notices.	1	8	8
Recycling Container		1	6	6

217

Furniture   Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment   Coordinate specifics during design phase.
Microwave.

Finishes   Heavy duty. High-traffic flooring. Acoustic control is important.

Signage   Typical room signage.

Display   Whiteboards, bulletin boards for the room.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Plumbing	Sink, deep, large, with gooseneck faucet.
HVAC	Setbacks to match typical office hours with overrides for special use.
	Exhaust for cooking odors.
Plumbing	Water to ice maker in refrigerator.
Power	Kitchen-related equipment, extra outlets for crockpots, etc. Dedicated circuits as needed.
	Accessible to users - above work surface, not at floor level.

Data	Accessible to users - above work surface, not at floor level.
Security	Access control.

Support Services	5,469 sf

Lactation/First Aid	140	sf

Function & Design Issues

A space for mothers.

Quiet, private, properly equipped. Not a restroom stall.

A small table with a light on it as an alternative to turning on the overhead light.

Adjacencies

Primary	Staff Breakroom.
Secondary	Staff Restrooms.

Special Use Spaces

	Notes	Qty	Area Unit	Area Total
Seating - Lounge		1	40	40
Seating - Sofa		1	50	50
Sink - Counter, 4 lf		1	20	20
Seating - Table, 1 person	Computer.	1	30	30
Refrigerator - Under Counter		1	0	0

140

Furniture   Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.

Display   Whiteboards, bulletin boards for the room.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	A small table with a light on it as an alternative to turning on the overhead light.
Security	Access control.

Support Services	5,469 sf

General Building Storage	2,900	sf

Function & Design Issues

Storage is essential to proper operation of the Library. Storage should be purposeful, located where most effective, appropriately proportioned, and secure. This section includes storage requirements for:

Supplies Storage	Storage of bulk purchases of maintenance supplies.
Miscellaneous Storage	Seasonal decorations, shipping materials, computer boxes, staging for shipping and receiving, etc.
Attic Stock Storage	Storage space for extra furniture, carpet, etc.
Maintenance Storage	Ladders, materials, tools, parts.

Departmental storage is provided as identified in other sections and is not included in this General Building Storage.

Administration Staff Zone	Vital records, office supplies.
Lending Services Staff Zone	Office supplies, shipping supplies, processing supplies.
Friends of the Library	Sale materials.
Information Technology Staff Zone	Parts.
Acquisitions Services Staff Zone	Supplies.
Entries, Checkout, & Amenities	Outreach storage.
Children's Services Staff Zone	Programming supplies.

Adjacencies

Primary	Receiving	Staff Elevator	Loading Dock
Secondary	---		

Special Use Spaces

			Area		
	Notes	Qty	Unit	Total	
Storage - Open Floor, large	Supplies Storage.	1	250	250	
Storage - Open Floor, large	Miscellaneous Storage.	1	250	250	
Storage - Open Floor, large	Attic Stock Storage.	1	250	250	
Storage - Open Floor, large	Room for 200 boxes of books, assume stacked 4 boxes high.	1	450	450	
Storage - Open Floor, large	Maintenance Storage.	1	250	250	
Storage - Open Floor, large	Marro Building Replacement.	1	1,000	1,000	
Storage - Open Floor, large	Tepper Building Replacement.	1	450	450	

	2,900

Furniture Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment Coordinate specifics during design phase.

Finishes Heavy duty. Include wall protection.

Signage Typical room signage.

Display   Whiteboards, bulletin boards for the room.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Setbacks to match typical office hours with overrides for special use.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Security	Access control.

Support Services	5,469 sf

Facilities Management Workroom	433	sf

Function & Design Issues

Storage for basic facilities management equipment and custodial supplies.
Work space for completing minor facilities projects.

Adjacencies

Primary	Receiving	Staff Elevator	Children's Services
Secondary	---		

Special Use Spaces

	Notes	Qty	Area Unit	Area Total
Sink - Counter, 8 lf		1	40	40
Storage - Open floor, large		1	60	60
Storage - Industrial		4	16	64
Storage - Shelving Unit		4	9	34
Workstation - Assembly Table	Workbench, 8' long.	1	75	75
Workstation - Open Floor	Repair zone.	1	100	100
Workstation - L-shape	Facilities Manager Workstation.	1	60	60

433

Furniture	Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
Equipment	Coordinate specifics during design phase.
Finishes	Heavy duty.
Signage	Typical room signage.
Display	Whiteboards, bulletin boards for the room. Additional marker and bulletin boards are included in workstations.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Plumbing	Sink, deep, large, with gooseneck faucet.
HVAC	Setbacks to match typical office hours with overrides for special use.
	Exhaust for various equipment.
Power	Accessible to users - above work surface, not at floor level. Ample electrical outlets.
Data	Accessible to users - above work surface, not at floor level.
Security	Access control.

Support Services	5,469 sf

Custodial Closet G	106	sf

Function & Design Issues

Space for custodial supplies and equipment: custodial cart, vacuum, daily cleaning supplies, and all of the paper products.

Adjacencies

Primary	Ground Floor	Supplies Storage	Children's Services
Secondary	---		

Special Use Spaces

	Notes	Qty	Unit	Total
			Area	
Sink - Floor	Full size.	1	40	40
Storage - Open Floor, medium	Custodial cart, vacuum.	1	40	40
Storage - Shelving Unit	Daily cleaning supplies and all of the paper products; on shelves above sink and equipment floor space.	3	9	26

106

Furniture	Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.
Equipment	Coordinate specifics during design phase.
Finishes	Heavy duty.
Signage	Typical room signage.
Display	---

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Plumbing	Sink - Floor.
HVAC	Setbacks to match typical office hours with overrides for special use.
	Exhaust appropriate to chemical storage.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Security	Access control.

Support Services	5,469 sf

Custodial Closet 1	73	sf

Function & Design Issues

Space for custodial supplies and equipment: custodial cart, vacuum, daily cleaning supplies, and all of the paper products.

Adjacencies

Primary   First Floor

Secondary   ---

Special Use Spaces

			Area	
	Notes	Qty	Unit	Total
Sink - Floor	Mini version.	1	40	40
Storage - Open Floor, small	Custodial cart, vacuum.	1	24	24
Storage - Shelving Unit	Daily cleaning supplies and all of the paper products; on shelves above sink and equipment floor space.	1	9	9

73

Furniture   Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.

Display   ---

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Plumbing	Sink - Floor.
HVAC	Setbacks to match typical office hours with overrides for special use.
	Exhaust appropriate to chemical storage.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Security	Access control.

Custodial Closet 2	73	sf

Function & Design Issues

Space for custodial supplies and equipment: custodial cart, vacuum, daily cleaning supplies, and all of the paper products.

Adjacencies

Primary   Second Floor

Secondary   ---

Special Use Spaces

			Area	
	Notes	Qty	Unit	Total
Sink - Floor	Mini version.	1	40	40
Storage - Open Floor, small	Custodial cart, vacuum.	1	24	24
Storage - Shelving Unit	Daily cleaning supplies and all of the paper products; on shelves above sink and equipment floor space.	1	9	9

73

Furniture   Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.

Display   ---

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Plumbing	Sink - Floor.
HVAC	Setbacks to match typical office hours with overrides for special use.
	Exhaust appropriate to chemical storage.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Security	Access control.

Support Services	5,469 sf

Custodial Closet 3	73	sf

Function & Design Issues

Space for custodial supplies and equipment: custodial cart, vacuum, daily cleaning supplies, and all of the paper products.

Adjacencies

Primary   Third Floor

Secondary   ---

Special Use Spaces

	Notes	Qty	Area	
			Unit	Total
Sink - Floor	Mini version.	1	40	40
Storage - Open Floor, small	Custodial cart, vacuum.	1	24	24
Storage - Shelving Unit	Daily cleaning supplies and all of the paper products; on shelves above sink and equipment floor space.	1	9	9

	73

Furniture   Capable of daily, easy cleaning and disinfecting. Durable materials and a minimum of recesses or crevices.

