

Section 10

THE ASSIGNABLE SPACES

Godfrey's Associates, Inc. has developed a set of space planning guidelines based upon our work with hundreds of libraries throughout the United States and abroad. The guidelines are intended to be general in nature, applicable to all libraries. As library consultants, we recognize that each library building is unique, and therefore each item must be carefully analyzed to match specific local needs. However, it has been our experience that these guidelines, when applied, result in adequately sized, user-friendly, and ADA compliant buildings for the public and the staff and can comfortably accommodate the various pieces of necessary furniture and equipment as well as all of the other needs of a 21st century public library facility.

Once a determination is made as to quantities, such as the number of adult fiction books to be in the collection, the number of reader tables to be provided, the number of computer workstations to be available, etc., a building can then be "sized."

SQUARE FOOTAGE DEFINITIONS

In order to understand the methodology we have followed, a common definition of terms used in the course of discussions that follow is required.

Net Usable Square Footage (NSF) - NSF represents the actual unobstructed floor area or square footage assigned to a primary use for an individual space, contained within a defined perimeter. In effect, net area is the actual area of bookstacks, offices, computer workstations, support areas, or special function areas **exclusive** of partitions, exterior walls, public and private corridors, columns, pipe chases, stairs, mechanical and electrical space, and all similar, non- usable areas.

Net Assignable Square Footage (NASF) - NASF includes all net areas assigned to a given space as well as related corridor space for movement, interior partitions, and other areas incidental to the spatial organization or construction. Additionally, internal corridor (circulation) space shared by connecting units is included in this total area. Net assignable area **excludes** the area required for mechanical and electrical spaces and distribution shafts, stairs (if any), restrooms, and other common building elements.

In effect, this is the total area **assigned** to a use and is comparable to the amount of area occupied for a specific tenant as if it were leased from a landlord. The NASF includes internal partitions, corridors, and allowances for columns, chases, etc., which penetrate the space.

Efficiency factors added to the pure net square footage to accommodate these other assignable spaces might range from 10 to 30 percent of the total net area. The assignable factor is calculated by multiplying net usable area (NSF) by the percentage (10% to 20%) and adding that figure to the NSF. For example, a 1,000 NSF reading room will have a NASF of 1,100 ($1,000 \times 0.10 = 100 + 1,000 = 1,100$). The net-to-net assignable square

footage relationship is primarily a factor of the size, type, configuration, number of individual spaces, and the anticipated width of internal personnel movement and service corridors.

Generally, units comprised of larger individual spaces will require less space for inter- and intra- unit movement. Units comprised of many smaller workstations, especially private offices, require a higher degree of intra- and inter-unit movement and wall space. Gathering spaces require even more space for inter- and intra-unit movements in order to account for the persons waiting to enter a gathering space and/or the break or intermission that often is part of a meeting or a production.

Building Gross Square Footage (BGSF) - BGSF reflects the total area of the building, including all net and net assignable areas as defined above, plus any additional area occupied by restrooms, vertical movement (if any), janitorial/custodial closets, central mechanical and electrical space, chases, and other spaces related to primary air and power distribution, columns, and exterior walls.

When programming space requirements for new facilities the total building gross area is estimated by applying an overall grossing factor to the total programmed net assignable area. Typically, these factors range from 10 to 20 percent in single-level buildings up to 30 percent in multi-level facilities.

Each space is identified as either “Open,” “Enclosed,” or “Semi-Enclosed.” The “Enclosed” generally means a space surrounded by walls of 1 kind or another with at least 1 door that can be locked. A “Semi-Enclosed” space would not have a door, and possibly a glass front that did not extend floor to ceiling. An “Open” space would have no walls, but could be defined by the placement of furniture and/or equipment.

Searcy Public Library Building Gross Square Feet – The 25 spaces for the new Searcy Public Library will have a projected 32,095 net assignable square feet (NASF) and 40,125 building gross square feet (BGSF). This assumes a building 80 that is percent efficient.

A summary of the 25 individual assignable spaces follows in Table 8.

Table 8
Summary of Net Assignable Spaces

<i>Level 1 Space</i>	<i>Space No.</i>	<i>NASF</i>
Library Entrance Lobby	1.1	1,190
Library Café	1.2	540
Library Gift Shop	1.3	120
Multi-Purpose Meeting Room	1.4	2,450
Conference Room A	1.5	610
Circulation Services Level 1	1.6	235
Circulation Services Workroom Level 1	1.7	975
Children’s Services	1.8	4,910
Children’s Services Workroom	1.9	610

**Table 8 (con't.)
Summary of Net Assignable Spaces**

<i>Level 1 Space</i>	<i>Space No.</i>	<i>NASF</i>
Storage and Supply Room	1.10	330
Library Maintenance	1.11	340
Receiving, Shipping, Staff Entrance, & Loading Area	1.12	<u>610</u>
Total Level 1 NASF		16,920
Level 1 Unassigned Space		<u>3,230</u>
Total Level 1 Building Gross Square Feet (BGSF)		16,150
Circulation Services Level 2	2.1	310
Circulation Services Workroom Level 2	2.2	545
Hot Off the Press	2.3	110
Adult Services	2.4	7,145
Public Computer Area	2.5	1,355
Teens/Tweens Services	2.6	1,950
Adult and Teens/Tweens Services, Computer Room, ILL Workroom, & Branch Manager Office	2.7	1,445
Conference Room B	2.8	600
Gallery	2.9	1,385
Technical Services	2.10	<u>770</u>
Total Level 2 NASF		15,625
Unassignable Space		<u>3,905</u>
Total Building Gross Square Feet (BGSF)		19,530
Level 3		
Arkansas Room	3.1	935
Library Administration and Board Room	3.2	2,215
Library Staff Room	3.3	<u>400</u>
Total Level 3 NASF		3,550
Level 3 Unassignable Space		<u>885</u>
Total Level 3 Building Gross Square Feet (BGSF)		4,435
TOTAL BUILDING NASF		32,095
TOTAL BUILDING UNASSIGNABLE SPACE		<u>8,020</u>
TOTAL BUILDING GROSS SQUARE FEET (BGSF)		40,125

Space 1.1 (Open)
LIBRARY ENTRANCE LOBBY
1,190 NASF ENTRANCE LOBBY 1,190 NASF

The function of this space is to:

- Provide climate controlled vestibule for persons to enter the library;
- Provide an electronic library announcement monitor/building directory/ public “bulletin board;”
- Provide space for displays and exhibits; and
- Provide bench seating for persons to wait, a (“I will meet you at the Library”) space.

A summary of the square footage allocation for the Library Entrance Lobby is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Vestibule, to include:	1	300	300
24/7 lockers	1	30	30
Lobby, to include:			
Bench seating	2	10	20
Display case	1	30	30
Public space	1	700	<u>700</u>
Subtotal NSF			1,080
Internal walls and circulation @ 10%			110
TOTAL NASF			1,190

Occupancy

The occupancy of this space will range from 20 to 30 (4 seated), depending upon the schedule of activities in the building.

Preliminary Listing of Furniture and Equipment

Vestibule

- 1 Public space; allow 300 NSF. (*NOTE: The walking space from the foyer doors [the door 1 enters from outside the building] to the Lobby entry doors.*)

- 1 24/7 service; allow 30 NSF. (*NOTES: [1] This service consists of a set of post-office type lockers that can be accessed by a customer when the Library is closed. [2] The operating principle is that the customer will have requested the item(s) in advance and has used his/her library borrower’s card to check-out the item. [3] The lockers will be operable by a customer when he/she is provided instructions for accessing the locker. [4] See photograph for an example.*)



Lobby

- 2 Benches, each seating 2 persons; allow 20 NSF (10 NSF each).
- 1 Display case, allow 30 SF.
- 1 Public space; allow 700 NSF. (*NOTE: The space from the Lobby doors into the rest of the building.*)
- 1 Digital sign for announcements and other library information; allow (NSF included in circulation allowance above).
- 1 People counter system; allow (NSF included in circulation allowance above). (*NOTE: If the Library Materials Security System has this feature then there will be no need for redundancy. Confer with Library staff.*)

Spatial Relationships

Adjacent to: Library Café (Space 1.2) and Library Gift Shop Space 1.3).

Close to: Circulation Services 1 (Space 1.7).

Environmental and Engineering Needs

Acoustics: This is a high traffic area. Give special consideration to additional acoustical control through the use of hanging baffles or other sound absorbent materials.

Electrical: Provide power outlets in the floor and/or walls for exhibit possibilities. Provide power for the digital sign. The digital sign **must** be large enough and easy to read and seen as customers move from the Foyer into the Lobby of the building. Provide a people-counter device mounted at the Lobby entrance. Provide power for the library materials security system.

Finishes: Because this is a high traffic area, flooring materials should be selected for their long- term durability characteristics. The flooring **must** be a non-slip type. The flooring **must** also be even. That is, not a grooved or rough finish.

Lighting: Daylighting and general ambient lighting for the area, with adjustable lighting for exhibits.

Other Comments

Provide 2 sets of electronic bi-parting doors (air lock), 1 for the Vestibule doors and 1 for the Lobby doors.

Provide for flat art mounting capabilities in the Lobby.

A building plaque will be needed, perhaps placed within the Lobby area. Confer with the Library Director for wording and names to be on the plaque. The Library may also elect to move 1 or more plaques from the existing facility to the new building.

**Space 1.2 (Open)
LIBRARY “CAFE”
540 NSF**

The function of this space is to provide a space for a food and refreshment service.

A summary of the square footage allocation for the Library “Cafe” is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Food preparation area	1	100	100
Service counter	1	30	30
2-place dining table	7	20	140
3-place dining table	5	30	150
Computer bar (36”H x 24”D x 8’L w/4 stools)	1	30	<u>30</u>
SUBTOTAL NSF			450
Internal walls and circulation @ 20%			<u>90</u>
TOTAL NASF			540

Occupancy

From 3 to 5 to 20 - 35 or more customers (33 seated), depending upon the activity level.

Preliminary Listing of Furniture and Equipment

- 1 Food preparation area; allow 100 NSF.
- 2 Service counter with electronic cash management system, 1 cash drawer, and 1 stool; allow 30 NSF.
- 7 Dining tables w/2 chairs each; allow 140 NSF (20 NSF each).
- 5 Dining tables w/3 chairs each; allow 150 NSF (30 NSF each).
- 1 Computer bar w/4 stools; allow 20 NSF

Spatial Relationships

Adjacent to: Library Entrance Lobby (Space 1.1).

Close to: Library Gift Shop (Space 1.3).

Environmental and Engineering Needs

Data Cabling: Conduit to provide data network cabling at the seating. (NOTE: Allow for customers to utilize their personal digital devices while in the Library Cafe.)

Electrical: Provide electrical outlets

Finishes: See notes below (Other Comments).

Lighting: Daylighting and provide lighting that creates a difference in the environment from the rest of the building.

Utilities: Provide water for Food Preparation area, including dishwasher.

Other Comments

The Vendor who will be contracted to provide this service will have responsibility for specifying the finish-out of this space. The space must be large enough to accommodate seating for 33 customers in a variety of seating types as well as the food preparation space and a space for receiving payments.

Locate the Library “Cafe” in a visible area as persons enter the building. Design the space for ease of maintenance. If the design of the building is to include any seating outdoors, consider locating some of the seating near the Library Cafe.

If the design of the building is to include outdoor seating consider locating some of that seating near the Library Café.

**Space 1.3 (Enclosed)
LIBRARY GIFT SHOP
120 NASF**

The function of this space is for a Library Gift Shop. The Friends of the Searcy Public Library or another non-profit organization will operate the Shop. Volunteers will staff the space.

A summary of the square footage allocation for the Library Gift Shop is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Sales counter	1	30	30
Display table (48"D)	1	36	36
Bookstack shelving, wall-mounted	4	10	<u>40</u>
SUBTOTAL NSF			106
Internal walls and circulation @ 10%			<u>14</u>
TOTAL NASF			120

Occupancy

From 1 to 6 customers, depending upon the activity level.

