

Building Program Rock Island Public Library

June, 2015

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Guide to the Building Program

The building program document is a description in words and numbers of the service and operational requirements for the proposed library building. The program serves as the library's written instructions to the architect in beginning the design process. The program is concerned with how the building is to function rather than how it will look.

The architect will want to review the program with the library and consultant to insure a complete understanding of project requirements. Revisions may arise from that review. It is also possible that the library will revise its program requirements during the course of schematic design based on additional information, budget considerations, and/or new understandings resulting from the graphical representation of spaces. It is important that any revisions to the program be explicitly approved by the Library Board.

The estimated space requirements of the building program will be tested by the architect. The preparation of schematic plans including furnishing layouts should be the final arbiter of space requirements for the building.

The building program includes numerous sections grouped in three broad divisions:

Program Divisions

1. Program Overview

These sections provide overarching issues for the project and summary data. The Space and Seating Summary offers a quick summary of all space allocations.

2. Functional Area Descriptions

These sections provide the detailed description and requirements for each functional area of the building.

3. General Design Considerations

These are common library design requirements that should be considered in any library building project.

Specific Design Considerations

In preparing the program document a number of issues that affect the project across programmatic lines were identified. For this reason these issues are called to the planning team's specific attention.

Expandability - The architect should identify during the schematic design process a scheme that will allow for a future expansion of the facility. If future growth is based on a vertical expansion plan, the facility must provide for future elevator requirements in the initial construction.

Wayfinding and Signage - The layout of the building and services should support intuitive wayfinding. A comprehensive signage plan is also required. It should be recognized that sometimes less is more in a signage plan. A clutter of signage often results in signage that is ignored.

Daylighting - Provide as much daylight as possible to patron seating and staff work areas.

ADA Accessibility - The building should meet both the letter and the spirit of all ADA requirements.

Public Computing, the Wireless Environment, and Device Re-Charging – The Building Program reflects the accelerating trend of customers bringing their own mobile device to the library to support their digital activities. The architectural plan is to provide power access at public seating throughout the building to support personal computing and personal device charging. Provide power receptacles with both three-prong and USB ports for customer use at all public study and casual seats and at other convenient locations throughout the building.

Storm Sheltering - The architect is to identify an area or areas of the building in which staff and customers are to assemble in severe weather.

General Circulation Path – Provide a path from the receiving room to all workrooms, storerooms, and public floors that will allow passage of a pallet jack and pallet.

Circulation Control and Theft Detection – Provide 3M security equipment at all public entry/exit locations and at all circulation and check-in stations.

Security – A building security system including a digital video camera system is required. Consult with staff to identify specific locations and requirements. A digital proximity key-pass system for exterior doors and to all staff areas is required.

Defibrillation Equipment / First Aid – Identify locations for provision of defibrillation equipment and first aid supplies in consultation with staff.

Ergonomics - The architect is requested to consider people friendly solutions in selecting furnishings, fixtures, and finishes such as furnishings and millwork that allow for comfortably situated keyboards, monitors, and accessories that adjust to different users; floor treatments at public service desks that respond to staff spending many hours on their feet; and light sources that reduce monitor glare.

Public Art - Please identify locations for the display of public art and the relocation of any appropriate existing pieces.

Furnishings - Moveable furniture is preferred in every instance over fixed counters and cabinets. The only exceptions are counters with sinks.

Shelving - In every instance shelving is to provide a sloped base shelf. Back-stops are desired for every shelf.

Sound Control and Sound System – The architect is to provide treatments throughout the building to minimize distracting noise.

A building-wide sound system is desired to provide both PA and music audio quality capabilities.

Recycling – Provide both trash and recycling receptacles throughout the public and support areas of the library. Provide outside storage for recycling.

Unassigned Space - Unassigned space includes areas of the building that are of common utility and do not serve a specific library purpose such as the entry and foyer, restrooms, general aisle space throughout the building, stairs, elevators, mechanical systems, and walls and partitions.

A range of 30% to 35% of the total gross building size for the building's unassigned space requirement is included at the end of the Space/User Seating/Technology Summary found on the next two pages. This rate is provided to allow for an addition and renovation of the historic downtown building. In such conditions it is not immediately known the space required to tie together old and new.

Space, User Seating, and Public Technology Summary

Programmatic Area	Square Feet	Study Seating	Casual Seating	Technology Stations	Other Seating
Exterior Book/ Media Returns	60				
Entry/Vestibule/Lobby	unassigned				
Restrooms	unassigned				
Program Rooms	3,750				150 50
Public Service Desk Area	1,805			2 selfchecks	
The Mix	2,628		16	2 catalog stations	2 benches
YA	1,441	12	8	1 media station	
Information Commons	3,538	32		1 catalog station 14 computer stations 1 3D printer 1 digital transfer station 1 scanning station	30
General Adult Print Collections	8,328	32	16	4 catalog stations	
Local History	1,099	8		4 computer stations 4 microform stations	
Children's	8,187	24	24	2 catalog stations 6 computer stations 1 self-check station	100
Conference Room	420				22
General Staff Workroom	2,025				
Staff Room Area	520				
Receiving/Staff Entry	180				
Facility Services	320				
Custodial Closet	60				
Storeroom	1,000				
Net Program	35,361				
Unassigned Space 30% of Gross	15,515				
Gross Space Requirement 30% of Gross	50,516	108	64	4 selfcheck stations 9 catalog stations 24 computer stations 4 microform stations 1 3D printer 1 digital transfer station 1 scanning station 1 media station	150 50 100 30 22

Relationship of Library Spaces

As a guide, the following core relationships are provided. Relationships within the individual spaces are described in the body of the narrative descriptions.

Building Area	Primary Relationship	Secondary Relationship
Exterior Book/Media Returns	Public Service Desk Workroom	
Entry/Vestibule/Lobby	Program Room Public Service Desk	The Mix
Restrooms Public Family Staff	Lobby, main circulation core Children's Services Desk Staff Room	
Program Rooms	Lobby Restrooms	The Mix
Public Service Desk Area	Lobby Exterior Book/Media Returns	The Mix Young Adult
The Mix	Lobby	Young Adult Public Service Desk
YA	The Mix, Café	Information Commons
Information Commons	Adult Nonfiction Young Adult	Local History
General Adult Print Collections	Information Commons	
Local History	Information Commons	
Children's	Young Adult	The Mix
Conference Room	General Staff Workroom	
General Staff Workroom	Conference Room	Staff Room
Staff Room Area	Staff Entry General Staff Workroom	
Receiving / Staff Entry	Facility Services Staff Room	Storeroom
Facility Services	Receiving Custodial Closet	Storeroom
Custodial Closet	Facility Services	
Storeroom	Facility Services	

Collection Size and Capacity Summary

Collection	Existing Number of Volumes	Projected Number of Volumes	% to Shelf	Projected Volumes to Shelf	Projected Shelving Capacity
The Mix					
New Books and Topical Display					
New Books	In other counts	In other counts	100	In other counts	840
New Media	In other counts	In other counts	100	In other counts	180
Topical Display	In other counts	In other counts	100	In other counts	60
Total	In other counts	In other counts		In other counts	1,080
Media					
Blu-Ray	524	2,000	80	1,600	1,800
DVD	9,437	10,000	82	8,200	8,400
Books on CD	7,824	5,000	88	4,400	4,560
NF Books on CD	34	100	100	100	120
Playaway	1,175	700	87	609	609
Music CD	6,302	5,000	88	4,400	4,500
Cake Pans	75	100	90	90	96
NF Kit	4	0	Na	0	0
CD-ROM	180	0	Na	0	0
Total	25,555	22,900		19,399	20,085
YA					
New Books	In other counts	In other counts		In other counts	160
Periodicals	0 titles	15 titles	100	15 titles	18 titles
BOCD	278	300	84	252	360
Playaway	14	100	75	75	120
Fiction	5,297	5,000	89	4,450	4,560
Non-fiction	522	500	92	460	480
Biography	63	100	95	95	120
Total	6,174	6,000		5,332	5,800