Equipment   Coordinate specifics during design phase.

Finishes   Heavy duty.

Signage   Typical room signage.

Display   ---

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Plumbing	Sink - Floor.
HVAC	Setbacks to match typical office hours with overrides for special use.
	Exhaust appropriate to chemical storage.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Security	Access control.

Support Services	5,469 sf

Loading Dock
256 sf

Function & Design Issues

Shielded, protected, and well-signed exterior service entry to support:

all incoming deliveries………………………… equipment, USPS, UPS, ILL

a variety of outgoing shipments………… equipment, USPS, UPS, ILL, recycling, book recycling

Airlock with double doors for large deliveries.

Path from double doors to various storage and work areas.

Path to exterior of building for pickup of recycling and trash.

Exterior raised dock platform suitable for typical and regular demands. Consider dock leveler.

Adjacencies

Primary	General Building Storage
Secondary	---

Special Use Spaces

	Notes	Qty	Area Unit	Area Total
Storage - Open Floor, small	Large book recycling bins.	7	24	168
Storage - Open Floor, small	General recycling/trash bins, 82 gallon, wheeled.	2	24	48
Storage - Open Floor, medium	Recycling.	1	40	40
				256

Equipment ---

Finishes Heavy duty.

Signage Typical room signage.

Display Whiteboards, bulletin boards for the room.

Engineering Issues

Typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

HVAC	Setbacks to match typical office hours with overrides for special use.
	Exhaust appropriate to chemical storage.
Power	Accessible to users - above work surface, not at floor level.
Data	Accessible to users - above work surface, not at floor level.
Lighting	Protected lamps.
Security	Access control; doorbell with light that goes on in a few areas when it rings and the light shuts off when someone opens the door.

END OF SECTION.

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A Program of Spaces for the
Expansion and Renovation of
The Urbana Free Library

Part 3
General Requirements

Planning Principles

Flexibility

Regardless of the care taken in planning, it's impossible to predict specific space usage in libraries for decades to come. For that reason, all spaces and furniture will be as flexible as possible.

Electrical outlets and data connections will be provided "everywhere."

Lighting will be multi-purpose, equally compatible with user seating, shelving, computers, and staff service desks without alteration.

There will be no soffits inside the Library, including both perimeter soffits in large rooms and soffits over service desks. In particular, there will be no ornamental soffits with recessed downlights. (The 1975 building has soffits that enclose air ducts, which may be impossible to eliminate.)

There will be no architecturally mounted task lighting.

With the exception of counters with sinks and of compact shelving, no furnishings or shelving will be permanently mounted. Furnishings and service desks will all be modular and installed on top of carpet or tile flooring. Work surfaces in staff workrooms will all be movable.

Partitions that are not required by the building program will not be installed.

There will be no movable walls or movable partitions, both of which tend to cause major problems.

Expandability

Eventually, almost all libraries run out of space. The designers of this project will show how the expanded building can be further enlarged at a later time. This flexibility will be particularly important if the size of the final building is cut significantly below the size described in this building program.

Operating Costs

The planners of the expanded Library building will strive to find ways to limit operating costs without cutting the quality of Library service. For most libraries, by far the greatest operating cost is staffing. Staffing costs represent over half of the total operating budgets of many public libraries. Costs can be limited by paying constant attention to staff sight lines through architectural design in such areas as:

Avoiding building complexity wherever possible.

Maintaining a simple, rectangular building design.

Limiting the number of public entrances, all of which need to be staffed.

Providing service desks that all combine public service and staff oversight.

Severely limiting the number of staff workrooms that have no oversight or staff service functions.

Avoiding all partitions that are not required for functional purposes.

Avoiding cozy and private spaces for Library users.

Providing glass windows in walls where user privacy is not required.

Providing locks for all public rooms such as program rooms, classrooms, and study rooms that are used only for special events. Rooms need to be locked at all times when not in use.

Using airport-style (zigzag) entrances to all public restrooms.

Blocking sound only where it is essential to do so for Library services.

Providing video cameras in hidden corners of the Library.

Providing delayed egress alarms on exit doors, especially in children's areas.

Dysfunctional Designs

A number of popular architectural design concepts have proved to cause major problems in library buildings. None of these concepts are essential to good architectural design, and none will be employed in The Urbana Free Library.

Windows   There will be absolutely no skylights or monitor structures. If the Library has clearstory windows, they will all face straight north. (A "monitor" is a raised section of roof with glass on all four sides. Monitors cause very serious problems with glare from uncontrolled sunlight and should never be used in libraries.)

Windows (such as monitor windows) set into roofs facing any direction except straight north. Windows of this type are a common source of serious glare problems in libraries. All external glass that faces any direction except straight north will have adjustable shades. Small windows will have small shades.

Esoteric window glass that cannot be easily replaced (for example, glass with custom etched patterns).

Lighting   Recessed downlights (can lights). In particular, there will be no perimeter soffits with recessed downlights.

Structurally mounted task lighting.

Troffer lighting, except in furnace rooms, staff hallways, and similar backroom areas.

Soffits of any kind, particularly perimeter soffits and matching soffits over service desks. Crown molding will be used in lieu of perimeter soffits.

Exterior   Entries at below-grade level. The south staff entry stairs to the Library basement will be enclosed to prevent further flooding of the Library, and it may be a good idea to enclose the north entry ramp as well.

Screen porches.

Courtyards.

Atria of any kind.

Reading terraces, unless they are accessed from outside the building's security gates.

Interior   Glass walls by floor, stair, or landing edges, including glass sides on staircases.

Balconies or suspended walkways.

Interior water features of any kind.

Non-rectangular interior spaces. Library shelving and equipment fits best in rectangular spaces.

Curved or diagonal or serpentine walls.

Inflexible service desks. Service desks will be modular and capable of easy relocation. They will not have matching soffits.

Movable room dividers, particularly in program rooms.

Stairs   Unessential ramps or steps for any purpose. To the greatest degree possible, all public floors will be accessible directly from outside the Library or by elevator. Ramps and turns in ramps will be generously proportioned. Ramps will not be intended to be ornamental.

Railings that can be climbed like ladders.

Monumental or architecturally exciting staircases.

No staircases will be curved.

No staircase will continue more than a dozen steps without changing direction.

The edges of steps will be extremely visible to people walking downstairs.

All handrails will meet current ADA specifications and be made of brushed stainless steel.

All individual steps will be rectangular and completely flat with no upturns or cutouts at their ends.

The side panels of staircases will not be transparent.

Staircases will not be designed to provide exciting views.

No staircases will be "floating," and no staircases will have open spaces beneath.

No railings will be designed to be climbed like ladders.

All risers between steps will be solid and opaque.

No staircases will be tapered; and individual runs of steps will have constant widths from top to bottom.

Whenever possible, public staircases will be located adjacent to elevators.

Openings around staircases will be designed to limit sound transmission between floors.

Areas overlooking staircases will have opaque barriers a minimum of 42 inches high, or higher if required by codes.

There will be no place in the building where people can look down more than one floor.

Hand grabs, such as those on doorways, should be brushed stainless steel.

Security   Study rooms without glass walls on as many sides as the building permits. Small windows are not a substitute for glass walls.

Finishes   Dark-colored ceilings.

END OF SECTION.

ADA & Illinois Accessibility Code

With the exception of mechanical penthouses, all Library spaces will be designed to be accessible to users and staff with disabilities. All spaces will meet applicable requirements in the Americans with Disabilities Act (ADA) and the Illinois Accessibility Code.

