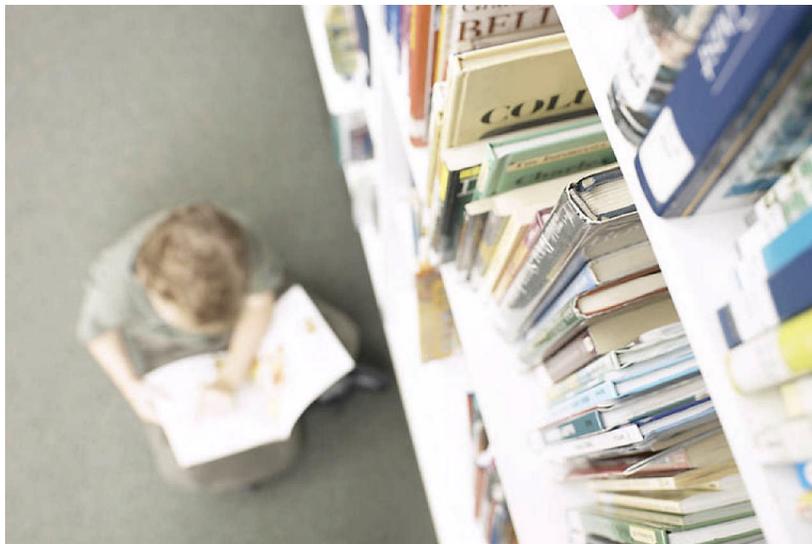


THE BARRINGTON PUBLIC LIBRARY
OF
BARRINGTON, NEW HAMPSHIRE

**PLANNING FOR THE FUTURE:
A LIBRARY BUILDING PROGRAM**



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THE BARRINGTON PUBLIC LIBRARY BARRINGTON, NEW HAMPSHIRE Needs Assessment

THE SETTING

The town of Barrington, New Hampshire is located in the eastern part of the state, not far west of the New Hampshire/Maine border. The Town of Rochester is about six miles to the northeast of Barrington. It is about a ten-mile drive south to Durham. State Route 9 runs east to connect with Interstate 95 north to Portland, Maine, or south to Portsmouth, New Hampshire, then further down to Newburyport and then on to Boston. Route 9/202 west connects to Concord, about thirty miles away. State Route 125, also a two-lane road, runs north and south through the town. There is no public transportation within the town itself, but a coastal train service has recently re-opened.

Barrington has no particular village center. A new Public Safety building was constructed several years ago on Route 9, while the Town Hall is housed in a converted brick school a bit farther west. A new middle school complex was opened in the fall of 2004 also on Route 9, but several miles to the east, across Route 125. Recently, planning has begun for a new Town Center, which is being conceived as a mixed-use development, to include one or more public buildings, commercial properties, and housing.

People who live in Barrington may commute to nearby Rochester or to Exeter or Durham or Portsmouth and south to Boston, or as far west as Concord for employment, or may telecommute. Barrington has been experiencing dramatic growth in the past thirty years. A 1970 population of 1,865 had grown to 4,404 by 1980, 6,164 by 1990 and 7,475 by 2000.

Of the 7,475 residents recorded in the 2000 U.S. Census, 1,196, or 16% were over the age of 55 and 29.4% were under the age of 19. Of adults 25 years and older, 91% were at least high school graduates, while 27.5% possessed a bachelor=s degree or higher. The Town has reported a figure of 8,071 residents in 2005, an increase of 384 residents in four years time.

Projections by the New Hampshire Office of State Planning foresee steady continued growth for Barrington, to 8,860 by 2010 and 10,600 by 2025. Using an alternate projection system, the final Barrington Master Plan projects a population of 10,555 by 2020. This conclusion is supported by current new construction permits, which totaled 163 new dwelling units in 2004-05 and are projected to be in the range of 80-100 additional units in 2006. At an average occupancy of 2.91, this three-year period of new construction alone will add 707 to 765 additional new residents.

THE BARRINGTON PUBLIC LIBRARY

The Barrington Public Library has been housed since 1972 just off Route 9, on Province Lane, in the upper level of a two-story Butler building. This building, located between the former Barrington Middle School on the east and the Town Hall on the west, houses a large gymnasium and the

Recreation Department on the lower level. Until six years ago, the library was housed in two small rooms on the upper level and shared this level with the Police Department.

Following the construction of the new Public Safety building in 2000, the library was modestly expanded to include the entire upper level, thereby doubling the limited space. The renovation was done as a stop-gap measure. It was recognized at the time that the expansion could only alleviate the overall challenge of planning a new library building for a few years. The library Trustees stated at that time (2000) that the expansion would be no more than a ten-year solution at best.