Preliminary Listing of Furniture and Equipment

- 1 Sales counter, lockable, w/2 adjustable shelves for items on sale; allow 30 NSF.
- 1 Display table, 48"D; allow 36 NSF. (NOTES: 1. The table will be used to display books and/or other special items for sale. 2. The table height should be no more than 36".)
- 4 Sections (60 linear feet) of 72"H steel, single-face, wall-mounted bookstack shelving w/4 10-inch adjustable shelves over 1 12-inch tilt base shelf (15 linear feet per single-face section) for 500 books and other items for sale; allow 40 NSF (10 NSF per single-face section).

Spatial Relationships

Adjacent to: Library "Café" (Space 1.2).

Close to: Library Entrance Lobby (Space 1.1).

Environmental and Engineering Needs

Communications: Provide a wall-mounted telephone adjacent to the Sales Counter.

Data Cabling: Conduit to provide data network cabling to the Sales Counter.

Electrical: Provide electrical outlets on a wall and/or in the floor for an electronic cash register.

Finishes: Provide carpet tile or wood flooring.

Lighting: Daylighting and display lighting for display table and bookstacks.

Other Comments

Locate Gift Shop in a visible area as persons enter the building.

**SPACE 1.4 (Enclosed)
MULTIPURPOSE MEETING ROOM
2,450 NASF**

The function of the space is to provide a large, well-appointed room that can be divided into 2 smaller rooms. It is anticipated that such activities as

- Film showings
- Lectures
- Chamber music concerts
- Live theatre
- Art exhibits
- Sit down dinners
- Special event programs for children and young people
- Recitals
- Community meetings
- Service club meetings and luncheons
- Voting

may take place in this Room.

A summary of the square footage allocation for Multi-Purpose Meeting Room is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Stack chair	150	10	1,500
Stage platform	1	10	100
Lectern	2	10	20
Smart board	2	10	20
Storage room	1	300	300
Catering kitchen	1	100	<u>100</u>
SUBTOTAL NSF			2,040
Internal walls and circulation @ 20%			<u>410</u>
TOTAL NASF			2,450

Occupancy

From 20 of 30 to 100 - 150 users (150 seated), depending upon the level of activity and how the Room is set up, i.e. with or without the room dividers in place.

Preliminary Listing of Furniture and Equipment

150 Stacking chairs; allow 1,500 NSF (10 NSF each). (NOTES: [1] Comply with the appropriate Building Code, or the ADA, for the number and size of wheelchair spaces. [2] Provide 6 chair dollies. [3] Provide 2 side aisles and 1 center aisle when the entire room is being used and the chairs are arranged in theatre style seating.)

- 36 Lightweight, folding tables; NSF included in circulation space allowance above. (*NOTE: Provide 5 table dollies.*)

- 1 Stage platform; allow 100 NSF. (*NOTES: [1] A platform that can be either “folded” into the wall, or “slides” into the wall so that when not in use it is not taking up floor space. [2] Should be between 1’ and 2’ H. [3] Provide for electrical power and the ability to control the projection equipment {see below}.*)

- 2 Lecterns on casters; allow 20 NSF (10 NSF each).

- 2 Smart boards on casters; allow 20 NSF (10 NSF each).

- 1 Storage Room; allow 300 NSF. (*NOTE: Primarily for the stack chairs, tables, and dollies.*)

- 1 Catering kitchen w/commercial refrigerator w/ice-maker, double sink w/garbage disposal, lockable cabinets above and below the countertop, 1 warming drawer, 1 warming oven, 2 30-cup coffee pots, and electric dishwasher; allow 150 NSF. (*NOTE: As a general rule catering companies/caterers prefer to prepare their foods in their own kitchens, transport to the Library, and have them warmed as needed in the warming drawers.*)

- 3 Ceiling-mounted projection units; NSF included in circulation space above. (*NOTES: [1] For DVDs, CDs, PowerPoint, and slides. [2] 1 of the units **must** be such that it can serve the entire room as well as 1 of the smaller rooms when the dividers are in place.*)

- 3 Ceiling-recessed projection screens, motorized; NSF included in circulation space above. (*NOTE: 1 of the screens will be larger than the other 2 when the entire Room is used and the room dividers are not in place.*)

- 1 Retractable divider; NSF included in circulation allowance above. (*NOTES: [1] The dividers should be located as to allow the Room to be divided into 2 smaller spaces. [2] Confer with the Library staff as to their preference for the room divisions, whether 2 of equal size, or perhaps a 2/3rds and 1/3rd arrangement.*)

Spatial Relationships

Adjacent to: Library Entrance Lobby (Space 1.1).

Close to: Children’s Services (Space 7).

Environmental and Engineering Needs

Acoustics: Provide sound insulation batt in the walls of the Room and the Catering Kitchen. Provide a hearing loop.²

Communications: Provide wall-mounted telephone in both the Catering Kitchen and the Storage Room. Provide 3 telephone jacks in the Room, 1 for each of the smaller spaces when the dividers are in place. Provide speakers for the building-wide public address system.

Data Cabling: Conduit to provide data network cabling to the Room.

Electrical: Provide ample electrical outlets in the Room. Provide for the projection equipment and screens. Provide for the appliances in the Catering Kitchen.

Finishes: Provide a hard surface w/floor drain in the Catering Kitchen. Provide for the hanging of flat art in the Room.

Lighting: Provide lighting controlled by motion detection in the Room, Storage Room, and Catering Kitchen. Provide for the lighting of wall-hung exhibits that will be set up in the Room from time to time.

Restrooms: Provide access to the public restrooms in such a manner that attendees at a function/event in the Multi-Purpose Meeting Room that may be underway at a time when the rest of the Library is closed has access to the restrooms.

Security: For maximum usage of this space it is very important that access to and egress from the Meeting Room, either as a whole or when divided into smaller spaces, be possible when the balance of the building is closed to the public.

Utilities: Provide for utilities in Catering Kitchen. Provide for double sink in the Catering Kitchen. Provide proper ventilation to minimize food odors from the Catering Kitchen.

- 2 The Americans for Disabilities Act Accessibility Guidelines for Buildings and Facilities require that buildings with fixed seating for 50 or more persons have a “permanently installed assistive listening system” plus signs “installed to notify patrons.” Although the seating in the Multi-Purpose Meeting Room will not be “fixed,” a hearing loop will be a welcome feature for many with some degree of hearing loss.

**Space 1.5 (Enclosed)
CONFERENCE ROOM A
610 NASF**

The function of the space is to provide a well-appointed Conference Room. It is anticipated that the Room will be used for such activities as:

- Meetings of community groups; and
- Library staff meetings.

A summary of the square footage allocation for the Conference Room A is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Conference table w/14 conference chairs	14	25	350
Side chairs	8	10	80
Smart board	1	10	10
Credenza	1	20	20
Storage closet	1	48	<u>48</u>
SUBTOTAL NSF			508
Internal walls and circulation @ 20%			<u>102</u>
TOTAL NASF			610

Occupancy

From 4 or 5 to 14 to 22, depending upon the activity level.

Preliminary Listing of Furniture and Equipment

- 1 Conference table w/14 conference chairs; allow 350 NSF (25 NSF each). (*NOTE: The Conference Table **must** be a table that can be easily separated into 2 equal parts.*)
- 8 Side chairs w/arm rests; allow 80 NSF (10 NSF each).
- 1 Smart board on casters; allow 10 NSF.
- 1 Credenza, lockable; allow 20 NSF. (*NOTE: The credenza will serve as a serving bar when such is needed.*)
- 1 Storage closet; allow 48 NSF. (*NOTES: [1] Adjustable shelving on 2 walls. [2] Millwork for the shelving.*)
- 1 Ceiling-mounted projection unit; NSF included in circulation space above. (*NOTE: For DVDs, CDs, PowerPoint, and slides.*)
- 1 Ceiling-recessed projection screen, motorized; NSF included in circulation space above.

Spatial Relationships

Adjacent to: Multi-Purpose Meeting Room (Space 1.4).

Close to: Library Entrance Lobby (Space 1.1).

Environmental and Engineering Needs

Acoustics: Provide sound insulation batt in walls of the Room.

Communications: Provide a wall-mounted telephone in the Room. Provide speakers for the building-wide public address system to the Room.

Data Cabling: Conduit to provide data network cabling to the Room.

Electrical: Provide ample electrical outlets in the Room. Provide for the projection equipment and screen.

Lighting: Provide lighting controlled by motion detection in the Room. Provide for wall- hung exhibits that will be set up in the Room from time to time.

Restrooms: Provide access to the public restrooms in such a manner that attendees at a function/event in the Conference Room that may be underway at a time when the rest of the Library is closed has access to the restrooms.

Security: For maximum usage of the room it is very important that access to and egress from the Conference Room be possible when the balance of the building is closed to the public.

Space 1.6 (Open)
CIRCULATION SERVICES LEVEL 1
235 NASF

The function of this space includes the checking out and in of library materials and informational functions. For the functions the Circulation Desk should be designed to:

- Handle checkout and check-in of library materials, receipt of fines for overdue books and lost items, etc.;
- Provide for 2 Self-Check stations;
- Provide a tablet dispenser for 8 tablets;
- Provide shelving for 400 “holds” books on the public side of the Desk; and
- Provide shelving for 300 “for sale” books on the public side of the Desk.

A summary of the square footage allocation for Circulation Services Level 1 follows:

function	no. of units	unit area	total area
Staff Space:			
Circulation desk	1	48	48
Booktruck parking	2	6	<u>18</u>
Subtotal NSF			66
Public Space:			
Queuing space	1	30	30
Self-check station (space for)	2	24	48
Tablet dispenser	1	20	20
“Holds” shelving	3	10	30
“For Sale” shelving	2	10	<u>20</u>
Subtotal NSF			<u>148</u>
SUBTOTAL ALL NSF			214
Internal walls and circulation @ 10%			<u>21</u>
TOTAL NASF			235

Occupancy

One staff. Customers being assisted may range fro 2 or 3 to 5 or 6 at any one time.

Preliminary Listing of Furniture and Equipment - Staff Space

- 1 Modular Desk w/space and outlets for 1 PC (flat screen monitor) w/networked laser printer and access to the cash management system, 1 ergonomic task stool and 1 cordless telephone. The Desk should be a have Sit/Stand adjustability; allow 48 NSF.

- 2 Booktrucks; allow 12 NSF (6 NSF each). (*NOTE: These are double-sided.*)

Public Space

- 1 Queuing space; allow 30 NSF (*NOTE: Floor space for customers waiting in line for a staffed station. Workstations and potential workstations **must** be provided as well as a wire management system.*)
- 2 Self-check stations for stand-up use; allow 48 NSF (24 NSF each).
- 1 Tablet dispenser computer; allow 20 NSF. (*NOTES; [1] The unit is free-standing and holds 8 tablet computers. A customer "swipes" his/her library card and the tablet with the greatest amount of battery life is ejected. [2] The unit can also house laptops or a combination of laptops and tablets.*)
- 3 Sections (36 linear feet) of 66"H free-standing, single-face sections of steel bookstack shelving with 3 adjustable 10-inch shelves over 1 12-inch tilt base shelf 720 pieces of library materials on hold for customer pick-up; allow 30 NSF (10 NSF per single-face section).
- 2 Sections (24 linear feet) of 66"H free-standing, single-face sections of steel bookstack shelving with 3 adjustable 10-inch shelves over 1 12-inch tilt base shelf 480 pieces of library materials for sale; allow 20 NSF (10 NSF per single-face section). (*NOTE: Provide slat wall face panels on each end of the 2 section range.*)

Spatial Relationships

Adjacent to: Circulation Services Level 1 Workroom (Space 1.7).

Environmental and Engineering Needs

Electrical: Provide wiring, power, data network outlets, and cable management system for workstations, and peripherals including barcode scanners, printers, and the self-check stations. Provide wiring and power for an electronic cash drawer. Provide for the tablet dispenser. Provide electrical outlets on a wall and/or in the floor.

Finishes: Areas subject to abuse or along the path of booktruck movement **must** have industrial type finish, up to and including stainless steel wainscot and corner protectors.

Lighting: Avoid high-heat producing, incandescent lighting.

Security: Provide a panic alarm system.

Temperature: Provide adequate supply and return air to avoid heat build-up as the staff will be in the area much of their normal workday. Provide for ceiling-mounted fans above the Desk.