In addition to people with disabilities cited in accessibility codes, the Library building will be welcoming to people with acrophobia, diminished vision, problems with dizziness, worries about personal security, concerns about children's safety, fears about lack of sanitation, and other everyday concerns. Amongst other factors, the design team is to be aware of the Library's concerns regarding ramps, stairs, transparent rails or floors, atria, and lighting.

> There will be no decorative ramps, and there will be no exterior ramps except those designed for freight purposes.
>
> Any ramps will be wide enough for wheelchairs to pass in opposite directions, including at corners.
>
> Staircases will meet all applicable accessibility codes. They will also be designed to be as comfortable as possible for people with acrophobia or uncertain footing. There will be no glass railings, open or transparent risers, railings that can be climbed like ladders, non-rectangular steps, steps with lead edges that cannot be seen by people walking downstairs, and staircases too narrow for people to pass in opposite directions.
>
> In the case of balconies, no railings will be transparent or be able to be climbed like ladders, and there will be no situations where users or staff are forced to walk close to railings overlooking lower areas of the Library.
>
> There will be no atriums (which can cause serious problems for people with acrophobia) or skylights (which can cause serious problems for people with limited vision).
>
> There will be no transparent floors and no floors made of gratings.
>
> Lighting will be reflected off ceilings to provide even illumination and create as little blinding glare as possible.

END OF SECTION.

Structure

There are a number of library-specific structural considerations in the planning of the structure of an addition. The Library notes the following as being of particular import:

All floors in the building will be engineered to hold a minimum of 150 pounds live load per square foot, including floors not initially intended to support books.

All floors in the Archives will be designed to support compact shelving, with limitations on deflection to prevent shelving units from rolling on their own.

Microfiche cabinets need floors supporting 300 pounds live load per square foot. The Library may have some microfiche cabinets in the Archives, but there may not be enough fiche to become an issue.

Floor, roof, and wall assemblies will be sufficiently strong to protect people from tornados. Lateral and uplift loads from tornados and other straight line windstorms are a concern. A storm shelter is required in some form in the building.

Seismic loads should be considered for both the building and the contents, in particular shelving.

END OF SECTION.

Restrooms

Restrooms are an essential component of both public and staff zones of the building. Careful planning is needed to address considerations of convenience, safety, control, and ease of maintenance. As the size of the building is increased, additional restrooms will be needed. These should, when practical and desirable, take advantage of existing restroom locations and existing piping. Any deficiencies in current restrooms should be addressed as part of the renovation/expansion. Modifications to the quantity and type of restroom to meet state and local requirements as well as the Library's commitment to inclusivity should be made part of the renovation/expansion project.

Existing Restrooms

The Library currently enjoys restrooms that are, for the most part, in good locations and functionally designed.

> The main First-Floor public restrooms are outside the Library security gates, nearly eliminating problems with users taking materials that haven't been checked out into restrooms. The entrances to restrooms are extremely visible, and the use of zigzag airport-style entries means that users are not forced to use potentially dirty door handles and that supervision of restrooms is improved.

> The children's restrooms have stalls rather than locking doors, eliminating the many problems the Library had in the past with vandalism in single-user children's restrooms.

> The program room has access to separate restrooms in addition to the main restrooms on the First Floor.

> The staff restrooms do not lead directly to the staff lunchroom. One of the most common and offensive errors in library design is restroom entrances directly adjacent to lunch tables.

Restroom Locations

Entry   The restrooms should continue to be on the First Floor outside the Library security gates to prevent users from bringing Library materials that have not been checked out into the main restrooms.

Children's Services   The Library will have three family restrooms accessible directly from the Children's Services area. The restrooms will not be available for use when the Children's Services area of the Library is closed.

Multi-Purpose Rooms   If possible, some or all of the multi-purpose rooms will have access to necessary restrooms that are accessible when the Library is closed. This level of access is fairly easy to accomplish with new construction, but it may be difficult or impossible in the case of The Urbana Free Library due to limits imposed by the existing building and the great importance of preventing multi-purpose room users from entering the rest of the Library when the Library is closed.

> Under Illinois codes, the addition of program rooms will almost certainly lead to a need for larger toilet facilities. Following these codes may involve larger general public toilets rather than separate restrooms for each program room.

> If possible, public restrooms for adults will be placed to make it impossible to carry Library materials into restrooms without first passing through security, as in the current Library.

Public Restroom Requirements

The number of restrooms in the Library will probably be determined at the time the building is designed. Final choices will be affected by building codes at the time of construction and the design of the expanded building. At an absolute minimum, the Library will require general public restrooms, children's restrooms, and staff restrooms.

The current Library has no public restrooms on the second floor and no staff restrooms on the First Floor or the Ground Floor, which may be insufficient in the future.

The placement and design of the Library's current public restrooms was strongly affected by extensive past security problems.

Restroom fixtures will be sufficient in number and arrangement to meet the requirements of the Illinois Plumbing Code and the Illinois Accessibility Code.

Locations   The existing main restrooms and the existing main single-user restrooms will likely be retained in a renovation. They should remain accessible from the multi-purpose rooms when the rest of the Library is closed.

Function & Design Issues

Public restrooms should be arranged so that entrances will be visible to Library staff at public service points.

Single-user restrooms will be laid out so that no fixtures or mirrors or toilet stalls are visible when the restroom doors are open. Multi-user restrooms will be configured so that no fixtures or mirrors or toilet stalls are visible through the airport-style entry.

At least one toilet stall in each restroom will be accessible per the ADA and the Illinois Accessibility Code.

Non-accessible stalls will be a minimum of 42 inches wide, and the door swings will clear the fronts of the toilets by at least 18 inches.

Ideally, restrooms will have zigzag entrances or doors will swing outwards, so that users who have just washed their hands do not have to grab dirty door handles. Otherwise, restrooms with doors will have floor space for wastebaskets by the doors.

Finishes   Surfaces to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes a minimum of recesses or crevices that are difficult to clean.

Equipment Coordinate specifics during design phase.

Accessories   Towel dispensers will be operated by electric eyes.

If paper towel dispensers have built-in waste containers, these tend to fill up extremely rapidly: Provide floor space for additional wastebaskets.

Although hand dryers are easier to maintain due to the absence of paper towel debris, airborne infections such as COVID-19 may strongly discourage forced-air drying. If hand dryers are used they will be designed to limit airborne infections.

All restrooms will have baby-changing tables, with space for diaper pails beneath. The changing tables will not be inside accessible stalls.

All accessible stalls will have fold-down child seats. Single-user restrooms will have wall-mounted, fold-down child seats.

Wall-mounted soap dispensers. These dispensers will be placed over the sinks so that excess soap drips on the sinks rather than the floor.

Toilet paper dispensers will be secure to combat theft of toilet paper.

Finishes   Heavy duty.   Anti-slip ceramic tile floors with dark grout.

Ceramic tile walls.

Toilet stall surfaces designed to discourage graffiti.

Signage   Typical room signage.   Health notifications.

Display   ---

Engineering

Other typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	Top-floor restrooms will be engineered to be tornado-resistant, since there are no strong floors above them.
Plumbing	Floor drains. Punch listing will include checking all restrooms to be sure that water poured anywhere on the floors flows toward the floor drains.
	Toilets will be floor mounted. Toilet bases will be rectangular. The backs of the toilets will be against walls to make cleaning easier.
	All toilets will have flush valves. If toilets are operated by electric eyes there will be prominently visible push-button overrides.
	Sinks will be strong enough to bear the weight of a large adult.
	Sink drains will have quick-release joints for easy cleaning.
	Sink faucets will be operated by electric eyes.
	Restroom fixtures will not be used as mop basins. The custodial facilities elsewhere in the Library will include a mop basin on every floor, as required by the Illinois Plumbing Code.
HVAC	Ventilation to meet or exceed code requirements.
Lighting	Illinois codes require occupancy sensors to operate restroom lights. Lights will be operated by the motion of the restroom doors or by people approaching restroom entrances. Users will NOT be required to grope their way into dark restrooms in order to turn on the lights. Sensors will detect the presence of people in all of the toilet stalls so that lights never turn off when any stall is occupied.
Security	Lockable rooms. Supervision as noted above. Security cameras at entry to rooms.