The library is governed by seven trustees, who are elected for three-year terms. The total town appropriation for Fiscal Year 2006 is \$142,343. This is supplemented by several grants, fund-raising by the Friends of the Library, fine and photocopier charges and a small income from endowment (less than \$500 annually).

According to the Library's annual report, the Barrington Public Library circulated 61,185 items in the year 2005. About 67% of total book circulation was to children (23,413 volumes). At the end of 2005, the library had approximately 4,500 registered borrowers, which did not include children under the age of six and also includes family use of a single card.

It can be calculated that the cost of the 61,185 items circulated in 2005, at an average price of \$25 per item would have cost Barrington residents about \$1,529,625 per year to purchase. To put it another way, each resident on average made use of library materials of a value of \$189.52 in 2005, yet at a cost of only \$17.64 per capita in taxes paid in 2005.

The book collection stood at 26,898 in May, 2006, including paperbacks. The library owns a small but growing collection of 3,342 media, including books-on-tape, which are very popular with commuters. About 50% of the resources are for children or young adults. Interlibrary Loans are available through the New Hampshire State Library, and 2,722 transactions took place in 2005. The Library is a member of the Suncook Interlibrary Cooperative (SILC), which is a regional association of libraries that shares media, such as audio and video titles, through collaborative purchasing.

The library received four new computers, plus one server, from a Gates Foundation grant in 2003. Internet access is by cable broadband. Staff computers are linked by a LAN and serve as a catalog and an automated circulation system. It is possible for patrons to access the system from home, including online databases, renewals, reserves, and interlibrary loan, as well as reference services. The library's computers were logged into more than 6,000 times for use in 2005. Computer classes were over-subscribed, particularly classes on such topics as Web Design, E-Bay, Pay Pal, and digital photography. In addition, patrons accessed the library web site from off-site locations over 7,000 times.

Although no official meeting room is available, the library has been providing an extremely active series of children's story and craft hours and a summer reading program, as well as a vibrant program for teens, coordinated by a Teen Advisory Board working with library staff. The limited meeting space is in constant use, providing space for about 27 events per month or 6 per week. There is a Friends of the Library group, with approximately fifteen active members.

The Library is open 46 hours per week. Beginning in April, 2006, library hours are as follows:

Monday	10:00 AM - 6:00 PM
Tuesday	10:00 AM - 6:00 PM
Wednesday	10:00 AM - 8:00 PM
Thursday	10:00 am - 6:00 PM
Friday	10:00 AM - 5:00 PM
Saturday	10:00 AM - 3:00 PM

The 2006 increase in hours brings Barrington's hours up to the minimum for public libraries in towns in Barrington's population group, which is open on average 45-50 hours per week, according to statewide statistics maintained by the New Hampshire State Library.

THE LIBRARY AS A BUILDING

To clarify and focus their planning for the future, the Library Trustees retained Library Building Consultant Patience Jackson in the summer of 2004, to assist in their further planning, of which an initial report dated November, 2004 was one phase. Development of this full Building Program began in March, 2006 with an update of that report and a discussion session with trustees, staff and interested citizens.

THE BUILDING IN 2006

As described above, the Barrington Public Library is located in the partial upper level of a Butler building erected in 1972. The library itself is entered from a parking lot at grade. Although the main entrance is hidden from the street, the path from the parking lot into the building passes by an attractive perennial garden installed by volunteers. The library consists of one large room, a small meeting room that serves double duty as preschool space, and a small computer room. There is a work room and a small director's office behind the circulation desk. A corridor leads to public rest rooms, a staff kitchen/custodial room and an emergency exit. As a consequence of the library's expansion into the former police station in 2000, total square footage is given as 3,739 gross square feet, or the equivalent size of a fairly large two-story house. Some of the library space is located above the furnace room on the lower level, while much of the public space (and the book stack load) are located on a slab constructed directly on grade.

The 2001 renovation and expansion of the library resulted in a clean facility, with a re-worked floor plan. Discussions leading up to the renovation included the prudence of waiting for the completion of the new Public Safety Building and the new Middle School before going before the Town with a plan for a new public library to meet the community's needs for twenty years or more. As part of the expansion project six years ago, the library Trustees made certain that all systems and wiring were upgraded so that the space can eventually be used by another department.

THE BUILDING IS FULL

After only six years of use, however, the modestly-expanded library is completely full. In the updated configuration, every square foot has been used. The library is handicapped-accessible, in that a wheelchair can enter. The entry doors themselves are too heavy for a frail person to open. Much of the space is too crowded for a wheelchair to pass.