Other Comments

For many customers this is where they may have frequent contact with Library staff. The design and placement of furniture and equipment **must** consider this when designing the space. The primary Circulation Services Desk is on Level 2.

Space 1.7 (Enclosed)
CIRCULATION SERVICES LEVEL 1 WORKROOM
975 NASF

The function of this space is to provide a workroom for Circulation Services staff and volunteers.

A summary of the square footage allocation for the Circulation Services Level 1 Workroom is:

<i>function</i>	<i>No. of units</i>	<i>unit area</i>	<i>total area</i>
Circulation Clerk workstation	2	36	72
Print station	1	10	10
Booktruck parking	6	6	36
Van cart	1	6	6
Shelving and aisles, Sorting	2	10	20
Worktable (3' x 5')	1	60	60
File cabinet	1	20	20
Work counter w/sink	1	24	24
Staff lockers	4	1.25	5
Coat rack	1	15	15
Supply cabinet	1	36	36
Recycle receptacle	1	10	10
Trash receptacle	1	10	10
Drive-up return and check-out	1	80	80
Automated materials handling system (AMHS)	1	400	<u>400</u>
SUBTOTAL NSF			814
Internal walls and circulation @ 20%			<u>161</u>
TOTAL NASF			975

Occupancy

From 2 to 3 staff and volunteers at any one time depending upon level of activity.

Preliminary Listing of Furniture and Equipment

- 2 Open-office Sit/Stand workstations with ergonomic task chair, PCs networked to a printer station (see below), and pencil drawers; allow 72 NSF (36 NSF each).
- 1 Print station, laser printer on stand; allow 10 NSF.
- 6 Booktrucks; allow 36 NSF (6 NSF each).
- 1 Van cart; allow 6 NSF. (NOTES: [1] Carts for library materials belonging to other libraries in the White County Library System. [2] The carts are in a rack that has casters.
- 2 Sections (42 linear feet) of 84"H single-face, wall-mounted steel bookstack shelving w/6 10-

inch adjustable shelves over 1 12-inch base shelf (21 linear feet per single-face section) for 1,050 items; for allow 20 NSF (10 NSF per single-face section).

- 1 Worktable, 3'W x 5'L, w/2 ergonomic task chairs; allow 60 NSF.
- 1 4-drawer, lateral-pull file cabinet; allow 20 NSF.
- 1 Work counter w/sink and storage cabinets above and below the countertop; allow 24 NSF.
- 4 Staff lockers; allow 5 NSF (1.25 NSF each).
- 1 Coat rack; allow 15 NSF.
- 1 Supply cabinet, lockable; allow 36 NSF.
- 1 Recycle receptacle; allow 10 NSF.
- 1 Trash receptacle; allow 10 NSF.
- 1 Drive-up return and checkout window; allow 80 NSF, to include:
 - 1 Counter w/1 ergonomic task stool (*NOTE: Millwork for Counter.*)
 - 1 PC that allows for the check-out of materials as well as access to the Library's online catalog
 - 1 Telephone, cordless
 - 1 Electronic cash drawer
 - 2 Sections (24 linear feet) of 66"H single-face, wall-mounted steel bookstack shelving with 4 adjustable 10-inch shelves for 200 items (*NOTES: [1] This shelving is to house the items that Library Customers have called ahead for and are driving by to checkout as well as a very small selection of current books that a Customer may inquire about. [2] For ease of use by the staff customer there will be no base shelf, thus allowing the bottom of the 4 shelves to be 10 to 12 inches off the floor.*)
 - 1 Method that signals the staff in the Workroom a vehicle is approaching the Drive-Up Check-out window to pick-up an item previously requested. (*Note: This operating principle of this service is that the Customer **has** previously requested the item(s) and has been informed by Library staff that the item(s) is available.*)
- 1 Automated Materials Handling System (AMHS) w/9 bins and 4 extra bins; allow 400 NSF. (*NOTE: [1] Confer with Library Director and Circulation Services Staff for additional information. [2] The System, if possible, should be located so that it can "serve" both the drive-up returns and those that are returned within the building.*)
- 1 Bulletin board, 3' X 5', wall-mounted; NSF part of circulation allowance above.
- 1 Vault (wall model); NSF part of circulation allowance above.

Spatial Relationships

Adjacent to: Circulation Services Level 1 (Space 1.6) and service elevator.

Environmental and Engineering Needs

Communications: Provide for 1 wall-mounted telephone and 1 telephone at 1 of the 2 workstations.

Data Cabling: Conduit and/or wiring tray should be in place to provide connections to the Library's data network at all seated and standing machine stations as well as at tables and carrels not immediately scheduled for housing computers.

Electrical: Provide power to all table and computer workstations whether or not they are currently identified as computer workstations in order to allow for future installation of additional workstations. Provide power for computer workstations, printer station, and the automated materials handling system.

Finishes: Areas subject to abuse or along the path of booktruck movement **must** have industrial type finish, up to and including stainless steel wainscot and corner protectors.

Security: This space should be lockable with keyless access and monitored by the building security system.

Space 1.8 (Open, except for Program Room)
CHILDREN'S SERVICES
4,910 NASF

This will be the primary center for services for children ages 0 – 12 and their caregivers (parents, grandparents, older siblings, aunts, uncles, etc.). It will be an active place. Staff at the Service Desk will utilize a small reference book collection, the Internet, the Library online catalog, and the circulation collections.

The space will provide shelving for the collections, workstations for use of the Internet and other electronically accessible services, reader seating for children and adults, and a dedicated enclosed space for children's programming activities, i.e. storytime, puppet shows, etc.

A summary of the square footage allocation for Children's Services is as follows:

function	no. of units	unit area	total area
Service desk	1	60	60
Ready reference shelving and aisles	1	10	10
PAC station	1	24	24
Multifunction group station (printer, scanner, photocopier, and fax)	1	48	48
New book display	2	10	20
Wall display	1	15	15
Literature rack	2	15	15
Circulating books shelving and aisles (60"H)	68	20	1,360
Circulating books shelving and aisles (48"H)	48	20	960
Workstation (for older children, single customer)	4	30	120
Workstation (for younger children, single customer)	2	20	40
Workstation (for 2 customers)	2	48	96
4-place seating (27 ½" high)	3	100	300
4-place seating (25" high)	2	80	160
Read to Me station	2	40	80
Floor seating	10	5	50
Group study room, 4-place	1	100	100
Program room	1	1,000	<u>1,000</u>
SUBTOTAL NSF			4,458
Internal walls and circulation @ 10%			<u>452</u>
SUBTOTAL NASF			4,910

Occupancy

From 30 to 140 Customers (126 seated [46 at various tables, computer workstations, and Read To Me, and 80 in the Program Room]), depending upon the level of activity.

Preliminary Listing of Furniture and Equipment

- 1 Service Desk w/a PC networked to a desktop printer, 1 ergonomic task chair, 2 side chairs, and 1 cordless telephone; allow 60 NSF. (*NOTE: The Service Desk **must** have visual control of entire area.*)
- 1 1 section (18 linear feet) of 48”H steel, free-standing single-face bookstack shelving w/2 12-inch adjustable shelves over 1 flat base shelf (9 linear feet per single-face section) for 70 ready reference vols.; allow 10 NSF. (*NOTE: Locate so staff at the Service Desk can easily reach a book on the shelf without having to leave the Desk area.*)
- 2 PAC stations w/1 chair each; allow 48 NSF (24 NSF each). (*NOTES: [1] Place 1 PAC near the Service Desk on a stand-up stand. [2] Place 1 PAC on face panels of the 60” bookstack shelving.*)
- 1 Multifunction group station; allow 48 NSF. (*NOTES: [1] For printing, scanning, photocopying, and faxing. [2] The multifunction group station should be connected via the wireless network to all computers in Children’s Services **but not** to computers elsewhere in the building.*)
- 1 Section (24 linear feet) of 60”H steel, single-face steel bookstack shelving w/3 10-inch adjustable shelves over 1 12-inch tilt base shelf (12 linear feet per single-face section) for 50 new items (books and media); allow 10 NSF. *NOTE: Locate close to the Service Desk.*)
- 1 Wall display, allow 15 NSF. (*NOTES: [1] Provide a tackable wall surface; confer with Children’s Services staff for details. [2] The 15 NSF accounts for a person{s} standing and viewing the display.*)
- 1 Literature rack; allow 15 NSF.
- 68 Sections (4,512 linear feet) of 60”H steel, double-face steel bookstack shelving w/6 8-inch adjustable shelves over 2 10-inch tilt base shelves (24 linear feet per double-face section) for 15,000 fiction/non-fiction books; for allow 1,360 NSF (20 NSF per double-face section). (*NOTES: [1] A collection of books on parenting, about 200 vols., will require 30 linear feet of the 4,512 total. [2] Devote 1 side of 1 section, 12 linear feet, to shelving for 18 periodicals; 4 hinged shelves with a ¼” lip over 4 flat 8-inch adjustable shelves for 15 periodicals for children.*)
- 48 Sections (864 linear feet) of 48”H steel, double-face bookstack shelving w/4 12- inch adjustable shelving bins over 2 flat base bins (18 linear feet per double- face section) for 12,000 easy/picture/board books; allow 960 NSF (20 NSF per double- face section). (*NOTES: [1] This type of shelving allows for the books to be housed in the bins with the cover facing the Customer. [2] Provide a canopy top for each range that is about 14 to 16*

inches in width and centered over the uprights to facilitate the display of books on top of the canopy tops.)

- 4 Units of media housing for 2,000 *media items*; allow 80 NSF (20 NSF per unit). (*NOTE: Confer w/Library staff for the preferred type of media housing.*)
- 4 Workstations w/1 PC and 1 chair each; allow 120 NSF (30 NSF each). (*NOTES: [1] 1 of the workstations should have adjustable height capabilities for the physically challenged. [2] The workstation surface should be of a comfortable height for older children, e.g. ages 6 or 7 to 11 or 12.*)
- 2 Workstations w/1 PC and 1 chair each; allow 40 NSF (20 NSF each). (*NOTES: [1] These workstation surfaces should be of a height comfortable for younger children, e.g. ages 2 or 3 to 4 or 5. [2] Early Learning Stations may be considered by the Library; confer w/Library staff.*)
- 2 Workstations w/1 PC and 2 chairs each; allow 96 NSF (48 NSF each). (*NOTE: These workstations are for 2 children or a child and a caregiver] working with the child.*)
- 3 4-place reader tables (36"D and 27 ½"H) w/4 reader chairs each; allow 300 NSF (100 NSF each).
- 2 4-place reader tables (30"D and 25"H) w/4 reader chairs; allow 160 NSF (80 NSF each).
- 2 Read To Me stations; allow 80 NSF (40 NSF each). (*NOTE: Each station is a lounge chair large enough to comfortably allow an adult, older sibling, or other caregiver to sit with 1 or 2 children and read aloud to/with them.*)
- 10 Floor seats; allow 50 NSF (5 NSF each). (*NOTES: [1] These could be cushions or carpet tiles. [2] Locate among the 48"H bookstack shelving for easy/picture/board books.*)
- 1 Bulletin board, 3' X 5"; NSF included in circulation allowance above.
- 1 Stroller parking area; allow 120 NSF
- 1 Group study room w/4 reader chairs and 1 40"D study table; allow 120 NSF. (*NOTES: [1] This room **must** be a glass-enclosed space with a lockable door. [2] Staff at the Children's Services Desk **must** be able to see into the Room at all times and will assign Customer to the rooms per Library policy.*)
- 1 Program room, enclosed space; allow 1,000 NSF, to be comprised of the following:
 - Risers seating 80; (*NOTE: The risers should easily "folded" into the wall so that the floor area is then flat.*)
 - 6 "Murphy Bed" type tables that fold into the wall (4'L X 30"W X 25"H when folded down and in place);
 - 24 Stacking chairs w/dolly;

- 6 Benches, covered, each seating two, with storage beneath the covered seating;
- Double-sink w/lockable storage above and below the sink and countertop;
- Ceiling-mounted projection unit;
- Motorized screen (60”L X 40”H);
- 1 Smart board;
- 1 wall w/tackable surface.
- Storage room w/single-face industrial shelving w/15”D shelves on 1 wall;
- 1 way glass so persons outside the room can see in but those within the room cannot see out;
- Provide carpet tile in 1-half of the room and a hard surface that can be easily cleaned in the other half where the double-sink is located; and
- Stroller parking located immediately outside the Room (space for at least 15 strollers);

Spatial Relationships

Adjacent to: Children’s Services Workroom (Space 1.9).