Staff Restroom Requirements

The number of restrooms in the Library will be determined at the time the building is designed. At an absolute minimum, the Library will require staff restrooms in areas of high staff activity levels and no more than one floor away from any staff workroom.

Restrooms for use exclusively by Library staff.

Restroom fixtures will be sufficient in number and arrangement to meet the requirements of the Illinois Plumbing Code and the Illinois Accessibility Code.

Locations Accessible from a staff hallway, not from a public area of the Library.

The staff restrooms will NOT be accessible directly from the staff lunchroom.

Function & Design Issues

Restrooms will be laid out so that no fixtures or mirrors or toilet stalls are visible when the restroom doors are open.

If the restrooms have motion-detector lighting, the lighting will be activated by the motion of the door opening and not require users to grope their way into dark rooms.

Wall-mounted paper towel dispensers.

Sanitary supply dispenser.

Equipment Coordinate specifics during design phase.

Accessories   Wall-mounted paper towel dispensers.
                 Towel dispensers will be operated by electric eyes.

                 Wall-mounted soap dispensers and mirrors. The dispensers will be designed for easy replacement and will be placed over the sinks so that excess soap drips on the sinks rather than the floor.

                 Sanitary supply dispenser.

Finishes Heavy duty.   Anti-slip ceramic tile floors with dark grout.

                 Ceramic tile walls.

                 Toilet stall surfaces designed to discourage graffiti.

Signage Typical room signage.   Health notifications.

Display ---

Engineering

Other typical requirements are defined in **Part 3 General Requirements**. Additional requirements are noted here.

Structure	Top-floor restrooms will be engineered to be tornado-resistant, since there are no strong floors above them.
Plumbing	Floor drains. Punch listing will include checking all restrooms to be sure that water poured anywhere on the floors flows toward the floor drains.
	Toilets will be floor mounted. Toilet bases will be rectangular. The backs of the toilets will be against walls to make cleaning easier.
	All toilets will have flush valves. If toilets are operated by electric eyes there will be prominently visible push-button overrides.
	Sinks will be strong enough to bear the weight of a large adult.
	Sink drains will have quick-release joints for easy cleaning.
	Sink faucets will be operated by electric eyes.
	Restroom fixtures will not be used as mop basins. The custodial facilities elsewhere in the Library will include a mop basin on every floor, as required by the Illinois Plumbing Code.
HVAC	Ventilation to meet or exceed code requirements.
Lighting	Illinois codes require occupancy sensors to operate restroom lights. Lights will be operated by the motion of the restroom doors or by people approaching restroom entrances. Users will NOT be required to grope their way into dark restrooms in order to turn on the lights. Sensors will detect the presence of people in all of the toilet stalls so that lights never turn off when any stall is occupied.
Security	Lockable rooms. Supervision as noted above. Security cameras at entry to rooms.

END OF SECTION

Energy Conservation

The Urbana Free Library will be designed to conserve energy as well as possible given the needs of a modern library.

Particular needs are for comfortable temperatures, humidity control, illumination that is bright enough for reading and does not turn off automatically, and fresh and uncontaminated air.

Sustainability Initiatives

The Library's architects and engineers will explore energy-saving options, including, but not limited to, geothermal energy, solar energy, green roofs, heat exchanging in HVAC systems, etc.

The walls of the original 1918 building are not insulated, and the windows are single-pane glass. Improvements are important, but the Illinois Historical Preservation Agency has specified that changes made will not alter the external appearance of the building, including window muntin widths.

Planning for the new or expanded Library building will not employ the LEED system.

END OF SECTION.

Heating, Ventilating, & Air Conditioning

In addition to the more general requirements noted below, see specific requirements for various spaces in Part 2 of this document.

General Requirements

The Library's HVAC system does not have to be complex, but it is essential that relative humidity be controlled at all times. A maximum of 50 percent relative humidity is a good target. Night setbacks must not lead to higher relative humidity levels.

Ideally, relative humidity will not be below 20 or 30 percent. The designers will try to make sure that the building can maintain humidity levels of this type during the winter, although maintaining relative humidity of at least 20 percent can be difficult in older structures.

It's important that the program rooms be separately zoned because they will tend to be either empty or packed with people. The program room heating, ventilating, and air conditioning systems will have carbon dioxide detectors.

All ductwork must be above the ceilings. A few libraries have ducts installed under concrete floor slabs. Almost inevitably, these ducts fill with water, and the ducts need to be pumped out. It also raises the possibility of Legionnaire's disease. Underfloor ducts can also lead to floor-mounted grills, which cause problems with furniture placement.

The architects and engineers will review methods of saving energy, including possible use of geothermal energy, but the Library will not seek LEED evaluation or certification.

All rooms will have separate thermostats. Using a single thermostat for two or more rooms almost inevitably leads to problems, with the room without a thermostat either uncomfortably warm or cold.

The Library currently has a mixture of pneumatic and electric thermostats. The architects and engineers should review converting the entire building to one standard design.

1918 Exterior Wall Assembly

The 1918 portion of the building is uninsulated, and possible remedies will be explored during the design phase. The single-pane windows in the historic east rooms can be converted to double-pane windows, but to respect the historic nature of the building, muntins between panes will need to be steel rather than aluminum.

COVID Considerations

The problems posed by COVID-19 may call for a review of the Library's HVAC system, with attention to improved air circulation, air purification, and other ways of maintaining a healthy environment.

Under-Floor and Under-Slab Ducts

The Library will have no ABSOLUTELY NO underslab air ducts and no plenum floors that do not have concrete floor panels.

END OF SECTION.

Power, Data, & Communications

In addition to the more general requirements noted below, see specific requirements for various spaces in Part 2 of this document.

Power

Because of the proliferation of computers, laptops, tablets, and similar equipment, libraries need electrical outlets everywhere, plus efficient and powerful data systems. Very few libraries have enough outlets.

In the expanded Library, all reader seats will have convenient electrical outlets, and there will be outlets compatible with long-term relocation of seating.

The tops or ends of all study and reading tables will have electrical outlets.

Walls will have electrical outlets at least every six feet. Side-by-side doors will have outlets between them.

All floors will have completely flush combined electrical outlets and data connections on a grid no larger than 10 x 10 feet. Outlets will be located everywhere, regardless of initial plans for the spaces involved. Wireless data supplies often work well, but demand sometimes exceeds their capacity; library records such as lending records may not be secure on wireless connections.

All electrical outlets in public areas of the Library will be tamper resistant (child-proof) in Adult areas as well as Children's areas.

Floor outlets will be installed in such a way that they align perfectly. They will be parallel to adjacent walls and not twisted.

Particular attention will be paid to the provision of a sufficient number of separate electrical circuits. Each kitchenette, for example, will have an absolute minimum of five separate 20-amp electrical circuits, so that a variety of coffee makers, microwave ovens, and other equipment can be operated simultaneously. Equipment in the "Bug Room" needs extensive electrical power.

All breakers in power panels will be in logical places. In the current Library, some breakers are in unusual places, the result of having too many circuits for some adjacent power panels.

All electrical outlets and fixtures will have internal labels indicating the locations of breakers. Markings will be on both switch and outlet bodies, since switch plates can be moved from box to box during repainting jobs.

All hallways and storage closets will have electrical outlets to meet code requirements and functional needs. Locations shall be convenient for end users.

For aesthetic reasons, wire mold will not be used in any area of the Library accessible to the public.