Collection Size and Capacity Summary

Collection	Existing Number of Volumes	Projected Number of Volumes	% to Shelf	Projected Volumes to Shelf	Projected Shelving Capacity
Periodicals					
Periodicals	245 titles	200 titles	100	200 titles	200 titles
Total	245 titles	200 titles		200 titles	200 titles
Fiction & LP					
Large Print	6,655	6,000	90	5,400	5,400
Fiction	26,884	18,000	95	17,100	17,136
Graphic Novel	2,250	3,000	90	2,700	2,700
Horror	386	500	96	480	504
Inspirational	1,710	1,750	96	1,680	1,680
Romance	3,789	2,300	91	2,093	2,184
Science Fiction	3,657	2,300	94	2,162	2,184
Urban Fiction	1,010	2,000	64	1,280	1,344
Western	2,406	1,750	95	1,662	1,680
Mystery	12,578	8,500	96	8,160	8,232
Book Kit	111	100	85	85	90
Total	61,436	46,200		42,802	43,134
Nonfiction					
Non-fiction	57,851	35,000	96	33,600	33,696
Biography	8,220	6,000	96	5,760	5,760
Foreign Language	444	400	97	388	432
Total	66,515	41,400		39,748	39,888
Reference					
Reference	475	300	100	300	320
Total	475	300		300	320
Local History					
Local History	2,745	3,000	100	3,000	3,000
Total	2,745	3,000		3,000	3,000

Collection Size and Capacity Summary

Collection	Existing Number of Volumes	Projected Number of Volumes	% to Shelf	Projected Volumes to Shelf	Projected Shelving Capacity
Children's					
Entry / Shared					
New Books	In other counts	In other counts		In other counts	180
Topical Display	In other counts	In other counts		In other counts	60
Periodicals	44 titles	30 titles	100	30 titles	36 titles
Reference	58	30	100	30	100
Parent/Teacher	332	200	96	192	240
Book on CD	872	500	95	475	480
Blu-Ray	61	500	75	375	375
CD-ROM	100	0	Na	0	0
Gaming Software	0	100	100	100	150
Playaway	65	100	99	99	120
Kit (Book/CD)	271	100	97	97	100
Kit (Mixed Media)	42	100	81	81	90
Music CD	339	200	85	170	200
DVD	2,209	1,500	72	1,080	1,080
Total	4,349	3,330		2,699	3,211
Young Child					
Board Book	789	1,000	73	730	800
Puppet/Toys	192	200	90	180	180
Picture Books	12,134	8,000	92	7,360	7,560
Concept	102	100	85	85	180
Easy Reader	2,321	2,000	80	1,600	1,620
Total	15,538	11,300		9,955	10,340
Elementary					
Early Chapter Bks	52	200	90	180	240
J Fiction	10,390	6,000	93	5,580	5,640
J Non-fiction	17,513	8,000	97	7,760	7,800
J Biography	1,995	1,000	98	980	1,080
J Homeschool	155	0	Na	0	0
Total	30,105	15,200		14,500	14,760
Total	212,892	149,630		137,735	141,582

Public Shelving and Display Summary

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
The Mix							
New, Display Novels							
New Books	24	66"	4	10"		Display shelving, interior design team consult. Wheeled shelving.	288
New Media	6	66"	4	10"			72
Topical / Seasonal Display					2		60
Total	30				2		420
Media							
Blu-Ray	12	66"	5	6"		sloped, slotted shelves	144
DVD	56	66"	5	6"		sloped, slotted shelves	672
Books on CD	38	66"	5	6"		sloped, slotted shelves	456
NF Books on CD	1	66"	5	6"		sloped, slotted shelves	12
Playaway	5	66"	5	6"		sloped, slotted shelves	60
Music CD	18	66"	4	6"		bin shelves	216
Cake Pans	4	66"				2 rods for hanging bags per section	48
Total	134						1,608
YA							
New Books	4	66"	4	10"			48
Periodicals	2	66"	4	10"		Mag/Box	24
BOCD	3	66"	5	10"			36
Playaway	1	66"	5	10"			12
Fiction	38	66"	5	10"			456
Non-fiction	4	66"	5	10"			48
Biography	1						12
Total	53						636

Public Shelving and Display Summary

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Periodicals							
Periodicals	18	66"	4	10"		Mag/Box	216
Total	18						216
Fiction / Large Print							
Large Print	45	66"	5	10"			540
Fiction	102	84"	7	10"			1,224
Graphic Novel	16	84"	7	10"			192
Horror	3	84"	7	10"			36
Inspirational	10	84"	7	10"			120
Romance	13	84"	7	10"			156
Science Fiction	13	84"	7	10"			156
Urban Fiction	8	84"	7	10"			96
Western	10	84"	7	10"			120
Mystery	49	84"	7	10"			588
Book Kit	5	84"	6	12"		sets of books in tubs	60
Total	274						3,288
Nonfiction							
Nonfiction	234	84"	6	10"			2,808
Biography	40	84"	6	10"			480
Foreign Language	3	84"	6	10"			36
Total	277						3,324
Reference							
Reference	4	66"	4	12"			48
Total	4						48
Local History							
Local History	27					Re-use existing sections of keyed shelving	324
Total	27					and add sections to match as needed to reach 27 sections	324

Public Shelving and Display Summary

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Children's							
Entry Zone							
New Books	6	66"	4	12"		Display shelving, interior design team consult	72
Topical / Seasonal Display					2		
Periodicals	3	66"	4	10"		Mag/Box	36
Reference	1	66"	5	10"			12
Parent/Teacher	2	66"	5	10"			24
Book on CD	4	66"	5	10"			48
Blu-Ray	3	66"	5	10"			36
Gaming Software	2	66"	5	10"			24
Playaway	1	66"	5	10"			12
Kit (Book/CD)	1	66"	5	10"			12
Kit (Mixed Media)	2	66"		10"		3 rods per section for hanging bags	24
Music CD	1	66"	4	10"		bin shelves	12
DVD	9	66"	5	10"			108
Total	35				2		480
Young Child Zone							
Board Books					4	child-height df multi-compartment bins	120
Puppets	4	48"	3	12"		2 rods per section for hanging bags	48
Toys	3	48"	3	12"			36
Picture Books	42	48"	3	12"			504
Concept	1	48"	3	12"			180
Easy Reader	9	48"	3	12"			108
Total	59				4		996
Elementary Zone							
Early Chapter Books	2	66"	5	10"			24
J Fiction	47	66"	5	10"			564
J Non-fiction	65	66"	5	10"			780
J Biography	9	66"	5	10"			108
Total	123						1,476

Parking and Exterior Site Features

Parking

The number of parking stalls are to be determined as part of the architectural planning phase. The actual number of stalls will reflect local code requirements and the architect's review of parking needs with appropriate planning agencies, library staff, board, and consultant. Green space, berms, plantings, or other techniques must be employed to soften the harshness of the parking area while recognizing the need for ease of snow removal. Handicapped parking provisions are to be made per code requirements.

Vehicle Circulation Issues

- drop-off/pick-up lane at the front entry
- path for driver's side book return
- provide easy access to the receiving door for daily step van deliveries
- provide a path and unloading location for the occasional semi-tractor/trailer
- Confer with the MetroLINK system to identify how best MetroLINK might convey residents to and from the library.

Entry Area

- flag pole – maintain the existing flag pole but provide improved lighting
- racks for 10 bicycles
- 2 benches for those waiting for rides
- 2 trash and cigarette receptacles
- lighted exterior hours of operation and schedule board

Site Landscaping and Lighting

Attractive but easily maintained plantings are desired. LED lighting is required for public and staff safety at the public entry, site margins, and at the staff entry.

Refuse and Recycling

A screened enclosure is needed for trash and recycling dumpsters, each with a 3 yard unit, as well as a recycling wheeled bin. Identify a location convenient for staff.