Environmental and Engineering Needs

Acoustics: Locate the computer workstations in such a manner that the noise that is created by the machines and the Customers using them does not unduly interfere with the users

Communications: Provide for a cordless telephone at the Service Desk and a wall- mounted telephone in the Program Room with silent ring capability.

Data Cabling: Conduit and/or wiring tray should be in place to provide connections to the Library’s data network at all seated and standing machine stations as well as at tables and carrels not immediately scheduled for housing computers.

Electrical: Provide power to all table and computer workstations whether or not they are currently identified as computer workstations in order to allow for future installation of additional workstations. Provide power for computer workstations, PAC stations, Multifunction group station, at the Service Desk, and the Smart Board in the Program Room.

Finishes: Areas subject to abuse or along the path of booktruck movement **must** have industrial type finish, up to and including stainless steel wainscot and corner protectors. Consider that the 6 folding tables in the Program Room should be of a type that fold into the wall(s) so that when not in use they are not taking up floor space, e.g. tables like “Murphy Beds.”

Lighting: The extensive use and viewing of the computers will require special attention to minimize glare on the monitors.

Security: Position the bookstacks so there are good sight lines from the Service Desk into the bookstacks. The computers are vulnerable to theft; provide sufficient security measures to insure theft of these items does not occur.

Other Comments

This is a space for children, i.e. short persons. Therefore, the space should be sized for the children and not for adults even though there will usually be adults in the space.

The color palette and décor should be carefully considered as an overuse of reds or oranges can be over-stimulating for the children.

Consider an outdoor reading garden, patio, or small amphitheater that could be used, weather permitting, for programs, classes, and/or reading/study

If an outdoor space is realized consider 1 or 2 4' x 4' raised bed planting areas as part of the space. These beds can serve both as landscaping enhancements and educational features of Children's Services.

As the floor plan and general furnishings layouts are completed during the schematic and interior design development phases, Library staff will provide preliminary shelving designations for the collections.

Space 1.9 (Enclosed)
CHILDREN'S SERVICES WORKROOM
610 NASF

The function of this space is to provide a workroom with open-office space for Children's Services staff and volunteers;

A summary of the square footage allocation for the Children's Services Workroom is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Children's Services Librarian	1	80	80
Library Programmer	1	80	80
Circulation Clerk/Children's Services	1	36	36
Booktruck parking	4	6	24
Shelving and aisles	4	10	40
Worktable (3' x 5')	2	50	100
File cabinet	3	20	60
Supply cabinet	1	48	48
Work counter	1	40	<u>40</u>
SUBTOTAL NSF			508
Internal Walls and Circulation @ 20%			<u>102</u>
TOTAL NASF			<u>610</u>

Occupancy

From 1 to 2 or 3 staff and volunteers at any 1 time, depending on activity level.

Preliminary Listing of Furniture and Equipment

- 2 Open office Sit/Stand workstations, each w/PC connected to a laser printer, 2-drawer front-pull file cabinet, pencil drawer, and cordless telephone; allow 160 NSF (80 NSF each). *(NOTE: The Librarian and the Programmer work together and their workstations should be side-by-side or facing each other with aisle space between.)*
- 1 Open office Sit/Stand workstation w/pencil drawer; allow 36 NSF
- 2 Booktrucks; allow 12 NSF (6 NSF each).
- 4 Sections (42 linear feet) of 84"H single-face, wall-mounted steel bookstack shelving w/6 10- inch adjustable shelves over 1 12-inch base shelf (21 linear feet per single- face section) for *1,500 items*; for allow 40 NSF (10 NSF per single-face section).
- 2 Worktables w/1 ergonomic task chair at each table; allow 120 NSF (60 NSF each).
- 3 4-drawer, lateral-pull file cabinets; allow 60 NSF (20 NSF each).

- 1 Supply cabinet, lockable; allow 48 NSF.
- 1 Work counter w/sink and storage cabinets above and below the countertop; allow 40 NSF.

Spatial Relationships

Adjacent to: Children's Services (Space 1.8)

Environmental and Engineering Needs

Communications: Provide for a telephone at the Librarian's workstation.

Data Cabling: Conduit and/or wiring tray should be in place to provide connections to the Library's data network at all seated and standing machine stations as well as at tables and carrels not immediately scheduled for housing computers.

Electrical: Provide power to all table and computer workstations whether or not they are currently identified as computer workstations in order to allow for future installation of additional workstations. Provide power for computer workstations.

Finishes: Areas subject to abuse or along the path of booktruck movement **must** have industrial type finish, up to and including stainless steel wainscot and corner protectors.

Security: This space should be lockable with keyless access and monitored by the buildings security system.

Other Comments

Provide direct access from the Workroom into the Program Room (Space 1.9).

Space 1.10 (Enclosed)
STORAGE AND SUPPLY ROOM
330 NASF

The function of the space is to provide a secure space for the storage of library equipment and supplies.

A summary of the square footage allocation for the Storage and Supply Room is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Industrial shelving	10	10	100
Open floor area	1	200	<u>200</u>
SUBTOTAL NSF			300
Internal Walls and Circulation @ 10 percent			<u>30</u>
TOTAL NASF			330

Occupancy

No staff on a regular basis.

Preliminary Listing of Furniture and Equipment

- 10 Sections of 96”H single-face industrial shelving with 24”D shelves; allow 100 NSF (10 NSF per single-face section).
- 1 Open floor area; allow 200 NSF.

Spatial Relationships

Adjacent to: Shipping, Receiving, Staff Entrance, & Loading Area (Space 1.12).

Close to: Library Maintenance (Space 1.11).

Environmental and Engineering Needs

Electrical: Provide ample electrical outlets.

Finishes: Provide resilient flooring and suspended acoustical ceiling.

Lighting: Provide lighting controlled by motion detection.

Space 1.11
LIBRARY MAINTENANCE
340 NSF

The function of this space is to:

- Provide a workroom for building maintenance staff; and
- Provide a storage room for maintenance supplies and equipment.

A summary of the square footage allocation for Library Maintenance is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Maintenance room	1	300	300
Locker	2	5	<u>10</u>
SUBTOTAL NSF			310
Internal walls and circulation @ 10%			<u>30</u>
TOTAL NASF			340

Occupancy

From 1 or 2 staff, depending on the level of activity.

Preliminary Listing of Furniture and Equipment

- 1 Maintenance Room including:
 - 1 Worktable (3' x 5'); allow 60 NSF;
 - 1 Work counter (2'D X 12"L X 36"H) w/sink, lockable cabinets above and below the countertop, and 1 ergonomic task stool; allow 60 NSF;
 - 2 Sections of 96"H, 18"D wall-mounted industrial shelving for supplies and cleaning materials; allow 20 NSF (10 NSF per section);
 - 1 Supply and tool cabinet; allow 36 NSF. (*NOTE: This should be an enclosed, lockable space.*)
 - 1 Open floor space; allow 124 NSF
- 2 Lockers, full-size; allow 10 NSF (5 NSF each).

Spatial Relationships

Adjacent to: Loading, Receiving, Staff Entrance, and Loading (Space 1.13).

Environmental and Engineering Needs

Data Cabling: Conduit to provide data network cabling to all workstations and potential workstations **must** be provided as well as a wire management system.

Finishes: Areas subject to abuse or along the path of movement of book trucks or cart **must** have industrial type finish, up to and including stainless steel wainscot and corner protectors. Provide finished concrete flooring.

Lighting: Provide lighting controlled by motion detection.

Electrical: Provide wall outlets at the work counter.

Utilities: Provide a floor drain in the Maintenance Room.

Other Comments

This space should be, if at all possible, accessible by the Library staff without them having to go through public service spaces.

**Space 1.13
RECEIVING, SHIPPING, STAFF ENTRANCE, & LOADING AREA
610 NASF**

The function of the space is to provide:

- A Receiving and Shipping Room;
- Staff Entrance; and
- Loading Area.

A summary of the square footage allocation for Loading, Receiving, and Staff Entrance is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Receiving and shipping room	1	302	302
Staff entrance	1	36	36
Bicycle rack	1	15	15
Loading area	1	200	<u>200</u>
SUBTOTAL NSF			553
Internal walls and circulation @ 10%			<u>57</u>
SUBTOTAL NASF			610

Occupancy

No staff or customers on a regular basis

Preliminary Listing of Furniture and Equipment

- 1 Receiving and Shipping room; allow 302 NSF. Provide the following:
 - 1 Worktable (4"W X 6'L) = 60 NSF
 - 2 Ergonomic task chairs (2) = 20 NSF
 - 3 Van carts = 18 NSF
 - 1 Scanner station = 10 NSF
 - 1 Recycle receptacle = 10 NSF
 - 1 Trash receptacle = 10 NSF
 - 1 Open floor area = 144 NSF
 - 2 Sections of industrial shelving; = 30 NSF
 - 1 PC (*NOTE: Computer will sit on the Worktable.*)

- 1 Staff entrance; allow 48 NSF. (*NOTE: Provide overhead protection as Staff enters/leaves via the Staff Entrance.*)

- 1 Bicycle rack; allow 20 NSF. (*NOTES: [1] Space for at least 5 bicycles, to be housed inside the building. [2] For staff who may elect to bike to/from work.*)

- 1 Loading area with an iron, portable ramp and/or a dock leveler to allow easy off- loading from a truck onto the dock, 2 sections of 96”H industrial shelving, and 1 dolly; allow 200 NSF. (NOTES: [1] The Loading area **must** be a covered space, but not a conditioned space, w/a wide doorway leading from the area into Receiving and Shipping Room. [2] Provide for a heater, perhaps ceiling mounted, for use in cold weather.)
- 1 Bulletin board, 3’ X 5’, wall-mounted; NSF part of circulation allowance above. (NOTE: Confer with Staff re best location for the bulletin board.)

Spatial Relationships

Adjacent to: Library Maintenance (Space 1.12).

Environmental and Engineering Needs

Communications: Provide a wall-mounted telephone. Provide a 2-way intercom or call box from this space exterior of to the Circulation Service Level 1 Workroom (Space 1.9).

Electrical: Provide ample electrical outlets.

Finishes: Provide a hard surface in all areas, and a floor drain in the Loading area.

Lighting: Provide lighting controlled by motion detection.

Level 2

<i>Space</i>	<i>Space No.</i>	<i>NASF</i>
Circulation Services Level 2	2.1	310
Circulation Services Workroom Level 2	2.2	545
Hot off the Press	2.3	110
Adult Services	2.4	7,145
Public Computer Area	2.5	1,355
Teens/Tweens Services	2.6	1,950
Adult and Teens/Tweens Services, Computer Room, and ILL Workroom and Branch Manager Office	2.7	1,445
Conference Room B	2.8	600
Gallery	2.9	1,385
Technical Services	2.10	<u>770</u>
SUBTOTAL NASF		15,615
Unassignable Space		<u>3,905</u>
TOTAL BUILDING GROSS SQUARE FEET (BGSF)		19,520

Space 2.1 (Open)
CIRCULATION SERVICES LEVEL 2
310 NASF

The function of this space includes the checking out and checking in of library materials and informational functions. For the different functions the Circulation Services Desk should be designed to:

- Handle checkout and check-in of library materials, receipt of fines for overdue books and lost items, etc.;
- Provide for 2 self-check stations; and
- Provide for 2 public access stations (online catalog).

A summary of the square footage allocation for Circulation Services Level 2 follows:

function	no. of units	unit area	total area
Staff Space:			
Circulation desk	1	80	80
Booktruck parking	4	6	<u>24</u>
Subtotal NSF			104
Public Space:			
Queuing space	1	80	80
Self-check station (space for)	2	24	48
Public access catalog station	2	24	48
Subtotal NSF			<u>176</u>
SUBTOTAL ALL NSF			280
Internal walls and circulation @ 10%			<u>30</u>
TOTAL NASF			310

Occupancy

Two staff. Customers being assisted may range from 4 or 5 to 8 to 10 at any one time.