Data

Cable trays will be provided for data wiring.

For aesthetic reasons, wire mold will not be used in any area of the Library accessible to the public.

Communications

The Library will have a telephone and intercom system designed to support telephone sets in a wide variety of locations, as listed in this program.

The intercom will include a PA system with speakers in all occupied rooms of the Library, including restrooms, storerooms, and staff work areas. The PA system will be used for closing announcements and for emergency announcements, typically lost children or approaching storms. Access to the PA system will be by means of staff telephones.

Due to use of VOIP, each staff workstation will require two data jacks.

END OF SECTION.

Lighting

In addition to the more general requirements noted below, see specific requirements for various spaces in Part 2 of this document.

Natural Lighting

Some of the best natural light in the Library is in the historic front rooms, which have large windows made possible by high ceilings. Light in the rest of the building can be dim. Some of this dimness is due to the lower ceilings and the architects of the 2005 expansion working to match the historic architecture of the 1918 building. The Library strongly desires an increase in the amount of natural light in as much of the building as consistent with the architectural character of the building and basic lighting design principles.

The design team is reminded of a number of basic lighting design principles:

> Regardless of the sizes of panes, all windows that face any direction except straight north will have movable, white, perforated vinyl roller blinds or Venetian blinds that enable all glass surfaces to be completely covered.

> There will be absolutely no high windows that face any direction except straight north unless they have easily adjustable blinds, including monitor structures, clearstories, and windows set into sloping ceilings.

> All windows will have sills low enough to allow seated readers to see the world outside.

> Number, size, and location of windows should consider ways to minimize glare.

> There will be no skylights.

Artificial Lighting

General Approach

The Library will be lit with pendant 100-percent uplight LED fixtures in all public areas and staff work areas. This lighting requires minimum ceiling heights of ten feet, with higher ceilings in the program rooms. All public areas and staff work areas will have ceilings at least ten feet high, and program rooms will have ceilings twelve feet high.

At the time this program was written, the Library was in the process of converting all of its fixtures from fluorescent to LED illumination. Some fluorescent fixtures may remain in the Library at the time of expansion, but no new fluorescent fixtures will be purchased.

Uplighting leads to lower glare and far more even light distribution than downlighting. It is far more accessible for users with vision problems than with other forms of lighting.

All lighting will have a minimum CRI (color rendering index) of at least 90.

In general, libraries like lighting with full distribution of wavelengths and greater concentration at the warm end of the spectrum.

All lamps will have the same color temperature. Libraries typically like lighting with a color temperature of about 3000K to 3500K. (Unmatched lamps are particularly visible with uplighting, where the different colors are visible on the ceiling.)

All occupied areas of the building will have a minimum illumination level of 60 foot-candles at table top and 18 foot-candles on the vertical spines of books on the bottom shelves of bookstacks.

All lighting will be multifunction lighting, equally suitable for book shelving, reading areas, staff workstations, and computers. Relocating furnishings will not require relocating lighting.

With the possible exception of illumination of display cases and wall-mounted artwork, there will be no spotlights anywhere in the Library.

The Library will have no incandescent lamps, which are extremely inefficient, have short lives, and often lead to unpleasant glare.

Fixtures

LED fixtures will be designed for easy lamp and power-supply replacement.

No actual LEDs will be visible to Library users from any viewing angle.

Light fixtures will be set end-to-end. As much as possible, rows of fixtures will be perpendicular to book aisles.

Controls

With the exception of program room lighting and other lighting that users are expected to control themselves, all light switches will be in parts of the building limited to Library staff, such as areas behind the main service desk, in staff workrooms, etc.

Lighting controls will be simple. There will be no "scenes" or "scenarios."

At this time, state and national codes such as the IECC encourage the use of motion detectors for lighting. Libraries find these at best an extreme nuisance and at worst a genuinely major problem. They will be used in The Urbana Free Library only when there is absolutely no other legal choice. In particular, they will not be used in large, open spaces in the Adult, Teen, and Children's Services areas.

Where codes accept no alternatives whatsoever, and motion detectors must be used, motion detectors will be positioned so that the motion of entry doors activates the detectors. Library users and staff will UNDER NO CIRCUMSTANCES be forced to grope their way into dark rooms to activate motion detectors. This particular problem has occurred in restrooms and staff workrooms in some libraries.

Motion detectors in restrooms will detect motion in all stalls.

All hallways and storage closets will have light fixtures, light switches, and electrical outlets.

Maintenance

All lamps will be visible to maintenance staff. The Library currently has some fluorescent lamps hidden in soffits, requiring maintenance staff to reach into apertures blindly to change lamps. These light fixtures will be eliminated in the expanded building.

As much as possible, the Library will avoid lamps that require tall ladders to change, but some are probably inevitable due to high ceilings.

Unacceptable lighting concepts

There will be absolutely no:

Recessed downlights (can lights) used for any purpose in any part of the building, including can lights in perimeter soffits or in soffits over service desks.

Lighting with a CRI of less than 90.

Light sources with a color temperature of over 3500.

Lighting with a color temperature different from that in the primary uplight fixtures.

Incandescent lighting, including quartz halogen lighting.

Highly direct lighting.

Lighting intended to create "sparkle."

Troffers in areas not intended for hallways or storerooms. ("Troffers" are fixtures that are flush with suspended ceilings. Because of their spacing, they lead to uneven illumination, particularly with objects above desk height.)

Compact fluorescent lamps.

Fixtures with direct light, except for spotlights illuminating displays. Curved fluorescent tubes or other cold cathode fluorescent lighting.

Except in entryways, light fixtures that cannot be reached from a ten-foot stepladder.

Motion-detector lighting in reading rooms or other public areas.

Motion-detector lighting in any part of the Library that requires users to enter dark rooms in order to activate the lighting. The movement of entry doors will activate lighting.

Fixtures with small-cell parabolic lenses.

Light fixtures where dead bugs are visible.

END OF SECTION.

Safety & Security

In addition to the more general requirements noted below, see specific requirements for various spaces in Part 2 of this document.

The Library will make careful use of open sightlines and interior glass to make it as easy as possible for the Library staff to supervise the building. All staff workstations will have views of public areas of the Library. Workrooms will be positioned to enable windows to face as many public areas as possible. Staff at all service desks will have exceptionally good direct oversight of nearby areas.

Partitions between areas of single departments of the Library will be glass, including any walls separating individual study rooms.

Shelving will be positioned to allow staff at the service desk to see down book aisles as well as possible. All shelving aisles will be parallel and parallel to the walls of the building.

All service desks will have space for at least two staff members who will be routinely visible. To make this possible, all public service desks will have space for back room work to enable staff at the desks to keep busy between public need for staff assistance.

To improve the ability of the staff to greet arriving patrons and to improve staff oversight of the building, staff work counters behind service desks will face the fronts of desks rather than the walls behind. Work counters behind some service desks are essential because public use of all libraries is irregular, and Library staff members need a place they can work on projects while waiting for the next patrons.

There will be no places where people can be trapped. The main service desk and departmental reference desks will each have at least two exits. Similarly, no shelving aisles will have dead ends. Where suitable, workrooms will have two doors.

The Library will review the suitability of pre-action or non-aqueous fire suppression systems, particularly in the Archives and in Information Technology areas. The Library currently has a wet pipe system, except for the Archives, which has a pre-action system. Of the collections in the Library, the only irreplaceable materials are in the Archives.

All emergency exits will be alarmed.

The Library will have an intrusion alarm system that provides automatic alarm transmission to local emergency services.

The Library will have a Knox box for use by emergency services.

Each individual staff workstation will have a panic alarm button linked to local emergency services. Panic buttons will be recessed in alarm housings to limit accidental alarms. Having one button per workstation rather than one button per desk is important, since this arrangement enables staff members to push buttons unobtrusively.