Moreover, the two ranges of low shelving to the left of the circulation desk, outside the preschool/multipurpose room, are completely noncompliant. (The Americans With Disabilities Act of 1990 requires that there be no dead-end shelving ranges deeper than two 36" sections.) However, any remedy for this particular configuration could pose a hardship. The shelving in this location must be low, in order to preserve sight lines to the main entrance door for the staff at the circulation desk. Moreover, this shelving is used for materials for young children and should be kept low, for use by them.

The limited display shelving for media in the adult A/V area is too closely arranged to permit browsing or access by someone in a wheelchair. Yet media circulation represented almost 24% of total circulation in 2005, and is rising steadily.

ASSESSMENT OF THE FACILITY

Perhaps because of the renovation/expansion in October, 2000, the library portion of the building appears to have been well-maintained over the years. It is kept neat and tidy. The garden area near the entrance is attractive. Space allocated to the library was completely inadequate prior to the 2000 expansion, which was indeed a significant step forward at the time.

Library circulation rose 35% between 2000 and 2002 alone. In the eight years from 1995 to 2002, it rose 227%. In 2000, the library reported 2,567 registered borrowers, while at the end of 2005 this had risen to 4,590, an increase of 79% in only four years. The library automatic door counter counted 29,786 visits in 2005.

Nevertheless, the following difficulties are noted:

- The main public entrance to the library itself faces neither Province Lane nor the parking lot nor Route 9. An emergency exit and three small windows are all that face the parking lot. As new residents have informed the Director, it is easy for a newcomer to be confused or even to conclude that the library is not worth a visit.
- Inside, the space is filled to overflowing with book shelves. There are only two work tables for adults and two available for children and young adults. There is no quiet space for adults and no identifiable space for older children or young adults, who make a large number of visits during after school hours.

- Staff work spaces are extremely limited, while there is no space at all for the active volunteer program. The Director's office has also been housing the server for the computer system, which is a source of heat and noise as well as dust. Because of the noise, the Director must leave her office to take a telephone call.
- There is a multipurpose-room that might accommodate a group of about thirty adults but also serves as a shelving area for preschool books, a play area for preschoolers, a story hour/crafts space and a gathering area for young adults. When this space is in use for a meeting or program, a young child cannot access the books shelved here.
- The library has limited climate control, but the heating and ventilation need balancing and is a source of noise during story hour or meetings. There are leaks caused by ice dams from time to time in the children's/multipurpose room and at the circulation desk.
- The east wall of the library is shared with the gymnasium below. This is a source of noise in the library, both from crowds and bouncing balls.
- Architecturally, the Butler building offers no particular identity as a public library. It looks on the whole like a gymnasium, which is the primary purpose for which it was built, with the upper level intended for town offices.

It is fair to say that library space is quite limited, offering about 0.46 square feet per capita for the 2006 population. To put this ratio in context, the 1970 population of 1,865 had a library that offered perhaps a bit more than 0.8 square foot per capita - and this was in the days before computers, video and audio collections, or large print books. Yet in 2006, the library can offer only 0.46 gross square feet per capita. If unchanged, for a projected population of 10,555 in 2020, the library would have only 0.35 square feet per capita.

The library site is limited to the building, the library's entrance garden, and the adjacent parking lot and driveway. Because of the small site it cannot be considered safe to hold children's events outside. There appears to be no logical possibility of expansion of the building on this site while making provision for adequate parking.

SPACE DEFICIENCIES

How much space does the Barrington Public Library need right now, in order to house its present materials and services properly? The chart on the following page demonstrates the situation in the 2006 building, using standard space-planning formulas. As illustrated in the chart, in order merely to house the 2006 collections and services adequately, the library would need about 6,809 gross square feet, or 3,070 gross square feet more (89% more space) than the library presently has.

This conclusion, of course, presumes no increase at all in collections, seating, computers, a separate Children's Room, a separate Young Adult area, or in the size of a separate multipurpose room.