Preliminary Listing of Furniture and Equipment - Staff Space

- 1 Modular Desk w/space and outlets for 2 PCs (flat screen monitor) w/networked laser printer and access to the cash management system, 1 ergonomic task stool, 1 ergonomic task chair, and 2 cordless telephones. The Desk should be a have Sit/Stand adjustability; allow 80 NSF.
- 4 Booktrucks; allow 24 NSF (6 NSF each). *(NOTE: These are double-sided.)*

Public Space

- 1 Queuing space; allow 80 NSF (*NOTE: Floor space for customers waiting in line for a staffed station. Workstations and potential workstations **must** be provided as well as a wire management system.*
- 2 Self-check stations for stand-up use; allow 48 NSF (24 NSF each).

Spatial Relationships

Adjacent to: Circulation Services Level 2 Workroom (Space 2.2).

Environmental and Engineering Needs

Electrical: Provide wiring, power, data network outlets, and cable management system for workstations, and peripherals including barcode scanners, printers, and the self-check stations. Provide wiring and power for an electronic cash drawer. Provide for the tablet dispenser. Provide electrical outlets on a wall and/or in the floor.

Finishes: Areas subject to abuse or along the path of booktruck movement **must** have industrial type finish, up to and including stainless steel wainscot and corner protectors.

Lighting: Avoid high-heat producing, incandescent lighting.

Security: Provide a panic alarm system.

Temperature: Provide adequate supply and return air to avoid heat build-up as the staff will be in the area much of their normal workday. Provide for ceiling-mounted fans above the Desk.

Other Comments

For many customers this is where they may have frequent contact with Library staff. The design and placement of furniture and equipment **must** consider this when designing the space.

Space 2.2 (Enclosed)
CIRCULATION SERVICES LEVEL 2 WORKROOM
545 NASF

The function of this space is to provide a workroom for Circulation Services staff and volunteers.

A summary of the square footage allocation for the Circulation Services Level 2 Workroom is:

<i>function</i>	<i>No. of units</i>	<i>unit area</i>	<i>total area</i>
Circulation Clerk workstation	3	36	108
Print station	1	10	10
Booktruck parking	8	6	38
Van cart	3	6	18
Shelving and aisles, Sorting	3	10	30
Worktable (3' x 5')	2	60	120
File cabinet	2	20	40
Work counter w/sink	1	36	36
Supply cabinet	1	36	36
Recycle receptacle	1	10	10
Trash receptacle	1	10	<u>10</u>
SUBTOTAL NSF			456
Internal walls and circulation @ 20%			89
TOTAL NASF			545

Occupancy

From 3 to 5 staff and volunteers at any one time depending upon level of activity.

Preliminary Listing of Furniture and Equipment

- 3 Open-office Sit/Stand workstations with ergonomic task chairs, PCs networked to a printer station (see below), and pencil drawers; allow 108 NSF (36 NSF each).
- 1 Print station, laser printer on stand; allow 10 NSF.
- 6 Booktrucks; allow 36 NSF (6 NSF each).
- 3 Van carts; allow 18 NSF (6 NSF each). *(NOTES: [1] Carts for library materials belonging to other libraries in the White County Library System. [2] The carts are in a rack that has casters.*
- 3 Sections (63 linear feet) of 84"H single-face, wall-mounted steel bookstack shelving w/6 10-inch adjustable shelves over 1 12-inch base shelf (21 linear feet per single-face section) for 1,575 items; allow 30 NSF (10 NSF per single-face section).

- 2 Worktables, 3'W x 5'L, w/2 ergonomic task chairs each; allow 120 NSF (60 NSF each).
- 2 4-drawer, lateral-pull file cabinets; allow 40 NSF (20 NSF each).
- 1 Work counter w/sink and storage cabinets above and below the countertop; allow 36 NSF.
- 1 Supply cabinet, lockable; allow 36 NSF.
- 1 Recycle receptacle; allow 10 NSF.
- 1 Trash receptacle; allow 10 NSF.
- 1 Bulletin board, 3' X 5', wall-mounted; NSF part of circulation allowance above.
- 1 Vault (wall model); NSF part of circulation allowance above.

Spatial Relationships

Adjacent to: Circulation Services Level 2 (Space 2.1) and service elevator.

Environmental and Engineering Needs

Communications: Provide for 1 wall-mounted telephone and 1 telephone at 1 workstation.

Data Cabling: Conduit and/or wiring tray should be in place to provide connections to the Library's data network at all seated and standing machine stations as well as at tables and carrels not immediately scheduled for housing computers.

Electrical: Provide power to all table and computer workstations whether or not they are currently identified as computer workstations in order to allow for future installation of additional workstations. Provide power for computer workstations, printer station, and the automated materials handling system.

Finishes: Areas subject to abuse or along the path of booktruck movement **must** have industrial type finish, up to and including stainless steel wainscot and corner protectors.

Security: This space should be lockable with keyless access and monitored by the building security system.

**Space 2.3 (Open)
HOT OFF THE PRESS
110 NSF**

The function of this space is to provide an area for Library Customers to browse and borrow the latest Library acquisitions (books and media).

A summary of the square footage allocation for the Hot Off the Press area is:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Shelving and aisles, books and media	4	20	80
Bench seating	2	10	<u>20</u>
SUBTOTAL NSF			100
Internal walls and circulation			<u>10</u>
TOTAL NASF			110

Occupancy

From 4 or 5 to 8 to 10 Customers (4 seated), depending upon the activity level.

Preliminary Listing of Furniture and Equipment

- 3 Sections (192 linear feet) of 66”H double-face steel bookstack shelving w/6 10-inch adjustable shelves over 2 12-inch tilt base shelves (24 linear feet per double-face section) for about 720 *volumes/items of new, Hot Off the Press materials*; allow 80 NSF (20 NSF per double-face section). (NOTES: [1] Consider some of the adjustable shelves being capable of housing books and CDs/DVDs “face out” to improve merchandising of the collections. [2] Do **NOT** provide canopy tops; **DO** provide slatwall face panels on both ends of the range{s}. [3] These shelving units should be equipped with lock down casters.)
- 2 Benches seating 2 persons each, interspersed among the 4 sections of 66”H shelving; allow 80 NSF (20 NSF each).

Spatial Relationships

Close to: Circulation Services Level 2 (Space 2.1).

Environmental and Engineering Needs

Data Cabling: Conduit to provide data network cabling to all workstations and potential workstations **must** be provided as well as a wire management system.

Other Comments

This will be a very busy space. Avoid crowding the area. The 4 sections of double-face shelving could be divided into 2 ranges of 2 sections each.

Space 2.4 (Open)
ADULT SERVICES
7,195 NASF

This is the primary center for services for adult Customers. It is an active service place. The function of the space is to provide collections (circulating, reference, media, and periodicals), PCs, tables and chairs, etc.

A summary of the square footage allocation for the Adult (Reference) Services is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Service desk	1	48	48
Shelving & aisles, ready reference	1	10	10
Multifunction group station (printer, scanner, fax, photocopier)			
PAC station	3	24	72
Express Internet station	3	24	72
Charging station	2	15	30
Shelving and aisles, reference	2	20	40
Shelving and aisles, fiction	80	20	1,600
Shelving and aisles, non-fiction	70	20	1,400
Shelving and aisles, large print	20	20	400
Shelving and aisles, periodicals (current & backfile)	8	20	160
Media housing units	14	20	280
4-place seating	6	100	600
1-place seating	10	35	350
Lounge seating	10	40	400
Typewriter	1	35	35
Low vision reader	1	35	35
Display case	2	30	60
File cabinet	2	20	40
Group study room, 4-place	3	120	360
Group study room, 6-place	2	180	360
Tutoring/individual study	3	48	<u>144</u>
SUBTOTAL NSF			6,496
Internal walls and circulation @ 10%			<u>649</u>
TOTAL NASF			7,145

Occupancy

From 40 to 85 users (76 seated), depending upon the level of activity.

Preliminary Listing of Furniture and Equipment

- 1 Service Desk w/1 PC networked to 1 printer station, 1 ergonomic task chair, 2 side chairs, and 1 cordless telephone; allow 48 NSF. (NOTES: [1] *The Service Desk will be shared at times with the Public Computer Area {Space 2.4} and Teens/Tweens Services {Space 2.5}*. [2] *The placement of the Desk **must** facilitate visual control of the entire Adult Services and Teens/Tweens Services areas.*)
- 1 Section (9 linear feet) of 48”H steel, free-standing single-face bookstack shelving w/2 12-inch adjustable shelves over 1 flat base shelf (9 linear feet per single- face section) for 50 *ready reference vols.*; allow 10 NSF (10 NSF per single-face section). (NOTE: *Locate so Service Desk staff can easily reach a book on the shelf without leaving the Desk area.*)
- 1 Multifunction group station with paper storage, allow 48 NSF. (NOTES: [1] *Locate in an alcove.* [2] *The multifunction group station should be connected via the wireless network to all public use computers in the building.*)
- 3 PAC stations; allow 72 NSF (24 NSF each). (NOTES: [1] *Locate on the face panels of 2 different ranges of bookstack shelving for circulation collections.* [2] *2 stations will be for stand-up use and 1 for use by the physically challenged {adjustable positioning convenient for a person in a wheelchair}.*)
- 3 Internet Express workstations; allow 72 NSF (24 NSF each). (NOTES: [1] *Locate on the face panels of 2 different ranges of bookstack shelving for circulation collections.* [2] *2 stations will be for stand-up use and 1 for use by the physically challenged {adjustable positioning convenient for a person in a wheelchair}.*)
- 2 Charging stations; allow 30 NSF (15 NSF each). (NOTES: [1] *For customers who bring their own devices, i.e. laptops, tablets, smart phones, etc. to the Library and need to re-charge them.* [2] *Consider using 2 stationary bicycles as the stations. As a customer is pedaling his/her device is being recharged.* [3] *Good for the device and the customer.*
- 2 Sections (36 linear feet) of reference bookstack shelving consisting of 2 sections of 48”H steel, double-face bookstack shelving w/4 adjustable 12-inch shelves over 4 12-inch flat base shelves (18 linear feet per double-face section) with canopy tops for 720 *reference vols.*; allow 40 NSF (20 NSF per double-face section).
- 80 Sections (2,400 linear feet) of 72”H double-face bookstack shelving w/6 adjustable 10-inch shelves over 4 12-inch tilt-base shelves (30 linear feet per double-face section) for 25,000 *adult fiction vols.*; allow 1,600 NSF (20 NSF per double-face section).
- 70 Sections (2,100 linear feet) of 72”H double-face bookstack shelving w/6 adjustable 10-inch shelves over 4 12-inch tilt-base shelves (30 linear feet per double-face section) for 20,000 *adult non-fiction vols.*; allow 1,400 NSF (20 NSF per double-face section).
- 20 Sections (600 linear feet) of 72”H double-face bookstack shelving w/6 adjustable 10-inch shelves over 4 12-inch tilt-base shelves (30 linear feet per double-face section) for 4,000 *large print vols.*; allow 400 NSF (20 NSF per double-face section).

- 8 Sections (160 linear feet) of 66”H double-face steel bookstack shelving w/8 10- inch adjustable hinged shelves w/1/4” lip and 8 10-inch flat shelves over 2 12-inch base shelves (30 linear feet per double-face section) for 140 *current periodicals and newspapers*; allow 160 NSF (20 NSF per double-face section). (NOTES: [1] *Backfiles of periodicals will be housed on the flat shelves “beneath” the hinged shelves. [2] On average, it is possible to display 3 periodicals or 1 newspaper per hinged shelf. [3] The base shelves will **not** be used to house periodicals. [4] Do **not** provide a canopy top for these sections.*)

“Quiet Room” – The periodicals shelving, along w/2 1-place reader tables and 4 lounge chairs (see below) should be grouped together to form a “Quiet Room.” This should not be an enclosed space although there might be some glass partitioning that would assist with realizing a “Quiet Room.” There should **not** be a door, only an opening, into the space.