The Library will have a PA system with speakers in all separate rooms, including restrooms. The primary functions of the PA system will be for closing announcements, storm alerts, and lost child announcements. It will be possible for staff to turn off the speakers in the program rooms when making announcements.

The Library will have CO (carbon monoxide) and radon detectors.

The Library will have smoke detectors linked to an internal alarm system and to local emergency services.

The Library will have emergency lighting as called for in building codes. All public areas of the building will have low-level lighting that is illuminated at all times and that provides enough light for people to walk through the spaces.

The Library will have a video security system.

Annunciators for fire detectors and other detectors will be located in the main entry vestibule.

Keypads for controlling the Library's intrusion alarm system will be by exit doors.

END OF SECTION.

Acoustics

In addition to the more general requirements noted below, see specific requirements for various spaces in Part 2 of this document.

Spaces in the Library will be designed to be as quiet as possible.

With the exception of the historic front rooms, ceilings will all have acoustic tile to provide sound control and allow easy access to equipment above ceiling level.

Except where durability, moisture, or cleaning are issues, all floors will be carpeted with carpet tile.

Partitions between rooms (such as study rooms) where sound transfer might be a problem will continue past the suspended ceiling to the bottom of the roof or floor above.

Inherently noisy rooms, including those with glass walls, such as the Library's current quiet reading room, may require sound-absorbing wall panels.

There will be no curved walls.

There will be no unnecessarily wide openings between floors.

The back walls of program rooms will have sound-absorbing surfaces.

The Library may wish to hire an acoustical consulting firm to review the plans for the expanded building.

END OF SECTION.

Finishes

In addition to the more general requirements noted below, see specific requirements for various spaces in Part 2 of this document.

Floor coverings will be a mixture of ceramic tile, carpet tile, and synthetic tile. Carpet tile will be patterned to conceal wear and dust, but without curving patterns that lead to vertigo. Generous attic stocks of all floor coverings will be provided, along with suitable storage space.

Carpet tile will not exude formaldehyde or any other unpleasant chemicals that have characterized sick building syndrome.

All ceramic tile will have an anti-slip surface and dark grout.

Although it is very durable, terrazzo flooring is dangerously slippery when wet, and it will not be used anywhere in the Library.

On staircases, the edges of the steps will be extremely visible to people walking downstairs.

END OF SECTION.

Furnishings

In addition to the more general requirements noted below, see specific requirements for various spaces in Part 2 of this document.

General

Library furniture will be designed for attractiveness, durability, accessibility, ease of maintenance, and safety.

Upholstery and padding have to be hospital-grade, or otherwise capable of daily, easy cleaning and disinfecting. This includes all parts of all seating and tables, not just washable arms. Shelving should be of durable materials with easy-to-clean surfaces and a minimum of recesses or crevices that are difficult to clean.

Furniture

Seating

No components of seating will be made of chipboard.

The padding for upholstered furniture will not be made of polyurethane foam.

Some side chairs and program room chairs may be made of molded plastic.

Libraries often install casters on side chairs, particularly for use in reading rooms and areas with public computer workstations.

Soft seating (armchairs) is available in a wide variety of styles. Seating with wooden arms will wear far better than seating with upholstered arms. Because of problems with cleanliness and flammability in soft seating, the Library will keep padding in furniture to the minimum required for user comfort.

The Library will have no rocking chairs, and Adult and Teen Services will have no sofas or loveseats.

Before purchasing any seating that is not selected specifically to exactly match current seating, the Library will try out proposed new seating for comfort.

Tables

To the highest degree possible, all reading tables will be designed for accessibility. Like most of the tables in the current Library, new tables will be Parsons Design-style tables with no aprons and no beams connecting their legs on any of the four sides. Clearances under tables, including the ends, will be a minimum of 27 inches on all four sides to comply with accessibility codes, and table heights will be 29 inches.

All tables will have electrical outlets easily accessible to users. Outlets will be either on the centers of the tables or at one end. Cords supplying power to table outlets will plug into any available floor or wall outlet. To comply with electrical codes, each connecting cord will have a circuit breaker to eliminate any need for permanent electrical connections. All outlets on tables will be tamper resistant (child-proof).

The Library will decide whether or not it wants casters on tables.

All table tops will have lumber cores and heavy-duty laminates on both surfaces of their tops. The Library's current Buckstaff tables do not require edge banding to protect the laminate tabletops from chipping, and the Library expects future tables to be of equal quality.

Chipboard will not be used in any furniture in the Library, including, in particular, all table tops.

Side chairs for tables will be designed to slide under tables or be placed upside down on top of tables while floors are cleaned. New side chairs will have casters on their front legs or on all four legs.

Tables will also be movable to allow grouping for special needs. However, when tables have electrical outlets, users will not be able to simply drag them about.

Program room tables will be on casters and have tops that flip up vertically for storage, and program room chairs will be lightweight and stackable.

Computer Workstations

All computer workstations will be at seated height and be on tables accessible to people with disabilities.

Some libraries try to place workstations where the screens can be seen by Library staff.

Some libraries place workstations at 90 degrees to the wall, so that users sit with one shoulder to the wall rather than with their backs to all passers-by, which appears to be a more comfortable arrangement from a psychological point of view.

Other libraries place computer workstations back-to-back in rows.

Placing workstations near service desks is common because users frequently need assistance.

Office Furniture

The library will use standard, heavy-duty, steel office furniture.

To the greatest degree possible, all office furniture will be of the same design and color to allow unobtrusive long-term rearrangement of furniture. There will be no special colors for various groups of furnishings.

As far as possible, the physical design of new office furniture will match the best of the Library's current furniture.

Filing cabinets will be either two drawers or five drawers high. All drawers will be full suspension and legal width. Unless otherwise noted, all files will be vertical files rather than horizontal files.

Desks may be individual desks or L-shaped and U-shaped desks components of office system workstations.

Many staff members may prefer desks with adjustable heights.

General

All shelving will be steel cantilever shelving, selected to match the Library's current Estey brand fixed shelving or Space Saver brand compact shelving. Since high-quality shelving is powder-painted and difficult to repaint, the Library will purchase all shelving in colors already in use.

Shelving in decorator colors has proven to be painfully inflexible in libraries, and The Urbana Free Library will have shelving to match the shelving now in the Library.

The Library's Adult Services shelving has 39-inch aisles. Although legal, these aisles are narrower than ideal, where disability codes recommend a minimum of 42 inches. The expanded Library should have 42-inch aisles, but whether aisle widths in the Library can be changed depends on the degree to which the spacing of building support columns makes wider aisle widths possible without leading to columns in the middle of aisles.

Cross aisles will be provided every seven or fewer units.

There will be absolutely no curved shelving used for any purpose whatsoever.

Diagonal shelving can sometimes be used to improve visibility, but it takes more space than shelving in rows parallel to the building.

There will be absolutely no shelving laid out in radiating patterns. Radiating shelving has been tried in libraries and has a dismal reputation.

To eliminate the possibility of users having to force their way past each other to reach the end of stack aisles, or anyone being trapped in a stack aisle, no stack aisles in areas open to the public will have dead ends.

Compact shelving will be used only in areas limited to Library staff. Since the Library does not plan to have shelving areas closed to Library users in Adult Services, Teen Services, and Children's Services, the only compact shelving will be in the Archives or perhaps in storage areas.

Shelving specifications

Heights (excluding display units)

       Adult and teen books, games, Library of Things: 84 inches

       Adult and teen reference, newspapers, magazines, and media: 60 inches

       Magazines will have four tilting shelves on each side of each unit.

       Teen books and other materials will be on shelves that follow the same standards as adult books.

       Juvenile books for older children ("J books"), reference books, and magazines will be on 60-inch shelving. Juvenile fiction will have five shelves vertically and Juvenile non-fiction four shelves.