**Barrington Public Library, Barrington, New Hampshire
SPACE DEFICIENCY FOR PRESENT HOLDINGS AND SERVICES
2006: POPULATION 8,071**

AREA		PRESENT FACILITY 2006 pop 8,071	ESTIMATED SQUARE FEET	STANDARD FORMULA ⁴	EXPECTED BY STANDARD FORMULA
Materials		26,898 volumes (3.33 vols/capita) 3,342 A/V items		10 vols/sq ft.	3,024 sq.ft.
Seating	Adult	15 seats		30 sq.ft./	450 sq.ft.
	YA	6 seats	periodical area, plus use meeting room for YA activities.	30 sq.ft/	180 sq.ft.
	Children	8 seats	some, combined w/ meeting room	25 sq.ft./	200 sq.ft.
Public Computers		7		40 sq.ft./	280 sq.ft.
Meeting Room		up to 30	combined w/ preschool	10 sq.ft./ + 30%	390 sq.ft. +
Staff	public desk		75 sq. ft.+	200 sq.ft.	750 sq.ft.
	Children-s public desk		0	100 sq.ft.	
	Workroom/office		75 sq.ft. +	300 sq.ft.	
	Director-s office		100 sq.ft.	150 sq.ft.	
SUBTOTAL					5,274 net usable sq. ft.
			3,739 gross sq. ft.	30% unassigned	+1,535 sq.ft.
GRAND TOTAL FOR 2004 HOLDINGS AND FACILITY			3,739 gross square feet		6,809 gross sq ft needed for present services
Deficiency in 2006 to house present collections					- approx. 3,070 gross sq ft

In addition, the following limitations and deficiencies are noted:

The library can only be considered accessible to the handicapped in that a wheelchair can enter the front door. Doors are too heavy for either a wheelchair user or a child to open. Inside, the interior layout is so congested that free passage is not universally possible. Nor are staff work spaces large enough to be considered wheelchair-accessible.

The only meeting space for library programs, story hours and craft sessions is also the space for preschool board books, play and parent-child interaction. This space is also the only space for activities and meetings of the burgeoning Young Adult program. Any gathering is subject to

interruption by the general public on the one hand, while any program in the space in turn blocks public access to the children's collection shelved here.

The shelves are completely full. There is no space to add any books or new media. When a book is added, another one must be discarded. Top and bottom shelves are in use, yet these are difficult for patrons to see or reach. In order to shelve this collection satisfactorily (with no increase) it would require about 35% more shelving than what is available.

- There is no space for additional computers, although the ones the library offers are in constant use.
- There is a very limited work room and a tiny office for the library director.
- There is no service desk for a children's specialist
- There is no quiet study space.
- There is no custodial space.
- There is no separate location for the computer server, as noted above.
- The library has very limited storage space.
- The building is in all probability overloaded, since library stacks require 150 pounds per square foot live load, while most non-library buildings such as schools and office buildings can be expected to offer no more than 60 - 80 pounds per square foot live load. It appears that the expansion and re-design took this factor into account, since the ranges of shelving seem to have been positioned in the portion of the library that is slab-on-grade construction, while the lighter office spaces and computer room space are over the furnace and storage areas below. However, this also means that these spaces should not be filled with book shelves without the advice of a structural engineer.

PLANNING FOR THE FUTURE

It is considered prudent to plan a new library building for the next twenty years, or to 2026 in this case. Since the present facility is inadequate and the site for the library is constricted, a new facility must be planned, based on projected growth in the population to a year-round resident population of more than 10,555.

The most pressing long-term needs of the library for a new library building are as follows:

1. Complete handicapped accessibility throughout the building, including accessible doors and sufficient space for a wheelchair to pass and accessible rest rooms.
2. Additional space for books and media to serve a larger population

3. A larger, more identifiable and separate children's space
4. A children's service desk.
5. A children's rest room within the Children's Room. This is essential for both safety and security.
6. Space for public access computers for both children and adults
7. Quiet study space and more seating.
8. A separate Young Adult area.
9. A local history room, to house library materials, the collections of the Local Historical Society and Town Reports.
10. Improved and enlarged work spaces for staff and volunteers and a larger office for the library director.
11. A separate room for the computer server and other electronic equipment.
12. Tutoring space
13. Meeting, conference and exhibit space - a multipurpose room, with a small kitchen, access to rest rooms and after-hours egress.
14. A staff break room and staff rest room.
15. Space for the Friends of the Library.
16. Building security and enhancement of the library's image.
17. Adequate parking.
18. Green building concepts should be discussed and incorporated wherever prudent.

Within the confines of the present site and building, nothing on this list can be fully accomplished - even at the expense of present operations. The chart in Section II is a preliminary estimate of the library's space needs for twenty years into the future.

SOME QUALITIES FOR A NEW SITE

It is necessary for the Trustees, in consultation with the Town, to begin a search for a new site for the Barrington Public Library. All possibilities should be explored, including town-owned land, the

purchase of land, or the outright donation of a site for a new library. The donor of a site would, of course, receive a tax deduction based on a current appraisal of land values.