- 14 Media housing units for 8,000 *media items (music CDs, DVDs, games, and computer software)*; allow 280 NSF (20 NSF per unit). (NOTES: [1] *Confer with Library staff regarding their preference for the type of unit. [2] About 2 in 5 American households now subscribe to a video streaming service according to a new report from the media measurement company Nielsen that tracked the penetration of the digital offerings. If this trends continues the Searcy Public Library may need fewer media holdings in the years ahead.*)
- 6 4-place reader tables (4’ X 6”) w/4 reader chairs each; allow 600 NSF (100 NSF each).
- 10 1-place reader tables w/1 reader chair each; allow 350 NSF (35 NSF each). (NOTE: *Place 2 tables near the shelving for periodicals.*)
- 10 Lounge chairs w/hideaway tablet arms and 1 side table w/lamp for each pair of chairs; allow 400 NSF (40 NSF each). (NOTES: [1] *Place 4 chairs near the shelving for periodicals. [2] Consider having 3 or 4 Rocking chairs in place of Lounge chairs.*)
- 2 Stations for other technologies (1 electric typewriter and 1 low vision reader) w/1 reader chair for each station; allow 700 NSF (35 NSF per station). (NOTE: *Confer w/Library Staff as to the best location for each of these 2 stations.*)
- 3 Display cases; allow 60 NSF (30 NSF each).
- 2 4-drawer lateral-pull file cabinets; allow 40 NSF (20 NSF each).
- 3 Group study rooms w/4 reader chairs and 1 48”D study table each; allow 360 NSF (120 NSF each). (NOTES: [1] *These rooms **must** be a glass-enclosed space with a lockable door. [2] Staff at the Adult Services Desk **must** be able to see into the Rooms at all times and will assign Customers to the rooms per Library policy.*)
- 2 Group study rooms, each w/6 reader chairs and 1 3’ x 5’ study table; allow 360 NSF (180 NSF each). (NOTES: [1] *These rooms **must** be a glass-enclosed space with a lockable door. [2] Staff at the Adult Services Desk **must** be able to see into the Rooms at all times and will assign Customers to the rooms per Library policy.*)

- 3 Tutoring/individual study rooms, each w/2 reader chairs and a counter 3'D and 30"H; allow 144 NSF (48 NSF each). (NOTES: [1] "Build" these rooms w/ office systems furniture w/84"H panels. [2] Provide doors w/vision panel. [3] Library staff at the Adult Services Desk will assign Customers to the rooms per Library policy.)

Spatial Relationships

Adjacent to: Public Computer Area (Space 2.4) and Teens/Tweens Services (Space 2.5)

Environmental and Engineering Needs

Communications: Provide for a telephone at the Service Desk.

Data Cabling: Conduit and/or wiring tray should be in place to provide connections to the Library's data network at all seated and standing machine stations as well as at tables and carrels not immediately scheduled for housing computers.

Electrical: Provide power to all table and computer workstations whether or not they are currently identified as computer workstations in order to allow for future installation of additional workstations. Provide power for the Multifunction group station.

Finishes: Areas subject to abuse or along the path of booktruck movement **must** have industrial type finish, up to and including stainless steel wainscot and corner protectors.

Lighting: Provide task lighting at all tables.

Other Comments

As the floor plan and general furnishings layouts are completed during the schematic and interior design development phases, Library staff will provide preliminary shelving designations for the collections.

Space 2.5 (Open)
PUBLIC COMPUTER AREA
1,355 NASF

The function of the space is to provide a space for PC workstations and a server room.

A summary of the square footage allocation for the Public Computer Area is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Service desk	1	36	36
1-Place workstation	20	36	720
2-Place workstation	4	48	192
Collaborative workstation	2	100	200
Wait station	6	6	36
Server room	1	48	<u>48</u>
SUBTOTAL NSF			1,232
Internal Walls and Circulation @ 10%			<u>123</u>
TOTAL NASF			1,355

Occupancy

From 20 to 44 users (44 seated), depending upon the level of activity.

Preliminary Listing of Furniture and Equipment

- 1 Service Desk w/1 PC networked to 1 printer station, 1 ergonomic task chair, 2 side chairs, and 1 cordless telephone; allow 48 NSF. (NOTES: [1] The Service Desk will be shared at times with Adult Services {Space 2.1} and Teens/Tweens Services {Space 2.4}. [2] The placement of the Desk **must** facilitate visual control of entire Computer Room area.)
- 20 PC Workstations w/1 ergonomic task chair each; allow 720 NSF (36 NSF each). (NOTES: [1] Locate these stations so that the staff at the Service Desk has visual control of each monitor. [2] 2 workstations for use by the physically challenged {adjustable positioning convenient for a person in a wheelchair}. [3] The Library may consider from 2 to 4 Mac computers for Customers who may need greater graphic capabilities.)
- 4 PC Workstations w/1 monitor, 2 mouse, & 2 task chairs each; allow 192 NSF (48 NSF each).
- 2 PC Workstations w/1 large screen monitor & 4 task chairs each; allow 200 NSF (100 NSF each).

- 6 Wait seating; allow 36 NSF (6 NSF each). (*NOTE: If the Library adopts a computer management system it may include a visual method of alerting persons waiting to use a PC. The "wait seating" is for those persons.*)
- 1 Server Room; allow 48 NSF. (*NOTE: Confer with Computer Room Monitor and Library Director for details.*)

Spatial Relationships

Adjacent to: Adult Services (Space 2.4) and Teens/Tweens Services (Space 2.6).

Environmental and Engineering Needs

Acoustics: Locate the computer workstations in such a manner that the noise that is created by the machines and the Customers using them does not unduly interfere with the customers who are not using computers.

Communications: Provide telephones at the Service Desk and in the Server Room.

Data Cabling: Conduit and/or wiring tray should be in place to provide connections to the Library's data network at all seated and standing machine stations as well as at tables and carrels not immediately scheduled for housing computers.

Electrical: Provide power to all table and computer workstations whether or not they are currently identified as computer workstations in order to allow for future installation of additional workstations.

Finishes: Areas subject to abuse or along the path of booktruck movement **must** have industrial type finish, up to and including stainless steel wainscot and corner protectors.

Lighting: The extensive use and viewing of the computers will require special attention to minimize glare on the monitors. Provide lighting controlled by motion detection in the Server Room.

**Space 2.6 (Open [Partially Enclosed])
TEENS/TWEENS SERVICES
1,950 NASF**

The function of this space is to provide a space that will appeal to Searcy area teens and tweens and will include Library books, media, and periodicals as well as computer stations and a variety of seating types.

A summary of the square footage allocation for Teen/Tweens Services is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
PAC station	2	24	48
Shelving and aisles, fiction/non-fiction, & periodicals	16	20	320
Media housing unit	1	20	20
4-place seating	2	100	200
1-place seating	4	35	140
Lounge seating	4	30	120
1-Place workstation	3	36	108
2-Place workstation	2	48	96
Collaborative workstation	1	100	100
Makerspace space	1	400	400
Gaming station	1	40	40
Display case	1	30	30
Group study room, 4-place	1	150	<u>150</u>
SUBTOTAL NSF			1,772
Internal walls and circulation @ 10%			<u>178</u>
TOTAL NASF			1,950

Occupancy

From 10 to 12 to 40 to 50 teens/tweens (46 seated), depending upon the level of activity.

Preliminary Listing of Furniture and Equipment (*Provide lock-down casters on all shelving sections and non-PC seating.*)

- 1 PAC station; allow 16 NSF. (*NOTE: Locate on 1 face panel of shelving.*)
- 16 Sections (450 linear feet) of 72”H double-face steel bookstack shelving w/6 adjustable 10-inch shelves over 4 12-inch tilt-base shelves (30 linear feet per double-face section) for 5,000 *teens/tweens vols.* And 12 *periodical titles*; allow 320 (20 NSF per double-face section). (*NOTE: On 1 side of 1 double-face section the shelving must include 4 hinged periodical shelves with ¼” lip over 4 flat shelves beneath the hinged shelves for backfile copies of the periodicals.*)

- 2 Media housing unit for 400 *media items* (music CDs, DVDs, games, and computer software); allow 20 NSF. (NOTE: Confer with Library staff regarding their preference for the type of unit.)
- 3 4-place reading tables (4' X 6", w/4 reader seats each; allow 200 NSF (100 NSF each).
- 4 1-place reader tables w/1 reader chair each; allow 140 NSF (35 NSF each).
- 4 Lounge chairs w/hideaway tablet arms; allow 120 NSF (30 NSF each).
- 3 PC workstations w/1 ergonomic task chair and 1 PC; allow 108 NSF (36 NSF each). (NOTE: These stations should be networked to the Multifunction group station described in Adult Services {Space 2.1}.)
- 2 PC workstations w/2 ergonomic task chairs and 1 PC per station; allow 96 NSF (48 NSF each). (NOTE: These stations should be networked to the Multifunction group station described in Adult Services {Space 2.1}.)
- 1 PC Workstation w/1 large screen monitor and 4 task chairs; allow 100 NSF. (NOTE: This station should be networked to the Multifunction group station described in Adult Services {Space 2.1}.)
- 1 Makerspace; allow 400 NSF. (NOTES: [1] An enclosed, lockable space because much of the equipment will be subject to theft. [2] The outfitting of the 20' X 20' room will be a "work in progress" inasmuch as there is no Searcy Public Library history for such a space. [3] Furniture and equipment may include some or all of the following:
 - 3D printer;
 - Electric sewing machine;
 - Mac computer(s);
 - Espresso printer (book machine);
 - Worktable(s)'
 - Chairs (reader and/or task);
 - Storage and supply cabinet(s); and
 - Multifunction group station.
- 1 Gaming station; allow 40 NSF. (Confer w/Library staff for details.)
- 1 Group study room w/4 reader chairs and 1 48"D study table; allow 150 NSF. (NOTES: [1] This rooms **must** be a glass-enclosed space with a lockable door. [2] Staff at the Adult Services Desk **must** be able to see into the Room at all times and will assign Customers to the rooms per Library policy.)
- 1 Bulletin board, 3' X 5', wall-mounted; NSF part of circulation allowance above.

Spatial Relationships

Adjacent to: Adult Services (Space 2.4) and Public Computer Area (Space 2.5).

Close to: Adult and Teens/Tweens Services, Public Computer Area Workroom, ILL Workroom & Branch Manager Office (Space 2.7).

Environmental and Engineering Needs

Data Cabling: Conduit and/or wiring tray should be in place to provide connections to the Library's data network at all seated and standing computer workstations as well as at tables not immediately scheduled for housing computers.

Electrical: Provide power to all table and computer workstations whether or not they are currently identified as computer stations in order to allow for future installation of additional workstations. Provide docking stations for Customers with laptops.

Finishes: Areas subject to abuse or along the path of booktruck movement **must** have industrial type finish, up to and including stainless steel wainscot and corner protectors.

Lighting: The extensive use and viewing of the computers will require special attention to minimize glare on the monitors. Provide task lighting at all tables.

Security: Position the bookstacks so there are good sight lines into the bookstacks. The computers are vulnerable to theft, provide sufficient security measures to insure theft of these items does not occur.

Other Comments

Consider a glass front that will provide a degree of sound control from Teens/Tweens Services drifting into the adjacent spaces. Provide a 4 to 5 foot opening, but **not** a door.

Consider using materials that can be modified from time-to-time inasmuch as what may be popular today among teens and tweens may be very "old hat" tomorrow.

As the floor plan and general furnishings layouts are completed during the schematic and interior design development phases, Library staff will provide preliminary shelving designations for the collections.

Space 2.7 (Enclosed)

**ADULT SERVICES, TEENS/TWEENS SERVICES, PUBLIC COMPUTER AREA, ILL WORKROOM & BRANCH MANAGER OFFICE
1,445 NASF**

The function of this space is to:

- Provide a private office for the Branch Manager
- Provide a workroom w/open-office space for Adult, Teens/Tweens Services, Public Computer Area, Interlibrary Loan (ILL), & Branch Manger staff and volunteers;
- Provide a common area to be shared by all staff who work/office in this space; and
- Provide needed separation between the 3 staff groups by placement of bookstack shelving and/or other furnishings.