Signage: Handicapped and staff parking stalls
Adjacencies Primary: Entry

Exterior Book/Media Returns

60 square feet

Function and Design Issues

Drive-up Returns

The library desires driver's side, drive-up returns, sheltered from the weather, that deposit the materials directly into the building. The interior return room should be located as part of or as near as possible to the reshelving/check-in area. 2 return slots are required, one each for books and media. The heights of the returns are to anticipate both SUVs and small sedans. If possible, an exterior pavement level higher than the interior floor level facilitates increased capacity.

Walk-up Returns

Provide exterior walk-up returns adjacent to the library entry sheltered from the weather. The interior return room should be located as part of or as near as possible to the reshelving/check-in area. 2 return slots are required, one each for books and media.

Both Exterior Returns

Keyed return slots are required. The return rooms must be fire rated and have a floor drain.

Note

Another material location is found in the building interior on the following page.

Signage: Returns, Books, Media

Adjacencies: Primary: Circulation

Entry/Vestibule/Lobby

square feet: unassigned

Function and Design Issues

This area provides a welcoming entry for the public to the library facility. The lobby serves both the library and meeting rooms independently. Provide for:

- signage venue for the posting of legally required notices (examples – no smoking, no weapons)
- interior benches for patrons waiting for rides
- automatic door openers
- lock sets for both outer and inner vestibule/lobby doors
- walk-off system for shoe soil
- bi-level drinking fountain
- 2 flat-panel displays for library promotions and meeting room schedules
- lighted, flush wall display case
- dedication plaque and donor recognition system for wall
- a corral or enclosure for a public accessible wheelchair and walker
- janitorial closet with mop sink
- theft detection panels on library side of lobby
- 3 interior return slots, (print, media, donated materials) that empty into the Public Service Desk check-in area may be located in the lobby or as patrons approach the Public Service Desk area depending on schematic design.

Signage: Exterior posting venue for hours

Adjacencies: Primary: Program Room, Public Service Desk
Secondary: The Mix

Restrooms square feet: unassigned

Function and Design Issues

- 3 public restrooms (men, women, and assisted) are to be located off the lobby for users of both the library proper and the meeting rooms. Men's, women's, and assisted restrooms are also to be located on each publicly occupied floor.
- 1 family restroom located in the Children's Services department.
- 2 single user staff restrooms are provided in proximity to the staff room area.

Restrooms should provide:

- Views to the interiors of the restrooms are to be screened when the doors are opened
- The number of women's fixtures should reflect the high percentage of library users that are female
- Package shelves by sinks. Mirrors that both meet ADA requirements are also functional for taller patrons
- Automatic fixtures for toilets, urinals, lights, hand blowers, and sanitary product disposal fixtures
- Keyed locks for all public restroom doors for use in periods of vandalism
- Stalls should be spacious, well lit, and include coat hook and package shelf
- Changing tables in all public restrooms
- Sanitary product dispensers and disposal fixtures
- Soap dispensers, waste receptacles, dispensers (confer on style and location)
- Tile floors and walls
- Floor drain and access panels to any valves located in wall cavities
- Each Children's Services restroom is to provide an adult sized toilet and two sinks, one at adult height, one at child height. This restroom should be visible from the Children's Services service desk.
- Provide a CC camera view of the entry to each restroom.

A nursing room is to include a comfortable chair for mother and infant and a second chair for a toddler sibling.

Provide a drinking fountain near, but not immediately adjacent to, the restrooms.

Signage: per ADA requirements

Adjacencies:

Public:	Lobby, main circulation core
Children's	Children's Services Desk
Staff	Staff Workroom

Program Rooms 3,750 square feet

Function and Design Issues

The program room provides space for library and community sponsored programming. The rooms should be able to operate independently from the library proper, allowing community sponsored events to start before and run past normal library operating hours. When the library is closed the meeting rooms should have access to restrooms, drinking fountain, and other common amenities.

Pre-Assembly Space (800 square feet)

Space is needed for persons attending programs at the library to gather prior to the beginning of activities and during breaks in the programming. Space is also needed for the display of temporary artistic and informational displays. Confer with staff and consultant to further define this space.

Program Room 1 (2,200 square feet)

The room should seat 150 people in rows of chairs or 72 at tables and be rectangular in shape with a level floor.

Program Room 2 (750 square feet)

The room should seat 50 people in rows of chairs or 30 at tables and be rectangular in shape with a level floor.

Both Rooms – provide these amenities, shared when appropriate.

Media - The rooms should each provide a wide range of media and technology support. The architects and their electrical or media consultant are requested to carefully explore these requirements with the library staff.

- telephone, data, power, cable television, and microphone outlets at frequent wall and flush floor locations
- public address system
- ceiling mounted digital projector and ceiling mounted projection screen
- sound system
- media control closet
- lighting controlled to allow for different levels and zones of illumination

Other Features

- coat rods and package shelves
- media and programming supply closet (keyed)
- storage for folding tables, stacking chairs, lectern, dollies and programming accessories
- kitchen with counter (with many electrical receptacles), full size refrigerator, microwave, keyed cupboards, 2 large deep sinks, one with a crane neck faucet to fill coffee urns, a large popcorn popper and supplies. The kitchen area should provide a service window to Program Room 1

Adjacencies Primary: Lobby, Restrooms
 Secondary: The Mix

Public Service Desk Area 1,805 square feet

Function and Design Issues

The public service desk is the first point of contact for most library users. Library users come to the circulation desk to check-out materials, return books and pay fines, register as a borrower, and ask for directions. A diverse collection of customer service features are provided on the public floor near the circulation desk.

Building Directory and Digital Monitor (30 square feet)

- locate the building directory in a location to allow customers to have a general view of the building interior from the directory
- the flat panel monitor highlights library program and services

Customer Service Center (135 square feet)

- a recessed alcove
- 1 photocopier with sorting table
- 4 bins for the distribution of tabloid newspapers / bulk materials
- keyed base cupboards to store copying supplies / handouts
- wall-mounted literature racks
- 2 large bulletin boards

Self-Check (105 square feet)

As customers approach the circulation desk on their way out of the library they should find a stand(s) for 3 self-check circulation stations.

Recent Returns (60 square feet)

Provide space and an attractive location for public access to 5 sections of 72" shelving with materials waiting reshelving.

Self-Serve Reserves (60 square feet)

Provide 5 sections of 66" shelving for patron reserves.

Public Service Desk (435 square feet)

Provide a layout so that customers intuitively and cooperatively form a single line to approach the service desk stations. The desk is composed of 3 public service stations, 2 circulation stations at standing height, 1 station at ADA height. The desk design is to create an identity for each station.

The desk is to be modular and welcoming rather than imposing. When considering the design of the desk area it is important to note the need to control clutter. Public service stations should provide shielding of all cabling and equipment. A fully integrated design that pulls together all of the pieces that make up the desk area is desired. Pass-throughs should allow the easy and immediate movement of staff and book carts from behind the desk to the public floor. Floor treatment should reflect long hours spent by staff standing behind the desk. Each station is to include:

- microcomputer
 - monitor, adjustable
 - keyboard, adjustable
 - shared cash register to serve all stations
 - wheeled pedestals for shelves/storage
- (continued on next page)**

- 3M scanner and security equipment
- receipt printer
- task chair or wheeled stool
- telephone
- shield backs of equipment/cabbling
- under-counter cable management system
- docking cart for circulating tablet computers

Provide for a **staff workstation** immediately behind the desk. The station is to provide for a task chair, microcomputer, telephone. Desk clutter should be shielded from public view by a low stub wall or panel system without obscuring the staff's view of the service desk.