What should a new library site be like?

- It should have a central location, preferably with some relationship to other important business and government centers in town.
- The site should be large enough to accommodate a 15,000+ gross square foot building, along with up to 75 parking spaces, a well and an appropriate septic system. Most of the parking should be in close proximity to the library and should be dedicated to library users.

At the time of development of a design, there should also be enough space allocated for a building expansion at some far future date. It is also important to comply with local zoning guidelines. Depending on the quality of the land, all of this will probably require a site of two to three acres.

- **PARKING:** Today, the library is open six days per week and four evenings per week. It definitely requires dedicated parking for both patrons and staff. It also needs overflow parking for frequent special events, such as story hours for children as well as for meetings in the multipurpose room. Consider that staff and everyday library patrons will also require parking during such events.
- Prominence for the building, even when the library is not open, so that passerby will be reminded of what the library has to offer. Traditionally, in New England, the public library is a prominent focal point of its community.
- An interesting and appropriate site for a rural community library with the potential for wonderful window views from inside the new library.
- The site location should have community support and consensus.
- Possibility of exterior terracing and landscaping to facilitate outdoor gatherings at the library site and the potential for extended community use of the library grounds. (Book sales, outdoor story hours and children's extravaganzas, performances, or just quiet reading. (There might even be the potential for a playground for young children.)

DESIGN CONSIDERATIONS - SOME CHALLENGES FOR THE ARCHITECT

- Create a sensitive new building that looks like it belongs in a traditional New England town. The design should acknowledge the past while setting a standard for the future.
- Conserve land in order to provide space for a potential future addition to this building. In other words, plan an eventual expansion, at minimum dotting it in on the site plan. Then prohibit placement of utilities, electric service, septic system, etc., in the location of the future expansion

- Establish a parking lot that relates well to the library. Allow for logical expansion of the parking lot.
- Provide a drive-up book drop where patrons can return books directly into the building from the driver's side of the car. Such a book drop should enter the building in a staff area and be contained in a fire-rated enclosure. (The less-preferred alternative: provide either a location for an exterior free-standing book drop under protection from weather, or for an interior book drop protected by a fire-rated enclosure and a smoke alarm inside the enclosure.)
- Create a multipurpose room that can be used all day as part of the library - perhaps with double doors that open wide into the library proper so it can be included all day long for exhibits and additional space, even when there is no meeting.
- Design a means of isolating the multipurpose room and at least two rest rooms for use when the library is closed, while preserving the security of the rest of the library.
- Minimize construction costs, energy costs and ongoing maintenance costs. Include green building materials and techniques where feasible and practical.
- Library book stacks require 150 pounds per square foot live load. This is most efficiently accommodated in the design of a reinforced-concrete slab.
- A new library building of this size should be one-story, regardless of the site. It is sometimes tempting because of a sloping site to envision a library building on two levels, with the lower level opening out to the rear. Most authorities agree, however, that a public library of under about 18,000 gross square feet should be all one floor, both to minimize staffing needs and to provide flexibility. A two-story building would raise issues of efficiency, security, and cost and would require the purchase and maintenance of a lift or elevator, plus fire staircases.

Of course, basement space can properly be part of the project, for housing a furnace and for some storage. With the slope of a site, it might also be possible to design a small garage for mowing and snow blowing equipment at grade, if fire barriers are included.

FURTHER RECOMMENDATIONS

- This Library Building Program, prepared by the consultant in collaboration with the Library Director and Trustees, consists of three components: the introductory material in Section I; a Summary Chart outlining the space needs for each area of the building; and Area Descriptions describing purpose, capacity, contents and architectural needs for each functional area of the building. The Summary Chart and Area Descriptions are meant to serve as a guide for the Architect, but are also intended to be a checklist for library

planners as the design develops, in order to ensure that nothing is omitted or added that is not fleshed out in the design - unless the rationale for the change is understood by all concerned. Significant changes to the Building Program should be carefully discussed and reviewed and then documented in writing.

- Recommended collection and seating levels have been taken from Wisconsin Public Library Standards, 2005, fourth edition for a town of 10,555+ population. Collection sizes between the Basic and Moderate levels have been selected for both books and media. The Wisconsin Standards are widely used for library planning purposes, particularly in planning a small library in a small town, since they provide an opportunity for gradations in services, according to the local context and needs. The URL for these standards is [Http://www.dpi.wi.gov/pld/pdf](http://www.dpi.wi.gov/pld/pdf). See Appendix A.
- The completely outdated standard of .7 square feet per person, published almost half a century ago by the American Library Association is not useful for Barrington in the twenty-first century because it does not include any component for other formats, computers, and adequate children's services or for meeting spaces. It is also not useful for towns under about 20,000 in population. This standard was promulgated forty-six years ago, before handicapped access requirements, the proliferation of computers, videotapes and books-on-tape, meeting and conference rooms and the information explosion in general.