       Children's books and magazines: 60 inches

       Children's picture books, easy readers, games/toys, and media: 48 inches

Depths

       Non-fiction and picture books: Eleven inches (nominal twelve inches).

       All other materials: Nine inches (nominal ten inches), with eleven-inch base shelves.

Vertical shelf spacing

> Adult fiction will have seven shelves vertically. Most Adult non-fiction will have six shelves, and art books and other typically large books will have five or fewer shelves vertically. Adult mass market paperbacks will have nine shelves vertically, and magazines on tilt shelves will have four shelves vertically. DVDs will be on shelving with seven shelves vertically.

End panels

Shelving will have end panels to match those currently in use in the Library. End panels will have solid oak edge banding and solid oak blocks at the bottom. Construction specifications for the end panels in the 2005 building are on file at the Library.

Stack end card holders are 8 1/2" x 11".

End panels on rows of shelving will include slat wall sections to allow representative books to be displayed on plastic hangers. Slots in slat walls will have metal edges to prevent chipping.

Flip bins

Children's picture books will be stored in flip bins to allow children to see the fronts of the books as well as the spines. Because picture books have very thin spines, picture books packed solidly on shelves have very little appeal to children. Converting to flip bins, where users can see all the book covers without pulling the books off shelves, leads to vastly higher use of the materials.

Because a wide variety of flip bins are available, this program simply allocates ten books per square foot for storage of picture books in flip bins.

Flip bins will also be used for vinyl records and for CDs in the Adult Services area. Perhaps a mix of spine out AND flip bins for CDs?

Millwork/Cabinetry

Custom-built cabinetry in the Library MAY include reference desks, book display shelving and bins, display cases, kitchenettes in the Staff Lunchroom and the Library multi-purpose rooms, and counters with sinks in Library workrooms.

The design team should consider furniture-based solutions for reference desks, book display shelving and bins, and some display cases as much as practical.

All cabinetry will be constructed of solid wood or furniture-grade plywood. There will be no chipboard or similar delicate materials used in any Library cabinetry.

All countertops will be made of durable materials, not laminates.

All countertops will be in medium hues, neither very dark nor very light, both of which have proved to cause serious eyestrain in libraries.

All drawers will have ball-bearing, double-extension hardware.

Cabinets below countertops will have pull-out drawers as specified in the program for specific areas.

All cabinets and drawers in kitchenettes will lock to allow storage of Library hospitality equipment.

All drawers and cabinets will have light interiors to allow objects inside to be easily seen.

All drawer and door handles will be rods to allow easy grips.

All service desks will have toe kicks on the sides faced by Library users and staff.

All desks will have at least 27 inches of free vertical knee space for Library staff.

All sinks will be made of stainless steel. All sinks will have deep drains. There will be no shallow "bar sinks" anywhere in the Library.

No item of cabinetry will be curved.

All cabinetry will be modular and designed for easy disassembly and relocation or rearrangement. No cabinetry will have soffits.

Lighting over cabinetry will be general purpose to allow easy rearrangement and the lowest possible glare. There will be no recessed downlights or ornamental light fixtures.

Modular units will have wire management systems as described for specific units in their groups. Locations of wire management for all units in a single group will be identical to allow easy rearrangement of units and reinstallation of wiring.

Each modular unit will be finished at both ends to allow easy rearrangement.

The interiors of all standing-height counter units will be open to allow construction of new inside cabinetry to hold new equipment as lending and other systems change.

END OF SECTION.

A Program of Spaces for the
Expansion and Renovation of
The Urbana Free Library

Part 4
References

Unit Area Tables

Default unit areas are used in the baseline area calculations. These are intentionally non-specific to allow refinement by the Library and design team and to allow for shifts in functional demands over time. Deviation from the baseline area allocations should be limited, intentional, and assessed in light of accessibility requirements, interpersonal distancing expectations, healthy work environments, and ability to support future rearrangement of spaces.

Item	Unit Area	Zone
Activity Rm: 1 - 2 persons	60	Activity RM
Activity Rm: 10 persons	300	Activity RM
Activity Rm: 4 persons	120	Activity RM
Activity Rm: 6 persons	180	Activity RM
Activity Rm: 8 persons	240	Activity RM
Activity Station	25	Play
Airlock/Vestibule	120	Entry
AMH - Base	120	Lending
AMH - Bin	40	Lending
AMH - Extra Induction	80	Lending
AMH - Staged Bins	15	Lending
AMH - Transfer Bins	15	Lending
AMH - Transfer Bins, small	10	Lending
Atlas/Folio Case	36	Misc.
Bookcart	8	Lending
Cash Register	10	Lending
CD-ROM Station	45	Misc.
Checkout Kiosk	50	Lending
Checkout Kiosk Queue	10	Lending
Circulation Space	40	0
Coat Closet - Office	20	Workroom
Coat Rack	20	Entry
Coat Rack - Workroom	16	Workroom
Computer - Long Term	64	Network
Computer - Mid Term	48	Network
Computer - OPAC	25	Network
Computer - OPAC, centralized	35	Network
Computer - OPAC, remote locatio	20	Network
Computer - Short Term	35	Network
CS Active - 3D Games (1 kids +)	150	Play
CS Active - Brio Tables (2 kids)	35	Play
CS Active - Digital (2 kids)	72	Play
CS Active - Digital (2 kids), large	120	Play
CS Active - Dress-Up Costumes	72	Play
CS Active - Game Room M (3 kids)	120	Play
CS Active - Imagination Playgroun	40	Play
CS Active - Imagination Playgroun	250	Play
CS Active - Indoor Playground (10	370	Play
CS Active - Kiosk (3 kids)	64	Play
CS Active - Lego Room (3 kids)	80	Play

Item	Unit Area	Zone
CS Active - Lego Table (2 kids)	30	Play
CS Active - Light Bright (3 kids)	120	Play
CS Active - Magnet Wall (3 kids)	75	Play
CS Active - Media Lab M (3 kids)	120	Play
CS Active - Puppet Theater	72	Play
CS Active - Real Play (2 kids)	50	Play
CS Active - Megan's Room	400	Play
Depressible Book Bins	30	Lending
Dictionary Stand	25	Misc.
Directory	25	Misc.
Dishwasher	8	Appliance
Display - Bulletins	8	Display
Display - Events	8	Display
Display - Spinner	42	Display
Display - Whiteboard	8	Display
Display Case	50	Display
Display Rack - Free Standing	20	Display
Display Rack - Wall Mounted	9	Display
Display Table	80	Display
Drive-Up Window	50	Lending
Equipment Cart	8	Workroom
Equipment Rack - BAS	25	Network
Equipment Rack - Future	25	Network
Equipment Rack - Media	25	Network
Equipment Rack - Phones	25	Network
Equipment Rack - Security	25	Network
Equipment Rack - Servers	25	Network
Equipment Rack - Switches	25	Network
Equipment Rack - UPS	25	Network
Exhibit - 3D	80	Entry
Exhibit - Wall Mounted	25	Entry
Exterior Holds Lockers	50	Lending
File - Lateral, 2 drawer	12	Storage
File - Lateral, 3 drawer	12	Storage
File - Lateral, 4 drawer	12	Storage
File - Lateral, 5 drawer	12	Storage
File Sorter Cart	8	Storage
Flat File	40	Storage
Gaming - Mobile Cart	48	Network
Gaming Station	25	Play

Unit Area Tables

Default unit areas are used in the baseline area calculations. These are intentionally non-specific to allow refinement by the Library and design team and to allow for shifts in functional demands over time. Deviation from the baseline area allocations should be limited, intentional, and assessed in light of accessibility requirements, interpersonal distancing expectations, healthy work environments, and ability to support future rearrangement of spaces.