Workroom (980 square feet)

- **Circulation Department head office** with view to workroom to include a workstation, task chair, computer, telephone, side chair, bulletin board, 2 sections of shelving, and 1 four-drawer file.
- **4 staff workstations** each with task chair, computer, printer, telephone, drawers and shelves. Allow room for 2 book carts.
- **2 shared staff workstations** for volunteers and pages each with task chair, computer, printer, scanner, telephone, drawers and shelves. Allow room for 2 book carts.
- **2 standing-height check-in stations** each with space for a microcomputer, barcode scanner, wheeled stool, telephone, and adjacent space for one book truck and a large depressible bin.
- **2 exterior walk-up material return slots** (books, media) should deposit into a fire rated receiving closet with floor drain by the check-in area into large wheeled book bins. Similarly, the 3 interior walk-up return slots (books, media, donations) located in the lobby area should empty into wheeled bins in this area.
- room for 10 book carts
- **Shared features**
 - 5 sections of shelving
 - LAN multifunction printer/copier/scanner
 - 3 free-standing supply cabinets
 - counter with room for a paper cutter, laminator
 - PA system controls
 - 2 bulletin boards
 - clock
 - 1 four drawer lateral file

Adjacencies Primary: Entry/Lobby, Exterior Book/Media Return
 Secondary: The Mix, Young Adult

The Mix

2,628 square feet

Function and Design Issues

The Mix area creates a mélange of high demand adult collections and space in which patrons relax, converse, and refresh. **The layout of The Mix should blur boundaries between the Café, the new materials, and media to create a relaxed, welcoming environment where patrons are comfortable browsing, greeting friends, and enjoying the space.**

Café (350 square feet)

The café provides space for customer relaxation and enjoyment of light refreshments, broadening and enhancing the library experience. It is intended that the café area be integrated with the new books and book sale areas. The space will be operated either by a private sector vendor or library staff. The café would need its own exterior entrance as well as a library based entrance. Investigation of vendor interest is advisable prior to incorporation of this space in the building plan. The program makes an allowance of 350 square feet for the coffee shop, subject to revision following discussions with vendors. 4 two-place café tables are included in the allowance. 4 more are included in the new book area.

Book Sale (50 square feet)

- 4 sections of shelving for Book Sale

New Books, New Media, and Display Books (585 square feet)

- collection shelving arranged in a style so that patrons can flow through the new books displays in an inviting and casual fashion. New book shelving / display pieces should be on casters.
- 1 catalog station
- 2 browser benches
- 4 café tables

Media Collection (1,643 square feet)

- collection shelving, group by format
- 1 catalog station

Signage: Café, book sale, each collection grouping, individual collections, range guides

Adjacencies: Primary: Entry/Lobby
 Secondary: Public Service Desk, Young Adult

Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
New, Display Novels							
New Books	24	66"	4	10"		Display shelving, interior design team consult. Wheeled shelving.	288
New Media	6	66"	4	10"			72
Topical / Seasonal Display					2		60
Total	30				2		420
Media							
Blu-Ray	12	66"	5	6"		sloped, slotted shelves	144
DVD	56	66"	5	6"		sloped, slotted shelves	672
Books on CD	38	66"	5	6"		sloped, slotted shelves	456
NF Books on CD	1	66"	5	6"		sloped, slotted shelves	12
Playaway	5	66"	5	6"		sloped, slotted shelves	60
Music CD	18	66"	4	6"		bin shelves	216
Cake Pans	4	66"				2 rods for hanging bags per section	48
Total	134						1,608

Young Adult 1,441 square feet

Function and Design Issues

Teen Services are to be located in a separate room with lots of glass so that the space may advertise itself as well as allow both teens and staff to see and be seen. The room should create an identifiable space with a bright, open, relaxed atmosphere. Elements that might be used in crafting this effect might include signage, graphic art, banners, display pieces, overhead pieces, and furniture style. The architect and interior design team will want to explore these issues with teen customers, the staff and consultant.

- fireplace or some other feature element to provide a wow factor
- a single-place public service station on locking casters with computer, telephone, and task chair
- collection shelving
- mobile device charging station
- 6 two-place tables with casters
- 4 casual seats with casters
- configure the room to allow for young adult programming by moving the wheeled furniture
- 2 person slightly raised stage area
- dry erase- magnetic board
- digital counter with 4 stools, power, and data
- flat panel display for media streaming and gaming with storage for keyboard and controls
- tackable wall surface, bulletin board, or free-standing kiosk for display materials

Signage: Teens, collections and range guides
A changeable signage venue at each technology station for instructional / policy messages

Adjacencies: Primary: The Mix and Café
Secondary: Info Commons

Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
New Books	4	66"	4	10"			48
Periodicals	2	66"	4	10"		Mag/Box	24
BOCD	3	66"	5	10"			36
Playaway	1	66"	5	10"			12
Fiction	38	66"	5	10"			456
Non-fiction	4	66"	5	10"			48
Biography	1						12
Total	53						636

Information and Collaborative Commons

3,538 square feet

Function and Design Issues

Computers are provided on the public floor to ensure equipment availability. A technology media lab provides an environment for advanced applications and content creation. Collaborative spaces provide an environment for sharing and discussion as well as individual quiet pursuits. A maker space provides the opportunity for library patrons to explore and create using a wide variety of methods and technologies. Reference materials and services in all formats are provided

Service Desk (225 square feet)

- a service desk with two staff stations, each with computer, telephone, pencil/box/file drawers, receipt printer, bar code reader, and document printer. Include space for a charging station for up to 12 tablets/laptops for loan to the public. Controls for the study room electric door strikes.

Public Floor Computing (500 square feet)

- 12 computer stations
- print center with LAN printer, print release station, scanner/fax station, copier, and payment station

Technology Media Lab (300 square feet)

- 2 high performance computing workstations
- 3D printer
- scanning station
- digital media transfer workstation station (VHS to DVD)
- very large flat screen monitor
- videography area with green screen backdrop
- glazed room with storefront style sliding panels to open room widely to the public computer area

Collaborative Spaces (620 square feet)

- 6 two-place glazed rooms
- 2 six-place glazed rooms
- power, data ports, and a flat-panel monitor for group input in each room
- electric door strikes for controlling access to the rooms

Community Learning Lab (600 square feet)

The Community Learning Lab offers members of the community an opportunity to learn, create, and engage with others. The Community Learning Lab is a flexible workshop that houses a changing array of equipment and furnishings to support a wide range of disciplines and activities. One month the space may be given over to technical creations with circuits, displays, and software. The next month a ceramics studio may inhabit the space. The room should be heavily glazed and the entry should be able to open widely to invite in the curious.

The Community Learning Lab must provide a robust infrastructure – lots of power, data, telecomm, plumbing, venting, controlled lighting, media presentation. The furnishings must be adaptable, moveable, and storable. Resilient flooring and a closet for storage of equipment and furniture is needed. Confer at greater length with staff to more completely capture their vision for this space and to identify appropriate furnishings and equipment.

Reference Collection / Services (353 square feet)

- 1 catalog station
- collection shelving
- 4 two-place tables with task lighting
- 1 atlas stand
- 1 dictionary stand
- clock

Reference Workroom (940 square feet)

- **Information Services Department head office** with view to workroom to include a workstation, task chair, computer, telephone, side chair, bulletin board, 2 sections of shelving, and 1 four-drawer file.
- **6 staff workstations** each with task chair, computer, printer, telephone, drawers and shelves. Allow room for 2 book carts.
- **1 shared staff workstation** for volunteers and pages with task chair, computer, printer, scanner, telephone, drawers and shelves. Allow room for 2 book carts.
- glazed view to the public desk and floor
- **Shared features**
 - 6 sections of shelving for projects
 - 3 sections of 12" deep shelving for back issue newspapers
 - LAN multifunction printer/copier/scanner
 - 3 free-standing supply cabinets
 - counter with room for misc. equipment
 - project table
 - 2 bulletin boards and 1 white board
 - clock
 - 3 four drawer lateral file

Adjacencies: Primary: Adult Nonfiction, YA

Secondary: Local History

Signage: identify each study room, public floor computer, computer lab, a changeable signage venue at each technology station for instructional / policy messages

Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Reference	4	66"	4	12"			48
Total	4						48

General Adult Print Collections

8,328 square feet

Function and Design Issues

This area provides for the public's reflective reading and quiet study while using the periodical, nonfiction, fiction, genre, and large print collections.