More usually, since the 1990's, the expectation has been that a small public library building will offer between 1.5 and 2 square feet per capita in its projected service population, depending on collection sizes and meeting room spaces. This is a rough rule of thumb. Applying these formulas in 2006, one could say that Barrington (population 8,011) needs a library of 12,000 - 16,000 gross square feet right now. For Barrington in the next twenty years (population 10,555+), these formulas alone would result in a program target of between 15,832 gross square feet and about 21,110 gross square feet. (Because a one-story building is being emphasized, some efficiency in layout will permit a somewhat smaller building.)

AREA DESCRIPTIONS:

PROGRAM DETAIL BY SERVICE AREA

(Based on a twenty-year planning horizon)

AREA DESIGNATION:**ENTRANCE AND LOBBY**

FUNCTIONS PERFORMED: Building entrance and Circulation Desk lobby. May also serve as lobby for the Multipurpose Room.

WHAT HAPPENS HERE: People enter the building, are oriented to the various spaces in the building, are greeted, return materials to the circulation desk, obtain borrower's cards, ask for materials being held at the desk for them, ask brief questions of the staff, pass to various sections of the library, return to this area to sign out materials and leave the building. Queuing space and passage space are very important in front of the Circulation Desk, as is the ability of staff to monitor the entrance, restrooms and adjacent areas. It is essential for the public to be able to see staff upon entering the building. It is important for the staff to be able to see the entrance, and perhaps even the exterior area near the entrance.

OCCUPANCY: 10 - 12 people at a time entering, transacting business at the adjacent circulation desk, passing through to various parts of the building, leaving the building.

FURNISHINGS: Locking display case. Trash receptacle; seating for two (a bench), mats or dirt traps both inside and outside doors and in vestibule. Provide wired alcove for a future stand-up self checkout system for patron use, or other electronic kiosk. Forty-five (45) linear feet of shelving (3 sections) for ongoing book sale. Bulletin board in a discrete location for community notices and handouts.

As the site permits, exterior furnishings might include signage, a stone or wood bench, a locking, weatherproof board to post hours and notices, a trash receptacle and space for a planter or garden and/or for exterior sculpture.

If the site permits, provide a drive-up book drop for dropping off books (must be adjacent to circulation desk or circulation office.) This will be analogous to the pick-up window at a fast food restaurant or a drive-up bank window. Any drive-up or pedestrian interior book drop must be housed in a fire-rated enclosure, with appropriate smoke alarms and a sprinkler head within the enclosure. As a less-preferred alternative, provide space for two free-standing book drops, at minimum under the protection of a roof overhang and near the public entrance.

CLOSE PROXIMITY TO: Circulation desk

DISTANT FROM: Quiet study areas

AREA REQUIRED: As required by design.

SEATING CAPACITY: 2 short-term use seats inside, possible benches outside.

ARCHITECTURAL FEATURES:

Architecturally, the building's entrance must look like the main entrance, both in its design and because of walkways and landscaping. The entrance should be visible and obvious to the casual

passerby. The entrance and the walkways leading to the entrance should be protected from snow, ice, and water cascading from the roof above and immediately adjacent. The entrance should look important but not forbidding. It should reach out and welcome people. It should relate well to any major parking areas.

There should be a generous air lock to protect the lobby from cold air. Provide a minimum of ten feet of space between the doors. If the entrance is located facing prevailing winter winds, consider a vestibule composed of two sets of doors at right angles to each other.

The main entrance and lobby may also serve as an entrance and lobby for the Multipurpose Room. The entrance must be accessible to the handicapped and elderly by means of ramps (with handrails if necessary) and flat thresholds. The option of either automatic doors or a hand-activated pushbutton door opening system should be discussed at an early design stage. (This will be a very busy public building, with people continually entering and leaving with arms full of books and other materials, as well as parents with strollers and users of wheel chairs.) The entry should be designed to trap dirt, water and snow, with some sort of shoe-scraping surface outside and inside the doors. Once inside the entry doors, appropriate elements in the lobby include:

- One locking display case, under supervision of the circulation desk.
- Directional signage. Architect to advise on color, style and location. Location of signage should be incorporated into the lobby layout.
- Two computer stations for short-term patron access. One should be a stand-up station and the other at wheelchair height. Design and wiring of the stations should be integrated into the design of the lobby. Minimum dimensions of each station: 32" x 48".
- Separate from these stations and nearer to the exit, anticipate a self-check-out station for patrons to use by themselves. Minimum dimensions: 32" deep x 48" wide. This will be best housed in a location out of the main traffic areas.
- A bulletin board, with shelving underneath, for library notices and events. Other bulletin boards also needed elsewhere - in vestibule, photocopier area, Young Adults, etc.
- A smaller community bulletin board in the same style for pamphlets and "take one" items
- Walls for display of artwork by local artists here, as well as elsewhere in the building. Provide a picture-hanging system and lighting similar to an art gallery.
- A small (uncomfortable) bench or two chairs to sit on while dressing for a winter storm or waiting for a ride.
- An "attractive" trash receptacle.
- Fire Alarm readout panel - agree with local authorities on location, size, etc., IN ADVANCE.

- Memorial, donor and dedication plaques.

AREA DESIGNATION:	CIRCULATION DESK
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WHAT HAPPENS HERE: This is the heart of the library. Greeting of patrons, supervision of the library entrance, receipt of returned books, charging of books; interim storage of books to be shelved on book trucks; registration of new patrons; storage of books being held for a patron; storage of interlibrary loan books awaiting pick-up; mail sorting and periodical check-in; typing; telephone conversations; other "desk work." Display of library brochures, bookmarks and informational signage.

OCCUPANCY: Maximum of three adult workers behind the desk. 2-5 patrons in front of the desk, but allow for a larger group of patrons in queues at peak times, such as before and after meetings or story hours.

FURNISHINGS: The desk should consist of a continuous counter with easy exits for staff to main areas of the library. Avoid a free-standing island configuration. For children and wheelchair patrons, one section of this desk (minimum 36") should be at a lower height of approximately 30". Provide a slot in front of the desk for returning books, with depressible book truck behind; change drawer; outlets and adequate circuits for 3 - 4 computers, electric pencil sharpener, and other small electrical equipment. A variety of shelving for books and supplies; cabinets for supplies; work counter for typing and for handling or sorting books. Each staff member work station will require five feet of counter space.

Excellent wire management should be integrated into the design of the desk. At each computer station, provide knee space for staff members working behind the desk and seated on a chair.

USER SEATING: For staff: 2 adjustable wheeled chairs with backs at an appropriate height for the front desk, one secretarial chair.

SHELVING: A variety of shelving, some for display, some hidden from public view; cabinets with doors for supplies.

EQUIPMENT: Three (3) computers, space for 3M or other security equipment; a fax machine; telephones, an answering machine. A printer/photocopier nearby. Four trucks for returned and discharged books.

CLOSE PROXIMITY TO: Main entrance, public areas. Workers at this desk should be able to view the exterior walkways leading to the front door. If possible, they should also be able to view the access to public rest rooms and overlook activities in the multipurpose room through several sets of double doors.

DISTANT FROM: Quiet reading areas.

AREA REQUIRED: The desk itself and the area behind the desk will require 300 square feet. Allow generous space for public in front, which will likely be incorporated into the design and traffic patterns of the lobby itself.

BOOK CAPACITY: 400 volumes (about 50 linear feet of shelving). Up to four book trucks.

ARCHITECTURAL FEATURES:

The circulation desk itself should consist of about 300 square feet of work space and counters. Additional space for users will be required in front of the desk. The circulation desk can be modular, with units of varying size and purpose. Three sections must be designed and wired for 3 computer terminals and for telephone lines to them.

The circulation desk should not have sharp corners on any edge, either facing the public or facing the staff. The Americans with Disabilities Act requires that at least one 36" section of the desk be at wheelchair height.

The area immediately adjacent to each computer station should be of uniform height, front to back, to permit a stack of books to pass (slide) between staff member and patron without lifting. The counter top should be indestructible and easily cleaned. A varnished wood counter top is not durable enough. A flexible under-the-counter wire management system should be incorporated into the design.

A modular desk can be specified, using the design of any of several standard library vendors. If a custom built desk will be more cost effective, consider it instead. On the staff side of the desk, provide a variety of shelving, storage and file cabinets, perhaps using standard modular elements.

In the circulation desk area, sound-deadening materials should be used wherever possible, so that transactions with patrons are not heard all over the adjacent spaces. Heavy duty acoustic tile on the ceiling over the desk itself is a good idea. Good acoustic results are sometimes achieved with a lowered ceiling over the desk, or with carpeting on some vertical surfaces, and possibly by providing an alcove or mini-desk for telephone conversations to be conducted by staff and to shield the ringing of the telephone from public reading areas. A discrete location should be designed to house a computer printer and fax machine.