A summary of the square footage allocation for the Adult and Teens/Tweens Services, Public Computer Area Workroom, ILL Workroom & Branch Manager Office is as follows:

function	no. of units	unit area	total area
Branch Manager office	1	180	180
Adult Services workstation	1	48	48
Computer Room Monitor workstation	1	48	48
Teens/Tweens Services workstation	1	48	48
Interlibrary Loan (ILL) Clerk workstation	1	120	120
Library clerk workstation	3	36	108
Shelving and aisles	4	20	80
Booktruck parking	6	6	36
Worktable (4' x 8')	2	75	150
File cabinet	4	20	80
Supply cabinet	1	48	48
Multifunction station (pringint, scanning, faxing, & photocopying)	1	48	48
Work counter	1	40	40
Recycle receptacle	1	10	10
Trash receptacle	1	10	10
Open floor space	1	150	<u>150</u>
SUBTOTAL NSF			1,204
Internal walls and circulation @ 20%			<u>241</u>
TOTAL NASF			1,445

Occupancy

From 3 or 4 to 7 to 9 staff and volunteers at any one time, depending upon the activity.

Preliminary Listing of Furniture and Equipment

- 1 Private office for Branch Manager w/workstation, ergonomic managerial chair, PC networked to a desktop laser printer, telephone, one wall-mounted section of shelving (15 linear feet), a two-drawer front-pull file cabinet below the work surface, a pencil drawer, and a 42"D table with 3 side chairs; allow 180 NSF.
- 3 Open-office Sit/Stand workstations for Adult and Teens/Tweens Services and Computer Room Monitor w/ergonomic task chair, a PC networked to the Multifunction station, 2-drawer lateral-pull file cabinet below work surface, a pencil drawer; and 1 side chair; allow 144 NSF (48 NSF each).
- 3 Open-office Sit/Stand workstations for Library Clerks with ergonomic task chair, a PC networked to the Multifunction station (see below), and a pencil drawer; allow 108 NSF (36 NSF each).
- 1 Open-office Sit/Stand workstation for ILL Clerk w/ergonomic task chair, a PC networked to Multifunction station (see below), a 2-drawer front-pull file cabinet below the work surface, 9 linear feet of shelving above the work surface, a pencil drawer, a 36"D table, a small table to house a postage meter, scale, fax machine and 2 side chairs, allow 120 NSF. (NOTE: Confer with the ILL Clerk and Library Director regarding the overall layout of this space.)
- 4 Sections (168 linear feet) of 84"H double-face, steel bookstack shelving w/ten 10- inch adjustable shelves over 2 12-inch base shelves (42 linear feet per single- face section) for 2,200 items; for allow 80 NSF (20 NSF per double-face section).
- 6 Booktrucks; allow 36 NSF (6 NSF each).
- 2 Worktables, 4' x 8', w/2 ergonomic task chairs each; allow 150 NSF (75 NSF each).
- 4 4-drawer, lateral-pull file cabinets; allow 80 NSF (20 NSF each).
- 1 Supply cabinet; allow 48 NSF.
- 1 Multifunction group station; allow 48 NSF. (NOTES: [1] For printing, scanning, photocopying, and faxing. [2] The multifunction group station should be connected via the wireless network to all workstation computers **but not** to computers elsewhere in the building.)
- 1 Work counter w/sink with storage cabinets above and below the countertop; allow 40 NSF.
- 1 Recycle receptacle; allow 10 NSF.
- 1 Trash receptacles; allow 10 NSF.

Spatial Relationships

Adjacent to: Public Computer Area (Space 2.5).

Close to: Service Elevator.

Environmental and Engineering Needs

Communications: Provide for a telephone in the private office, ILL, and the 48 NSF workstations.

Data Cabling: Conduit and/or wiring tray should be in place to provide connections to the Library's data network at all seated and standing machine stations as well as at tables and carrels not immediately scheduled for housing computers.

Electrical: Provide power to all table and computer workstations whether or not they are currently identified as computer workstations in order to allow for future installation of additional workstations. Provide power for computer workstations, Multifunction group station, and the private offices.

Finishes: Areas subject to abuse or along the path of booktruck movement **must** have industrial type finish, up to and including stainless steel wainscot and corner protectors.

Security: This space should be lockable with keyless access and monitored by the buildings security system.

**Space 2.8 (Enclosed)
CONFERENCE ROOM B
600 NASF**

The function of the space is to provide a well-appointed Conference Room. It is anticipated that the Room will be used for such activities as

- Community meetings;
- Staff meetings;
- Lectures;
- Book club discussions; and
- Variety of other meetings and discussions

may all take place in the Room.

A summary of the square footage allocation for Conference Room B is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Conference table w/12 conference chairs	12	30	360
Side chair	6	6	36
Smart board	1	10	10
Credenza	1	20	20
Storage closet	1	36	36
Kitchenette	1	36	<u>36</u>
SUBTOTAL NSF			498
Internal walls and circulation @ 20%			<u>102</u>
TOTAL NASF			600

Occupancy

From four or five to 12 to 20 users (20 seated) when the rooms are used separately, and from 20 – 30 in stack chairs when the space is used as one combined room, depending upon the level of activity.

Preliminary Listing of Furniture and Equipment

- 1 Conference table w/12 conference chairs; allow 360 NSF (30 NSF each). (*NOTE: The Conference Table should be a nicely finished demountable or folding table.*)
- 6 Stackable side chairs; allow 36 NSF (6 NSF each).
- 1 Smart board on casters; allow 10 NSF.

- 1 Credenza, lockable; allow 20 NSF. (*NOTE: The credenza will be a serving bar when the need arises.*)
- 1 Storage closet; allow 36 NSF. (*NOTES: [1.] Adjustable shelving on two walls. [2.] Millwork for the shelving.*)
- 1 Kitchenette accessible from either Conference Room, w/counter, sink, cabinets above and below the countertop, refrigerator, microwave, coffee pot, and trash and recycle bins built into the cabinets; allow 36 NSF. (*NOTE: Millwork w/cabinets above and below sink counter.*)
- 1 Ceiling-mounted projection unit; NSF included in circulation space above. (*NOTES:[1] For DVDs, CDs, PowerPoint, slides, and Smart board interface. [2] Locate the unit so that it can service rooms B and C when the room divider is stored.*)
- 1 Ceiling-recessed projection screen, motorized; NSF included in circulation space above.

Spatial Relationships

Adjacent to: Adult Services (Space 2.4).

Environmental and Engineering Needs

Acoustics: Provide sound insulation in walls of the Room.

Communications: Provide a telephone with speaker phone capability. Videoconferencing capability should be considered. Provide speakers for the building-wide public address system that can preempt PA announcements on demand.

Data Cabling: Conduit to provide data network cabling. Provide interface and connection between a computer and Smart board location

Electrical: Provide ample electrical outlets. Provide for the projection equipment and screens. Provide one outlet above counter at the credenza.

Lighting: Provide lighting with separate control for lighting near projection screens. Consider lighting controlled by motion detection. Provide lighting for wall-hung exhibits that will be set up in the Room from time to time.

Security: For maximum usage it is very important that access to and egress from Conference Room B be possible when the balance of the building is closed to the public.

Space 2.9 (Open)
GALLERY
1,385 NASF

The function of this space is to provide gallery and exhibit space for local and national exhibitions and display.

A summary of the square footage allocation for the Gallery is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Gallery and display space	1	800	800
Bench seating	4	20	80
Coat room	1	80	80
Storage room	1	300	<u>300</u>
SUBTOTAL NASF			1,260
Internal walls and circulation @ 10%			<u>125</u>
TOTAL NASF			1,385

Occupancy

From 10 to 30 to 50 to 70 customers (12 seated), depending upon the level of activity.

Preliminary Listing of Furniture and Equipment

- 1 Gallery space; allow 800 NSF.
- 4 Benches, each seating 3 customers; allow 80 NSF (20 NSF each).
- 1 Coat room; allow 80 NSF. (*NOTE: Provide a Dutch door and hangers for 120 wraps and shelves above for purses, packages, hats, etc.*)
- 1 Storage room; allow 300 NSF. (*NOTES: [1] Provide a garage door as the opening. [2] Provide space for stacking chairs. [3] Provide 18"W shelves on 2 sides.*)

Spatial Relationships

Adjacent to: Conference Room B (Space 2.8).

Close to: Service elevator.

Environmental and Engineering Needs

Communications: Provide a wall-mounted telephone in the Storage Room with silent ring. Provide speakers for the building-wide public address system that can preempt PA announcements on demand.

Data Cabling: Conduit to provide data network cabling.

Electrical: Provide ample electrical outlets.

Lighting: Consider lighting controlled by motion detection. Provide lighting for wall-hung exhibits.

Security: For maximum usage of this space it is very important that access to and egress from the Gallery is possible when the balance of the building is closed to the public.

Other Comments

Consider a balcony.

Space 2.10 (Enclosed)
TECHNICAL SERVICES
700 NASF

The function of this space is to provide a workroom and open-office space for Technical Services staff and volunteers.

A summary of the square footage allocation for Technical Services is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Cataloger workstation	1	64	64
Library cataloging/processing workstation	2	36	72
Coat rack	1	15	15
Locker	4	2.5	10
Multifunction group station (printing, scanning, faxing, & photocopying)	1	48	48
Shelving and aisles	4	20	80
Booktruck parking	4	6	24
Van cart	2	6	12
Worktable	3	50	150
File cabinet	2	20	40
Work counter w/sink	1	40	40
Supply cabinet	1	48	48
Recycle receptacle	2	10	20
Trash receptacle	2	10	20
SUBTOTAL NASF			643
Internal walls and circulation @ 20%			127
SUBTOTAL NASF			770

Occupancy

From 1 or 2 to 4 or 5 staff and volunteers, depending upon the activity level.

Preliminary Listing of Furniture and Equipment

- 1 Open-office Sit/Stand workstation for Catalog Librarian w/ergonomic managerial chair, computer networked to printer station (see below), telephone, a 2-drawer front-pull file cabinet below the work surface, a pencil drawer, and 2 side chairs; allow 64 NSF.
- 2 Open-office Sit/Stand workstations with ergonomic task chair, a PC networked to the printer station (see below), and a pencil drawer; allow 72 NSF (36 NSF each).
- 1 Coat rack; allow 15 NSF.

- 4 Lockers, allow 10 NSF (2.5 NSF each).
- 1 Multifunction group station; allow 48 NSF. (NOTES: [1] For printing, scanning, photocopying, and faxing. [2] The station should be connected via the wireless network to all staff computers in Technical Services **but not** to computers elsewhere in the building.)
- 4 Sections (168 linear feet) of 84”H doublele-face, steel bookstack shelving w/5 12- inch adjustable shelves over 1 14-inch base shelf (21 linear feet per single-face section) for 1,120 items; for allow 80 NSF (20 NSF per double-face section).
- 4 Booktrucks; allow 24 NSF (6 NSF each).
- 2 Van carts; allow 12 NSF
- 3 Worktables, 3’ x 5’, w/1 ergonomic task chair each; allow 150 NSF (50 NSF each).
- 2 4-drawer, lateral-pull file cabinets; allow 40 NSF (20 NSF each).
- 1 Work counter w/sink and storage cabinets above and below the countertop; allow 40 NSF.
- 1 Supply cabinets, lockable; allow 48 NSF .
- 2 Recycle receptacles; allow 20 NSF (10 NSF each).
- 2 Trash receptacles; allow 20 NSF (10 NSF each).
- 1 Bulletin board, 3’ X 5’, wall-mounted; NSF part of circulation allowance above.

Spatial Relationships

Adjacent to: Service elevator.

Environmental and Engineering Needs

Communications: Provide 1 telephone at Cataloger workstation and 1 wall-mounted telephone.

Data Cabling: Conduit and/or wiring tray should be in place to provide connections to the Library’s data network at all seated and standing workstations.

Electrical: Provide power to all table and computer workstations whether or not they are currently identified as computer workstations in order to allow for future installation of additional workstations. Provide power for computer workstations and the Multifunction group station.

Finishes: Areas subject to abuse or along the path of booktruck movement **must** have industrial type finish, up to and including stainless steel wainscot and corner protectors.