Periodicals (1,036 square feet)

- collection shelving
- Seating area to include 8 two-place tables, 12 lounge chairs with occasional tables, a fireplace or other feature element. Consider locating this space in the historic main floor library space.

Nonfiction, Biography, Foreign Language (3,794 square feet)

- collection shelving
- 8 two-place tables creating breaks in the shelving ranges
- 2 catalog stations at distributed locations

Fiction and Large Print (3,498 square feet)

- collection shelving
- browser bench with arms by large print
- 2 catalog stations at distributed locations
- 4 lounge chairs creating breaks in the shelving ranges

Signage: Each collection, range guides
A changeable signage venue at each technology station for instructional / policy messages

Adjacencies: Primary: Information Commons

Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Periodicals							
Periodicals	18	66"	4	10"		Mag/Box	216
Total	18						216
Fiction / Large Print							
Large Print	45	66"	5	10"			540
Fiction	102	84"	7	10"			1,224
Graphic Novel	16	84"	7	10"			192
Horror	3	84"	7	10"			36
Inspirational	10	84"	7	10"			120
Romance	13	84"	7	10"			156
Science Fiction	13	84"	7	10"			156
Urban Fiction	8	84"	7	10"			96
Western	10	84"	7	10"			120
Mystery	49	84"	7	10"			588
Book Kit	5	84"	6	12"		sets of books in tubs	60
Total	274						3,288
Nonfiction							
Nonfiction	234	84"	6	10"			2,808
Biography	40	84"	6	10"			480
Foreign Language	3	84"	6	10"			36
Total	277						3,324

Local History Room

1,099 square feet

Function and Design Issues

The Local History Room provides for the display, sharing, conservation, storage, and research activities relating to local history materials pertaining to Rock Island and adjoining environs.

The room includes:

- glass wall(s) to provide observation and promotion
- public service desk - a seated staff station with computer, telephone, pencil/box/file drawers
- collection shelving (re-use existing shelving)
- 3 four-drawer files
- 2 four-place study tables
- 4 public computer stations
- 1 printer / scanner station
- 2 book-scan photocopiers with side table
- 4 microform reader printers in an area with subdued lighting
- 3 microform cabinets

Signage: Local History, service desk, range guides
 A changeable signage venue at each technology station for instructional / policy messages

Adjacencies: Primary: Information Commons

Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Local History	27					Re-use existing sections of keyed shelving and add sections to match as needed to reach 27 sections	324
Total	27						324

Children's Services

8,187 square feet

Function and Design Issues

Children's Services department provides the collections and services designed for library users from birth through the elementary grades as well as parents, teachers, and other care givers. The Children's Services staff provides reader's guidance, reference, and programming services sought by these users. The workroom provides space for program preparation, collection development, and completion of other off-desk duties.

The Children's Services department should have a sense of identity with a glass wall separation from the adult portions of the library. The seating and collections are to be grouped in three major zones; Entry, Young Child, and Elementary/Tween. The departmental design concept should include unique design elements while avoiding themes that may not age gracefully.

One creative design suggestion is a children's adaptation of the frieze found on the historic portion of the building using children's authors and images.

Entry Zone (1,280 square feet)

- corral for 5 strollers and 5 coat pegs
- brochure and promotional display area
- Public Service Desk
 - 2 seated staff stations each with computer, telephone, pencil/box/file drawers
 - back counter with LAN printer and 3 or more sections of low shelving
 - charging station for circulating computer tablets
 - large chalk board surface behind desk for creative messaging and display
 - room for 2 book carts
 - easy egress for staff to get to public floor
 - good sight lines to the public floor
 - a staff workstation immediately behind the main service desk with a task chair, microcomputer, telephone. Desk clutter should be shielded from public view by a low stub wall or panel system without obscuring the staff's view of the service desk.
- 1 selfcheck station
- collection shelving
- 1 catalog station
- large tackable wall for display and postings
- restrooms – see that section
- 6 computer workstations
 - 3 AWE stations for young children with seating for two users at each station
 - 4 computers for elementary age students with seating for two users at each station
- print center with LAN printer, print release station, scanner, and payment station
- clock

- Outdoor Children's Services program area (as the site allows) a controlled exterior door should lead directly from the Children's Services department to this space. This space should be flexible to accommodate the wide range of activities spanned by children's programming, from storytelling to more physical activities. Provide an awning area for 3 season use.

Young Child Zone (1,776 square feet)

- large tackable wall
- collection shelving
- 2 four-place child-height tables
- 2 four-place intermediate-height tables
- 4 seat-and-a-half casual seats for parent and child
- An emergent literacy area for very young children is visible from the public service desk and is part of the department's open landscape. An **allowance of 300 square feet** is allotted for this activity and includes:
 - small puppet theater and puppet storage drawer unit (confer with staff)
 - train table, Lego table, craft table with adjacent supplies
 - two small tables for game and puzzle activity with storage/display of same
 - window seats and child seating nooks – 10 seats

The Elementary/Tween Zone (2,141 square feet)

- large tackable wall
- creative feature element to be determined (**100 square foot allowance**)
- collection shelving
- 1 catalog station
- 6 casual seats
- 4 two-place study tables
- a “tinker” station that allows students to explore a changing array of equipment, arts, and other engaging activities – confer with the director for details

Children’s Services Workroom (655 square feet)

- 4 staff workstations each with task chair, computer, telephone, drawers and shelves.
- 1 glazed manager’s office to include a workstation, task chair, computer, telephone, side chair, bulletin board, and 3 sections of shelving.
- 1 standing-height work table
- counter with sink and room for a paper cutter and laminator
- 7 sections of shelving
- 1 bulletin board
- 4 book carts
- clock

Children’s Services Program Room (2,100 square feet)

The Children’s Services program room provides a special space for storytelling, crafts, and other group programs. The room should seat 50 children and caregivers plus 50 at tables. Provide the following features:

- the room is to be capable of opening widely to the open floor area of the Children’s Department
- coat pegs outside the room
- resilient flooring throughout
- telephone, data, power, cable television outlets at frequent wall and flush floor locations
- public address system and sound system
- very large flat panel display(s) OR ceiling mounted digital projector and ceiling mounted projection screen
- lighting controlled to allow for different levels and zones of illumination
- counter with cupboards and sink for clean-up after crafts – provide a step-up feature at the sink for children
- closet for table, chair, and computer cart storage

Storeroom (235 square feet)

A storeroom for craft supplies and display pieces is to be located with **connecting doors to both the staff workroom and the program room**. The room is to include

- 10 sections of industrial shelving
- 1 ten-drawer flat file with base
- 80 square feet of floor space for storage of larger objects and carts

Signage: Children's Services, Young Child, Elementary/Tween areas (identify proper terminology), service desk, program room, each collection, range guides, changeable signage at technology stations for instructional / policy messages

Adjacencies: Primary: Young Adult
Secondary: The Mix

Collection Shelving

Collection	Number of Single-Face Sections	Height	Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Entry Zone							
New Books	6	66"	4	12"		Display shelving, interior design team consult	72
Topical / Seasonal Display					2		60
Periodicals	3	66"	4	10"		Mag/Box	36
Reference	1	66"	5	10"			12
Parent/Teacher	2	66"	5	10"			24
Book on CD	4	66"	5	10"			48
Blu-Ray	3	66"	5	10"			36
Gaming Software	2	66"	5	10"			24
Playaway	1	66"	5	10"			12
Kit (Book/CD)	1	66"	5	10"			12
Kit (Mixed Media)	2	66"		10"		3 rods per section for hanging bags	24
Music CD	1	66"	4	10"		bin shelves	12
DVD	9	66"	5	10"			108
Total	35				2		480
Young Child Zone							
Board Books					4	child-height df multi-compartment bins	120
Puppets	4	48"	3	12"		2 rods per section for hanging bags	48
Toys	3	48"	3	12"			36
Picture Books	42	48"	3	12"			504
Concept	1	48"	3	12"			180
Easy Reader	9	48"	3	12"			108
Total	59				4		996
Elementary Zone							
Early Chapter Books	2	66"	5	10"			24
J Fiction	47	66"	5	10"			564
J Non-fiction	65	66"	5	10"			780
J Biography	9	66"	5	10"			108
Total	123						1,476

Conference Room

420 square feet

Function and Design Issues

The conference room provides space for community sponsored programming and library Board and staff working meetings. **Provide direct access to the conference room from both the public floor and the general staff workroom.**

The conference room should provide a conference table to seat 12 with seating for 10 visitors at the periphery of the room. Provide a small table for a staff member to provide support for official library meetings. Provide power, data, and telecom ports at the conference table for media presentation requirements. A large flat screen monitor is needed for media presentations.