Item	Unit Area	Zone
Graphics - Folding Machine	12	Graphics
Graphics - Laminator, cart	20	Graphics
Graphics - Laminator, counter	8	Graphics
Graphics - Paper Cutter, floor star	12	Graphics
Graphics Station	25	Graphics
Index Table	150	Misc.
Intermediate Distribution Frame	50	Network
Kitchenette	80	Meeting
Lactation Station	36	0
Light/Sound Lock	100	Meeting
Listening Station - Individual	40	Misc.
Literature Racks	20	Entry
Lockers - 1/unit	5	Workroom
Lockers - 4/unit	5	Workroom
Lockers - Archive 2/unit	5	Archive
Lockers - Public 4/unit 18" x 18"	6	Lobby
Main Distribution Frame	125	Network
Maker Station - Large	64	Network
Maker Station - Small	25	Play
Meeting Rm "Stage" Area	120	Meeting
Meeting Rm Buffet Area	40	Meeting
Meeting Rm Chair Storage	100	Meeting
Meeting Rm Craft Storage	40	Meeting
Microfiche Reader/Printer - Large	40	Microform
Microfiche Reader/Printer - Medi	36	Microform
Microform Storage Cabinet	18	Microform
Network - Printer	20	Network
Network - Printer, large format	30	Network
Network - Public Printer	60	Network
Newspaper Rack	25	Shelving
Office - Executive	225	Workroom
Office - Manager	108	Workroom
Office - Manager + Conference	180	Workroom
Office - Manager, large	120	Workroom
Office - Lending Services Specialist	40	Play
Open Floor Area	48	Play
Open Floor Area - VR Space	150	Meeting
Operable Partition Aisle Space	16	Meeting
Operable Partition Stacking Area	150	Entry
Orientation Area - Primary	100	Entry

Item	Unit Area	Zone
Orientation Area - Secondary	100	Entry
Parking Payment Kiosk	50	Parking
Photocopier - Desktop	15	Copier
Photocopy Center	75	Copier
Photocopy Center - Workroom	30	Copier
Pickup Lockers	45	Entry
Play Area	100	Play
Podium	25	Meeting
PSP Credenza	50	PSP
PSP Staff Outpost	60	PSP
PSP Tablet/Laptop Cart	36	PSP
Public Service Point	110	PSP
Recycling Bin - Large	40	Receiving
Recycling Container	6	Misc.
Refrigerator	20	Appliance
Refrigerator - Under Counter	0	Appliance
Safe	8	Workroom
Scanner/Printer - Large Format	36	Workroom
Seating - Computer/Maker, 1 pers	0	Seating
Seating - Bench	15	Seating
Seating - Booth, 2 person	60	Seating
Seating - Booth, 4 person	100	Seating
Seating - Consultation	20	Seating
Seating - Footstool	8	Seating
Seating - Lounge	40	Seating
Seating - Meeting	10	Seating
Seating - Other	30	Seating
Seating - Pod, 1 person	64	Seating
Seating - Side Chair	30	Seating
Seating - Side Chair	15	Seating
Seating - Sofa	50	Seating
Seating - Table, 4 person, crafts	64	Seating
Seating - Table, 1 person	30	Seating
Seating - Table, 1 person	35	Seating
Seating - Table, 10 person	250	Seating
Seating - Table, 16P, modular	480	Seating
Seating - Table, 2 person	50	Seating
Seating - Table, 2 person, training	50	Seating
Seating - Table, 3 person	75	Seating
Seating - Table, 4 person	100	Seating

Unit Area Tables

Default unit areas are used in the baseline area calculations. These are intentionally non-specific to allow refinement by the Library and design team and to allow for shifts in functional demands over time. Deviation from the baseline area allocations should be limited, intentional, and assessed in light of accessibility requirements, interpersonal distancing expectations, healthy work environments, and ability to support future rearrangement of spaces.

Item	Unit Area	Zone
Seating - Table, 4 person, lunch	75	Seating
Seating - Table, 4 person, office	150	Seating
Seating - Table, 6 person	200	Seating
Seating - Table, 8 person	100	Seating
Seating - Table, activities	100	Archive
Seating - Table, large, Archives	35	Lending
Self-Check	10	Lending
Self-Check Queue	10	Lending
Shopping Basket	25	Display
Shredder	8	Workroom
Sink - Counter, 10 lf	50	Workroom
Sink - Counter, 4 lf	20	Workroom
Sink - Counter, 8 lf	40	Workroom
Sink - Floor	40	Maintenance
Stage	200	Meeting
Storage - Industrial	16	Storage
Storage - Industrial, 48x96 bay	32	Storage
Storage - Open Floor, large	60	Storage
Storage - Open Floor, medium	40	Storage
Storage - Open Floor, small	24	Storage
Storage - Open Floor, very large	100	Storage
Storage - Shelving Unit	9	Storage
Storage Cabinet	45	Storage
Storage Cabinet, large	12	Storage
Storage Closet - Art/Museum, sma	16	Storage
Storage Room - Art/Museum, larg	100	Storage
Storage Room - Departmental	100	Storage
Storage Room - Large	120	Storage
Storage Room - Medium	75	Storage
Storage Room - Small	36	Storage
Storage Room - Tables/Chairs	120	Meeting
Stroller Parking	8	0
Theft Detection Zone	60	Entry
Timeclock	8	Workroom
Typewriter - Public Use Station	35	Computer
Van - Deliveries	400	Receiving
Vault	75	Archive
Vending	20	Entry
Video Display	5	Entry
Washing Machine	12	Appliance

Item	Unit Area	Zone
Workroom - Bug Room	75	Workroom
Workstation - Assembly Table	40	Workroom
Workstation - Back Counter	40	Workroom
Workstation - Desk/Linear	80	Workroom
Workstation - Desk/Linear, large	50	Receiving
Workstation - Large Equipment	60	Workroom
Workstation - L-shape	100	Workroom
Workstation - Open Floor	100	Workroom
Workstation - Outpost	60	Workroom
Workstation - Page, fine sort	80	Workroom
Workstation - Table, appliance	8	Appliance
Workstation - Table, large	75	Archive
Workstation - Table, small	40	Archive
Workstation - U	80	Workroom
Workstation - U+	120	Workroom
You are Here Kiosk	30	Entry

Shelving Environment Typologies

Stack Height	# of Shelves including base	# of Shelves excluding base
42	2	2
42 BIN	2	2
48	3	2
48AV	4	3
48 BIN	3	2
60	5	4
60AV	6	5
72AV	8	7
66P	4	3
66	5	4
72	6	5
72PB	8	7
84	7	6
84PB	9	8

Aisle Descriptor	Rounded sf/SF Section	Aisle width, feet
Compact	5.0	0.2
Minimal	9.5	3.0
Typical	10.5	3.5
Bins	11.4	4.0
Browse	13.3	4.0
Media	13.3	4.0

		Compact	Minimum	Typical	Browse	Bins	Media
Stack Width	LF	2.0	2.0	2.0	2.0	3.0	3.0
Aisle Width	LF	0.2	3.0	3.5	4.0	4.0	4.0
Range Width	LF	2.2	5.0	5.5	6.0	7.0	7.0
Range Length	LF	15.0	15.0	15.0	15.0	15.0	15.0
Cross Aisle	LF	4.0	4.0	4.0	4.0	4.0	4.0
Range Length + Aisle Width	LF	19.0	19.0	19.0	19.0	19.0	19.0
Area	SF	41.2	95.0	104.5	114.0	133.0	133.0
Single-Face Section in Double-Face Range		10.0	10.0	10.0	10.0	10.0	10.0
Area/Single-Face Section	SF	4.1	9.5	10.5	11.4	13.3	13.3
Area/Double-Face Section	SF	8.2	19.0	20.9	22.8	26.6	26.6

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