Security: This space should be lockable with keyless access and monitored by the building security system.

Level 3

Arkansas Room	935
Library Administration & Board Room	2,215
Library Staff Room	<u>400</u>
SUBTOTAL NASF	3,550
Unassignable Space	<u>885</u>
BUILDING GROSS SQUARE FEET (BGSF)	4,435

**Space 3.1 (Enclosed)
ARKANSAS ROOM
935 NSF**

This is the primary center in the Library for state, regional, and local history.

A summary of the square footage allocation for the Arkansas Room is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Service desk	1	48	48
PAC station	1	30	30
Literature rack	1	15	15
Display case	1	30	30
Microform cabinet	2	20	40
Microform reader/printer	1	36	36
Map case	1	40	40
Shelving and aisles	8	20	160
Reader table (large)	1	120	120
Reader table, 4-place	1	100	100
Reader table, 1-place	2	35	70
Lounge chair	2	30	60
PC workstation	1	48	48
Printer station	1	16	16
Storage closet	1	36	<u>36</u>
SUBTOTAL NSF			849
Internal walls and circulation @ 10%			<u>86</u>
TOTAL NASF			935

Occupancy

From 1 or 2 to 6 to 8 customers at any one time, depending upon the level of activity.

Preliminary Listing of Furniture and Equipment

- 1 Service desk w/ergonomic task chair, PC with a laser printer, and 1 side chair; allow 48 NSF. (NOTE: Total visual control of the entire space a **must** be from the Service Desk.)
- 1 PAC station w/1 reader chair; allow 30 NSF
- 1 Literature rack; allow 15 NSF
- 1 Display case; allow 30 NSF.

- 2 Microform cabinets, 10-drawer; allow 40 NSF (20 NSF each).
- 1 Microform reader/printer w/1 reader chair; allow 36 NSF.
- 1 Map case; allow 40 NSF. (*NOTE: This will consist of 2 5-drawer cases stacked to achieve 10 drawers.*)
- 8 Sections (240 linear feet) of 72"H double-face bookstack shelving w/8 adjustable 12-inch shelves over 2 12-inch tilt-base shelves (30 linear feet per double-face section) for 2,000 vols.; allow 160 NSF (20 NSF per double-face section).
- 1 Large (4' x 8') reader table w/2 reader chairs; allow 120 NSF. (*NOTES: [1] This table will be used, as the need arises, for the study of maps and other oversize materials. [2] Do not have task lighting on this table.*)
- 1 4-place reader table (4' X 6") w/4 reader chairs; allow 100 NSF.
- 2 1-place reader tables w/1 reader chairs; allow 70 NSF (35 NSF each).
- 2 Lounge chairs w/hideaway tablet arms and 1 side table w/lamp; allow 60 NSF (30 NSF each).
- 1 PC Workstation w/1 ergonomic task chair; allow 48 NSF.
- 1 Printer station; allow 16 NSF. (*NOTES: [1] Place the laser, color printer on a table. [2] Locate adjacent to the PC workstation.*)

Spatial Relationships

Adjacent to: Public elevator.

Close to: Library Administration & Board Room (Space 3.2).

Environmental and Engineering Needs

Communications: Provide for a telephone at the Service Desk.

Data Cabling: Conduit and/or wiring tray should be in place to provide connections to the Library's data network at all seated and standing computer workstations as well as at tables not immediately scheduled for housing computers.

Electrical: Provide power to all table and computer workstations whether or not they are currently identified as computer stations in order to allow for future installation of additional workstations. Provide power to all table and computer workstations whether or not they are currently identified as computer workstations in order to allow for future installation of additional workstations. Provide power for the microform reader/printer and the print station.

Finishes: Areas subject to abuse or along the path of booktruck movement **must** have industrial type finish, up to and including stainless steel wainscot and corner protectors.

Lighting: Provide task lighting at all tables except the 2 large reader tables.

Security: Position the bookstacks so there are good sight lines into the bookstacks. The computers are vulnerable to theft, provide sufficient security measures to insure theft of these items does not occur. The Arkansas Room should be lockable with keyless access and monitored by the buildings security system.

Other Comments

This is a “special collections” space. In all probability it will not be staffed every hour the Library is open. Therefore, the need for security of the materials.

Space 3.2 (Enclosed)
LIBRARY ADMINISTRATION & BOARD ROOM
2,215 NASF

The function of this space is to:

- Provide office space for the Library Director and Administrative Assistant;
- Reception area;
- Provide a Library Board Room w/Kitchenette;
- Supply Room; and
- Mail Room.

A summary of the square footage allocation for Library Administration & Board Room follows:

function	no. of units	unit area	total area
Reception			
Reception desk (for the Administrative Assistant)	1	100	100
Lounge chair	4	30	120
Coffee table	1	10	10
Multifunction group station (printing, scanning, faxing, & photocopying)	1	48	<u>48</u>
SUBTOTAL NSF			278
Library Director Office			
Library Director's Desk	1	120	120
Side chairs	2	10	20
Bookcase	2	10	20
Work table	1	60	60
Work table chair	4	10	40
Credenza	1	10	10
Lounge chair	2	30	60
Coffee table	1	10	<u>10</u>
SUBTOTAL NSF			340
Library Board Room:			
Board table (6'W x 15'L)	1	150	150
Board chair	12	25	300
Side chair	8	10	80
Credenza	1	20	20
Bookcase	2	10	20
Kitchenette	1	48	<u>48</u>
SUBTOTAL NSF			618

Supply Room:

Industrial shelving	4	12	48
Booktruck parking	2	6	12
Worktable	1	60	60
File cabinet	8	20	160
Recycle receptacle	1	10	10
Trash receptacle	1	10	10
Open floor space	1	100	<u>100</u>
SUBTOTAL NSF			400

Mail Room:

Mail slots	30	1	30
Worktable	1	60	60
Recycle receptacle	1	10	10
Trash receptacle	1	10	10
Open floor space	1	100	<u>100</u>
SUBTOTAL NSF			210

SUBTOTAL ALL NSF 1,846

Internal walls and circulation @ 20% 369
SUBTOTAL NASF 2,215

Occupancy

From 2 to 5 staff, Board members, and customers to 6 to 20 at any one time, depending upon the level of activity.

Preliminary Listing of Furniture and Equipment Offices

Reception

- 1 Reception (administrative) desk w/1 managerial chair, PC networked to laser printer, telephone, and 2 side chairs; allow 80 NSF
- 4 Lounge chairs w/a side table w/lamp for each pair of chairs; allow 120 NSF (30 NSF each).
- 1 Coffee table; allow 10 NSF.
- 1 Multifunction group station with paper storage, allow 48 NSF. (NOTES: [1] Locate in an alcove. [2] The multifunction group station should be connected via the wireless network to all computers in Library Administration.)

Library Director Office

- 1 Private office for the Library Director with a Sit/Stand workstation, ergonomic managerial chair, computer networked to a desktop laser printer, telephone, 2 bookcases, a 2-drawer front-pull file cabinet below the work surface, a pencil drawer, a small worktable w/2 chairs, credenza, 2 lounge chairs, and a coffee table; allow 340 NSF.

Library Board Room

- 1 Board table (6'W x 15'L); allow 150 NSF
- 12 Board chairs; allow 300 NSF (25 NSF each).
- 8 Side chairs; allow 80 NSF (10 NSF each).
- 1 Credenza; allow 20 NSF.
- 2 Bookcases; allow 20 NSF (10 NSF each).
- 1 Kitchenette; allow 48 NSF (*NOTE: Locate out of sight of the Board Table and Chairs, but easily accessible to occupants within the Board Room as well as Reception and Library Director's Office.*)

Supply Room

- 4 Sections, 90"H industrial shelving w/6 16"D shelves per section; allow 48 NSF (12 NSF per section).
- 2 Booktrucks; allow 12 NSF (6 NSF each).
- 1 Worktable (3'W x 5'L) w/2 ergonomic task chairs each; allow 60 NSF. (*NOTE: Folding table.*)
- 8 4-drawer, lateral-pull file cabinets; allow 160 NSF (20 NSF each).
- 1 Recycle receptacle; allow 10 NSF.
- 1 Trash receptacle; allow 10 NSF
- 1 Open floor space; allow 100 NSF

Mail Room

- 1 Set of mail bins, 30 bins, 1'w X 1'h X 18"d; allow 30 NSF.
- 1 Worktable (3'W x 5'L) w/1 ergonomic task chair; allow 60 NSF. (*NOTE: Folding table.*)
- 1 Recycle receptacle; allow 10 NSF.

- 1 Trash receptacle; allow 10 NSF.
- 1 Open floor space; allow 100 NSF
- 1 Bulletin board, 3' X 5', wall-mounted; NSF part of circulation allowance above.

Spatial Relationships

Close to: Public elevator.

Environmental and Engineering Needs

Communications: Provide telephones in Library Director's office, Reception, Library Board Room, Supply Room, and Mail Room. Wall-mounted in Board, Supply, and Mail rooms.

Data Cabling: Conduit to provide data network cabling to all workstations and potential workstations **must** be provided as well as a wire management system. Provide data network connection to the multifunction group station.

Electrical: Provide wiring and power for all workstations, the multifunction group station, and the Board, Supply, and Mail rooms.

Finishes: Finishes in the Offices, Reception, and Library Board Room should be of a quality commensurate with the responsibilities and functions of the occupants. Areas subject to abuse or along the path of booktruck movement **must** have industrial type finish, up to and including stainless steel wainscot and corner protectors.

Lighting: Provide task lighting for the workstations. Provide motion detection in all spaces.

Security: Provide card access for all interior doors.

Other Comments

Consider a balcony off the Library Board Room.

Space 3.3 (Enclosed)
STAFF ROOM
400 NASF

The function of the space is to provide a space where Library staff can go for coffee breaks, lunchtime, etc.

A summary of the square footage allocation for the Staff Room is as follows:

<i>function</i>	<i>no. of units</i>	<i>unit area</i>	<i>total area</i>
Dining table, 2-place	4	25	100
Dining table, 4-place	1	80	80
Lounge chair	2	30	60
Kitchenette	1	64	64
Pantry	1	24	24
Sick bay	1	36	<u>36</u>
SUBTOTAL NSF			364
Internal Walls and Circulation @ 10%			<u>36</u>
TOTAL NASF			400

Occupancy

From 2 or 3 to 5 to 10 Library staff (14 seated), depending upon the level of activity.

Preliminary Listing of Furniture and Equipment

- 4 2-place dining tables w/two chairs each; allow 100 NSF (25 NSF each).
- 1 4-place dining table w/four chairs; allow 80 NSF.
- 2 Lounge chairs with one side table with lamp between the chairs; allow 60 NSF (30 NSF each). (*NOTE: Provide stain resistant finishes/fabrics for the lounge chairs.*)
- 1 Kitchenette w/counter with a sink, a water purifier unit, cabinets above and below the countertop, a refrigerator, microwave, coffee pot, and trash and recycle bins; allow 64 NSF. (*NOTES: Millwork w/cabinets above and below sink counter.*)
- 1 Pantry, lockable; allow 24 NSF. (*NOTES: [1.] Provide adjustable wire shelving on at least two walls. [2.] Millwork.*)
- 1 Sick bay with a cot; allow 36 NSF. (*NOTE: Utilize office-system equipment w/a door and partitions that are 8"H.*)
- 1 Bulletin board, 3' x 5', wall-mounted; NSF part of circulation allowance above.

Spatial Relationships

Close to: Service elevator

Environmental and Engineering Needs

Communications: Provide a wall-mounted telephone.

Electrical: Provide ample electrical outlets. Provide for the appliances in the Kitchenette.

Finishes: Specify resilient flooring w/floor drain.

Lighting: Provide lighting controlled by motion detection. Provide for a table lamp on the side table between the two lounge chairs.

Restrooms: Provide access to the staff restroom(s). (*NOTE: The staff restroom[s] **must not be within the Staff Room.***)

Utilities: Provide for utilities in the Kitchenette. Provide for the sink in the Kitchenette. Provide proper ventilation to minimize food odors from the Kitchenette.

Other Comments

Consider a secure outdoors area w/seating for this space.