The room should also include presentation board, a data outlet, service counter with sink, under-counter refrigerator, 3 sections of shelving, and coat rack.

Adjacencies Primary: General Staff Workroom
 Secondary:

General Staff Workroom and Offices

2,025 square feet

Function and Design Issues

The general workroom and office provide for the general operation of the Library. A glass wall and locked door with call button fronts this area.

- **Director's office** should provide a workstation to accommodate a microcomputer, printer, telephone, and an additional work surface. The office also includes 2 three-drawer lateral files, 2 side chairs, project table with 4 chairs, 2 sections of shelving, bulletin board, and a coat closet.
- **Business Office and Facility Director's office** with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, side chair, 2 sections of shelving, and room to accommodate 2 book trucks.
- **Literacy Services Director's office** with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, side chair, 2 sections of shelving, and room to accommodate 2 book trucks.
- **Foundation Director's office** with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, 2 sections of shelving, and room to accommodate 2 book trucks.
- **Technical Services Director's office** with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, side chair, 2 sections of shelving, and room to accommodate 2 book trucks.
- **3 Technical services workstations** with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks.
- **Publicity/Outreach Liaison's** workstation with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, side chair, 2 sections of shelving, and room to accommodate 2 book trucks.
- **Security staff workstation** with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks. The closed circuit television system should terminate in the server closet and display at this workstation.
- **Computer Administrator's workstation** with task chair, microcomputer, telephone; pedestal drawers and files, and room to accommodate 1 rolling cart, computer docking cart, and lockable free-standing cabinet.
- **Computer equipment implementation station:** a large worktable for the preparation of computers, printers, and other equipment. 2 sections of industrial shelving adjacent to station.
- **Server closet with** 2 server racks with access to the rear of the racks for cable servicing. Also located in this room are the telephone system demarcation, cable television board, library systems servers, and the digital security camera recorder. Provide a voice telephone set in the room. Controlled electrical and HVAC service is required. Confer with staff during design development for specific environmental and electrical requirements.

- **Shared workroom equipment**

- 16 sections of shelving
- 3 free-standing supply cabinets
- 3 bulletin boards
- room for 8 book cart
- 2 three-drawer lateral files
- 1 floor safe
- 1 mail station and staff departmental mail boxes

- **Copy / Graphic Production Center (est. 280 square feet)**

This work space should provide sound isolation of the noisy equipment.

- multi-function copier/printer/fax/scanner
- large island work station
- white board
- 1 four-drawer lateral file
- 1 flat plan file
- industrial shredder
- counter with space for:
 - laminator with roll storage
 - paper cutter
- 3 sections of shelving for paper storage

Signage: Staff workroom and Offices

Adjacencies Primary: Staff Room, Conference Room
Secondary:

Staff Room Area 520 square feet

Function and Design Issues

These spaces provide for the personal needs of staff.

Welcome Area

- time clock
- staff mail boxes
- 45 lockers, bench, and a place for wet boots/umbrellas

Break Room

- counter with above and below cupboards
- sink with disposal and spray nozzle
- full size refrigerator with ice/water
- stove
- microwave
- dishwasher
- 2 four-place tables
- 2 lounge chairs
- 2 vending machines
- wall mounted flat panel television
- 3 bulletin boards
- resilient flooring
- broom / dustpan closet

Staff Restrooms - described earlier in the program document - the restrooms should not open to the staff room proper

Signage: Staff Room

Adjacencies Primary: Staff Entry, General Staff Room
Secondary:

Receiving/Staff Entry

180 square feet

Function and Design Issues

Entries

A passage door, well lit and sheltered from the elements, serves as the staff entry as well as providing access for regular deliveries. The door and interior passage are to provide an unobstructed passage to the receiving room and on into the library's "back of house" work rooms. An exterior call box should be required for delivery personnel; a key card system is needed for staff entry. Review with staff what office is called by the call box. Closed circuit cameras and monitor provide views to those requesting entry.

An adjoining overhead door provides generous access for large deliveries and loads on pallets directly into the receiving room.

Receiving Room

- 6 stacks of delivery tubs
- 3 sections of industrial shelving (4 foot wide), 3 shelves each
- 80 square feet of floor space for boxes
- room for 2 two wheeled trucks, 1 four-wheeled truck, and a pallet jack

Related Unassigned Issues / Spaces

- **Freight Elevator** – provide an elevator for the frequent movement of materials, equipment, and personnel.
- **General Circulation Path** - Provide a path from the receiving room to all workrooms, storerooms, and public floors that will allow passage of a pallet jack and pallet.

Signage: Deliveries / Staff Entry

Adjacencies Primary: Facility Services, Staff Room
Secondary: Storeroom

Facility Services 320 square feet

Function and Design Issues

This space provides for facility services office and work space, equipment, cleaning supplies, shelving parts, and building supplies. Locate the Facility Services workroom near to the receiving room / staff entry.

The workroom should provide for 1 staff workstation, microcomputer, telephone, and 1 four-drawer lateral file, and 1 plan file. The room should also include:

- bulletin board
- 1 keyed storage cabinet
- 1 keyed flammable cabinet
- 1 hanger strip for brooms and mops
- 1 work bench with tool peg board
- open floor space for working on large projects
- 3 sections of industrial shelving
- open floor space for cleaning and maintenance equipment
- 1 wall-hung mop sink
- washer/dryer
- safety eyewash station and first aid kit
- hanging rack for wet gear drying

Signage: Facility Services

Adjacencies Primary: Receiving, custodial closet
Secondary: Storeroom

Custodial Closet

60 square feet

Design and Layout Issues

The custodial closets provide storage for the contract custodial service. Provide a custodial closet on each floor. Each primary custodial closet is to provide:

- 1 section of industrial shelving
- trash cart
- vacuum
- wheeled mop bucket
- floor model mop sink
- a sealed concrete floor
- room for broom, shovel, sand/salt

Please also note the convenience custodial closet described in the Entry/Vestibule/Lobby section of the program.

Signage: Custodial

Adjacencies Primary: Facility Services

General Storeroom

1,000 square feet

Function and Design Issues

This space provides space for clean storage of supplies, equipment, parts, shelving parts, seasonal displays, book sale inventory, withdrawn items (weeds), and other items not needed for current use.

The storeroom is to provide two work tables with chairs and shelving as specified. Caged storage is needed for at-risk materials. Confer on size with staff.

Signage: Storeroom

Adjacencies Primary: Facility Services

Secondary:

General Building Design Considerations

This section provides recommendations regarding specific design considerations, building components, and equipment requirements.

The public library provides an array of services to a varied constituency. The library service paradigm and service methods can be expected to change with some frequency, now and in the future. An open, flexible structure that can respond to changing needs is very important.

Public libraries also present a number of very specific programmatic requirements. Building design must respond to these needs to allow effective, efficient operation of the library.

The public library is a significant and permanent representation of a community's values. The building's design should engender a sense of permanence and pride. A warm atmosphere should invite the public to enter and feel at ease using the services and resources provided.

Even though aesthetics are very important, the actual function of the facility must be the overriding consideration. Programmatic needs and operational costs must be a constant concern. Durability and ease of maintenance justify a higher initial investment to reduce ongoing operational costs.

The building and its furnishings shall comply with all applicable codes, laws, ordinances and other legal requirements. Particular attention should be called to the Americans with Disabilities Act, which has very specific requirements and general requirements applicable to public libraries.

Exterior Issues

Aesthetics

The building should reflect the community's sensibilities and be compatible with the context of its location.

Public Access

The entrance should be highly visible from all approaches. Approaches should be provided for users arriving by automobile or motorcycle, bicycle, by foot, and for drop-off traffic. Curb cuts must be provided from parking areas and public streets. A ground-level entrance assures ease of access for all users and facilitates staff functions.

Parking

There will be on-site automobile and motorcycle parking for public and staff. There should be signed designation of staff parking and of handicapped parking as required by code. The parking lot should be included in the landscape plan. Green space with trees and other plantings should be used to relieve an otherwise unbroken sea of concrete and vehicles. Racks for bicycles will be provided near the entrance. Racks should be located so as not to impede pedestrian traffic. A drop-off area, set back from traffic flow, should provide for the short term parking of two vehicles.

Landscaping

The landscape plan should provide a pleasant setting for the building. The plan should be simple in layout and in the number of varieties specified. All plant varieties are to be hardy and requiring a minimum of care. Approaches to the building and the parking lot should be an integral part of the landscape plan. The landscape plan should provide for the screening of exterior mechanical and refuse areas.

Exterior Signage

Consistent with local ordinances and requirements, provide an illuminated sign to announce the library's presence and a lighted hours of operation/message board at the building entrance. Signs should be provided to identify the book and media returns. All signage will be designed by the architect, or under the firm's direction for inclusion in the general contract.

Exterior Materials

All exterior building materials should have a permanent or durable finish as to not require frequent painting, staining, or other maintenance. The use of wood should be kept to a minimum.

Exterior Lighting

The parking lot, public entrance, staff entrance, service and emergency exits should be well lit at dusk and at night. All exterior lighting should be controlled by photocells. Fixtures specified should use long-life lamps. Any bollard lamps employed should be vandal-resistant and parts should be available locally or through a regional distributor.

Utility Outlets

Keyed outlets for water and electricity should be located on all sides of the building. Hose bibs should be self-draining.

Security

The landscape, building, and lighting plans should seek to reduce vandalism and to enhance the personal safety of public and staff.

Interior Issues

Design Structure

The building should be designed on the module principle consistent with 42" shelving aisles. The bay must be as large as the budget allows and must reflect the three foot standard library shelving module. Some program areas such as the entrance area or meeting room may call for bays different from the standard module.

No interior load-bearing walls will be accepted. Interior walls must allow for flexibility in the future configuration of services. When necessary, interior columns should be placed for minimum interference with circulation, visibility, and furnishing layouts. All floors must be capable of supporting fully-loaded 92" high book stacks. Minimum floor loading must provide for 150 pounds per square foot.

Lighting

Lighting levels in public libraries are a significant issue that must be systematically addressed by the architect. A considered combination of controlled natural lighting and artificial lighting should provide appropriate, glare free illumination for the standing browser and seated reader. Special care is to be taken to prevent veiled reflection or glare in areas where monitors or microform equipment is in use.

Lighting levels should be as follows:

Public study areas - 30 to 40 foot candles measured horizontally at desk top level. May be augmented by task lighting where appropriate.

Public service counters/desks - 50 foot candles measured horizontally at work surface.

Shelving ranges - 6 foot candles minimum measured vertically at 12" off the floor and 30 foot candles maximum measured vertically at any height to achieve approximately a 5 - 1 maximum to minimum ratio across the entire stack face.

Staff workrooms/offices - 50 foot candles average measured horizontally at desk height.

Conference or study rooms - 30 to 40 foot candles measured horizontally at desk top level.

Large meeting rooms - 40 foot candles average with all lights on, separate controls for lighting of podium area at front of room. Lighting should be controlled or switchable to produce 2 foot candles for note taking during media presentations. Note-taking light should not spill onto projection screen or monitors.

Fluorescent fixtures with electronic ballasts should be used for ambient lighting. Metal halide or high pressure sodium lamps should be used with caution because of their poor color rendering and consistency, warm-up time, and potential for glare. Occupancy sensors should be considered for infrequently used spaces. Special effect lighting is only appropriate for display areas. The variety of fixtures and lamps must be kept to a minimum to simplify the supply, inventory, and maintenance processes. Incandescent fixtures are only appropriate for closets and similar applications.

Fixture layout in the public areas should whenever possible, provide the required lighting level regardless of shelving or seating arrangements. Independence of lighting levels and furnishing layouts is a desired goal. Ease of lamp replacement is important. All fixtures should be easily accessible using ladders.

Twenty-four hour path lighting should be provided in all major areas of the building. Emergency lighting is to be provided in all areas of the building to meet or exceed code requirements. A master switching panel is to be located in the staff areas of the public service desk or workroom. Use of circuit breakers for this purpose

is not appropriate. Each major area of the building is to be separately controlled and the controls permanently labeled. Individual rooms must have switched lighting.

Electrical Service

The number and location of all electrical outlets will be reviewed with the library planning team to determine adequacy. Adequate electrical service will be provided for both present and future configurations of equipment. Evenly spaced runs of wall, counter, and floor outlets should be provided in work rooms, public service desk areas, media areas, and catalog areas to create maximum flexibility. Flush, capped floor outlets are to be provided in a grid that enables planned deployment of equipment as well as flexibility for future needs.

Electrical service to the systems room for digital equipment closet should be provided from a grounded, independent breaker panel. Uninterrupted power supply equipment will be provided as necessary by the library.

Architects should review with the library planning team to identify equipment that may require special fixtures or power requirements. Theft detection system electrical service and wiring conduit should be provided at the Customer Service desks and the entrance/lobby.

All supply and breaker panels shall be permanently labeled. Breaker panels shall be keyed.

Heating/Ventilation/Air-conditioning

Adequate heating and air conditioning with proper control is essential, with particular attention to quiet operation. Controls, vent locations and other mechanical elements must not conflict with the complete flexibility of the furnishing layout. Review all locations with the library planning team.

Thermostats must provide zoned control for all public areas and independent control for individual rooms. Thermostats in public areas must be secure from tampering. Special attention should be paid to small rooms such as study rooms or computer and media labs.

No license shall be required to operate any of the mechanical equipment. All equipment, panels, pumps, and supply piping shall be permanently labeled. All mechanical service, hardware, and mechanical equipment should be locally available.

Entrances

There will be only one public entrance/exit, at ground level with no barriers to those with disabilities. On-demand door openers shall be provided.

Doors

All exterior doorways should have an overhang with proper drainage to keep snow and rain from the immediate area. They should be at ground level, with flush thresholds, and present no obstacle to wheeled carts. All interior doors should be at least 36" wide. Closer, kick-plates, and hold-back hardware for all doors should be reviewed with the library planning team. All passage doors shall have a lite for safety.

Windows

Window location must not affect layout and use of shelving, furniture, and equipment. Selected windows in all public and staff areas should open to allow ventilation in the event of mechanical failure. Window hardware should allow only staff operation. Windows should be located if possible to admit winter sun and be shaded from the summer sun. Glare from sunlight is to be avoided. Window lites should be non-glare or tinted and should be insulated or triple glazed. All frames should include a thermal break design.

Materials/Finishes/Colors

Public libraries are high traffic buildings and, like other public buildings, subject to some abuse. Libraries also have little money for maintenance and replacement. Because of this dichotomy the materials and finishes selected during construction should emphasize durability, long life, and low maintenance. Any higher initial costs may be justified by the reduction in operating costs as well as the aesthetics. A holistic approach should be used in selecting colors used in the building to include building fixtures, furnishings, carpeting, and all other surfaces. This is most easily accomplished by including the project's interior designer in all of these discussions. All materials, finishes, and colors selected must be reviewed by the library planning team.

Doors, counter fronts, outside corners, and so on will take a beating and should be protected by caps, moldings, plates, or other hardware.

Counter tops receive significant wear and should be surfaced with extremely durable materials.

Children will climb on, knock over, run into, or pull down any furnishings and fixtures to which they have access. Stability and rounded corners are required characteristics in furnishings and fixtures.

Carpeting should be used in the entire building except in the entry, lobby, rest rooms, mechanical and store rooms, custodial areas, and any extremely high traffic areas.

Carpet specified should be a high quality, commercial grade of high density. Carpet for computer rooms should be anti-static. Materials and colors should be selected for low maintenance and the ability to mask soiling. Carpet should be glued to slab. Pads should be specified only in single purpose child storytelling areas. If carpet tiles are used the adhesive employed should allow lifting and replacement of tiles.

Examples of appropriate floor coverings for non-carpeted areas:

- Entrance, lobby, restrooms - durable, non-slip materials.
- Custodial, storage, mechanical, receiving, garage- sealed concrete
- Storage closets, service corridors - resilient tile or similar

Telephone

Telephone service to the building and its terminating block should be located in an area suitable for the siting and installation of a local telephone system processor. Two duplex electrical outlets should be provided at this location. The library may select and acquire a telephone system processor and telephone sets separately but all internal wiring for telephone service throughout the building is to be included in the general contract. The architect must review with the library planning team locations specified for telephone service.

Public Address

A public address system will serve all areas of the building, both public and staff. The amplifier and microphone will be located in the Public Service Desk area. The system shall be zoned so that public announcements may be targeted to one of the following specific building areas or any combination of areas: meeting rooms; general public areas; staff areas.

Local Computer Systems

Network Systems Room

- A closet will be provided to house central computing equipment. It will be sized to provide room for a network equipment rack(s) appropriate in size to house patch panels and hubs or switches defined by the number of planned computer installations in the building
- It will be located with consideration to cabling requirements
- This closet will be placed on a separate, grounded electrical circuit
- It will have cable management equipment to control cable from entry point to patch panel
- The closet will have a locking door, appropriate ventilation and lighting
- It will be composed of non-conductive materials
- It should be environmentally controlled so as not to exceed a temperature of 80 degrees Fahrenheit, and humidity level of 60%. Supply air to the closet should be filtered.

Cabling Backbone

- Multi Mode Fiber Optic Cable (FDDI) will be used as a "Backbone" to connect installations on multiple floors of one building, in connected buildings, or when cable runs exceed. 300 feet.

Cabling

- Category 5E (minimum), unshielded twisted pair (UTP) cabling shall be used. Plenum cable will be provided as needed based on construction characteristics of the planned building.
- Cabling will be warranted for 10 years from installation
- All cable troughs or other support will provide for cable to be supported by permanently attached supports at intervals close enough to ensure no visible sag. All equipment attached to walls must be secured properly.
- Cabling will be terminated in the Communications closet at a patch panel.
 - Patch panel will be flat faced with RJ-45 Cat5E jacks and will support at least a 25% increase in connections to have room for growth.
 - Patch panels will be provided in multiples of 24, to support the number of cable drops specified in building plan + 20% to allow for expansion
- Cabling will be terminated in wall-mounted plates with space for numbering of outlets.
- Floor mounted outlets will be terminated in such a way as to be flush to the floor with cover or gate to shield plug from kicking or other damage
- Outlets to be terminated in pre-wired furnishings will be done to the specification of the furnishing manufacturer
- Cable terminations and Patch Panel terminations will be numbered in a consistent way. The workstation terminations will be color-coded using orange to indicate a data outlet.
- A digital copy and 2 hard copies of a cable map showing locations and number of each cable drop provided at completion of the project
- Cables will be tested to meet the Gigabit over Ethernet standard. Documentation of all tests will be provided at the completion of the project.

Emergency Systems

A comprehensive security system should provide detectors on all external doors and motion detectors in strategic internal locations. The system should be tied to the Police or security service panel as appropriate. An external arm/disarm control should be located at the staff entrance. The main system panel should be located in the Customer Service staff area. The panel should be able to indicate which device or zone has been tripped.

A fire alarm system should be provided and tied to the Fire Department's panel if possible. Product of combustion and heat sensing devices should be located as appropriate. The main panel should be located in the Customer Service staff area and be able to indicate which device or zone has been tripped.

Emergency exit doors should be equipped with either exit alarms or electromagnet devices that hold the doors closed except when released by the fire alarm's activation or when specifically overridden. The electromagnets can be wired not only to the fire alarm system but also to the burglar alarm panel so that the panel's zone bypass switches can be used to switch the electromagnets as well.

Signage/Graphics

Signage should be utilized throughout the building to provide direction and to identify major service areas, individual offices, and specific functions or features. A general building directory is required. Signage for each shelving range is also included in the project's scope. The signage should be attractive, legible, and an integral part of the interior design. Signage selected should allow the signage to be serviced or produced locally. Stack signage should be able to be modified on site.

Clocks

Clocks should be provided in all general staff workrooms, staff room, meeting room, and in general public areas as necessary for easy visibility. A central clock system is required.

Furnishings

The architect should work with the library planning team to determine the type and quantities of existing furnishings that may be used in the new facility, especially workrooms and storage areas. Moveable furniture is preferred to fixed millwork with the exception of primary public service desks.

Shelving

Most people come to the library to use the collections. Their library experience can be determined in great part by the shelving that organizes and displays the collection, by the layout and appearance of the shelving itself. Shelving may represent the largest expenditure the library will make for equipment or furnishings.

Sway-braced or welded metal frames with wood end panels are recommended. Back-stop bands are always required when appropriate. Review preferences with library planning team if canopy tops are to be installed. If selected, canopy tops may be metal for 84" and taller shelving; all other heights should use wood tops.

Shelving Layout

Shelving must be arranged to provide the public a logical sequence and flow for each collection. Shelving must be arranged to provide staff at the primary and Youth Services public service desks a clear line of sight and the maximum visual supervision of aisles in the shelving layout. This is to aid both patron assistance and security.

Shelving ranges should be at least 15 feet in length (5 sections) and no more than 21 feet in length (7 sections). Double faced, free-standing ranges are preferred over single-faced, wall-mounted shelving in public areas. Single-faced shelving is most useful in an office or workroom setting. Main aisles should be 60 inches wide and side aisles 42 inches in width.

Millwork

Custom millwork should be kept to a minimum. Standard furniture and furnishings available in modular units should be used whenever possible to enable response to changing service needs and future expansion.

Storage cabinets and counters in staff workrooms should be free-standing and modular. They should be able to be moved without major disruption to the walls whenever possible.

Furniture and Attic Stock

Furniture selection should emphasize durability and maintenance as well as appearance. Strength of construction and the ability to replace components should be a prime consideration. Standard, stock items should be specified.

Budget permitting, a small inventory of replacement parts and materials should be included in the specifications. It is helpful to provide this additional stock so that replacements will be from the dye lots or manufacturing runs. The following items and amounts are recommended:

Wall Coverings	3 percent	Wall Base Trim	3 percent
Ceiling Tile	3 percent	Ceramic Tile	3 percent
Carpet	3 percent	Paint	5 percent
Vinyl Tile	3 percent		

Upholstery that can be removed on site is advantageous. Partitions used in office landscaping should be standard, modular units rather than custom units. Moveable furniture and equipment must be equipped with carpet casters. The library planning team should be allowed to inspect and evaluate furnishing selections whenever possible prior to approval.

Equipment

The library will independently acquire through its own purchasing procedures media, circulation, computer and office equipment. These costs are part of the total project budget. The architect will be responsible for the provision of the necessary space, power, cabling, and related furniture.

Locks

A key card system is desired.

Book Drop

The drive-up book and media returns should deposit in a fire-rated room. Each return slot must be well signed and at a convenient height for both automobiles and vans. Locked depository units should be specified. The interior lobby returns should deposit into the check-in/reshelving area. Separate returns are provided for books and media items to minimize damage to media items. The returns should be installed at a height above the interior floor that permits use of depressible carts beneath the returns. When use is heavy the carts may be replaced with a fire-resistant pad.

Display Fixtures

Public bulletin boards for display of public notices should be flush-mounted and provide a locking glass cover. Brochure racks should be flush-mounted or recessed, free-standing units.