Since staff will most frequently be standing behind the circulation desk, yet book trucks will be in use there, cushioned gymnasium flooring is recommended, rather than padded carpet. The area in front of the service counter, if carpeted, should be done in such a way that replacement of the carpet strip when worn is easy and inexpensive and can be accomplished with no disruption of adjacent, serviceable carpet. If stone or tile flooring is specified for the lobby flooring, care should be taken that this surface is smooth, since book trucks will be rolled over it on their way to the shelving areas.

If stone or tile (hard surface) flooring is chosen for the lobby, the lobby ceiling itself must provide extra acoustic mitigation.

Provide ceiling fans as appropriate over staff work areas. Take care that air ducts do not aim directly at workers' necks.

Behind the service counter and hidden discreetly (or in adjacent office space) should be most controls for the building, including those for light, heat and security alarm systems.

In the circulation area, lighting must be excellent for reading of details and small print, and without shadows or glare on the computer screens. No lobby skylights, clerestories or windows should allow direct sunlight to fall on computer screens at any time of the day or season of the year.

AREA DESIGNATION:**LIBRARY WORKROOM – CIRCULATION & TECHNICAL SERVICES**

WHAT HAPPENS HERE: Off-desk work: staff training, scheduling, telephone calls, computer entries, discharging of books, printing of notices, and preparation of mailings. Placement of orders for library books and media. Receipt of mail, sorting of mail, check-in and sorting of periodicals and newspapers. Receipt of shipments of books and supplies in large boxes. Shelving of new materials waiting to be cataloged; original cataloging; entry of new acquisitions into computers; stamping and labeling of materials, current technical services supply storage, including mending supplies and plastic book jackets. Volunteers may work here, as well as staff.

AREA REQUIRED: 400 square feet

OCCUPANCY: Two or three workers, 1 guest

FURNISHINGS: Four workstations with computer returns. 1 work table. Work counter with sink and storage above and below. Design a separate Mail / Interlibrary Loan area, with sorting counter, supply storage, mailing supplies, postage machine, space for up to four 12" x 24" bins for ILL pick-up and delivery.

SHELVING: Six sections, 7 high

EQUIPMENT: Four (4) work stations, each with typing/computer return and space for book truck. Work counter, shelving. Large work table. Postage machine, fax machine, computers at each work station.

CLOSE PROXIMITY TO: Circulation Desk and Director's Office, with soundproof connecting door to Director's Office. Patron service areas of Circulation Desk should be visible from the office, but avoid a glass fish bowl. Exterior window(s) with operable sash preferred.

ARCHITECTURAL FEATURES:

This office will provide some privacy for off-desk work for library staff, to place and receive book and media orders, to process materials, to discharge books in quantity, to make telephone calls that require some discretion. Staff working in this office should be able to glance up from their work and see that their presence is needed at the public desk. Windows or a pass-through between this office and the public desk should be positioned so that office clutter is not visible to the public. Provide four work stations with computer returns in an office landscape system, with extra space for a book truck in each. Storage area for book trucks. Table and shelving should be in an open space and may be used for sorting books as they are returned. Provide a small sink for frequent hand-washing.

Design a long, well-supported counter surface, to accommodate several work areas used by more than one staff member as well as by volunteers. The counter will accommodate a small sink, a generous area for processing books and a similar area for mending books, both with drawers and

cabinet storage below and shelving above. The counter must have electrical outlets above. Provide extra electric outlets at each work station.

A large part of what goes on in technical services has to do with the movement of books through various processes, with pauses in between. Books are often stored on shelves, awaiting a bill or a particular supply. Discarded books may be warehoused in technical services or in an adjacent storage area, awaiting disposal in a book sale. Books may be temporarily stored on book trucks and passage for book trucks to move around the space and out into the library must be clear.

Because chemicals are sometimes used in this office and because the work is often tedious, windows are needed. They should open. Good ventilation is also required.

AREA DESIGNATION:

PERIODICAL STORAGE AND GENERAL OFFICE STORAGE

FUNCTIONS PERFORMED: Storage of periodical back files and library supplies, backup computer equipment.

OCCUPANCY: 1 staff member.

FURNISHINGS: Sorting table or counter.

SHELVING: Shelving for 65 periodicals for 1 year, some longer, shelving for books and other materials. Storage of office supplies. Use 12" deep shelving, 3.5' aisles. Total of 432 linear feet of shelving, maximum of 6 shelves per unit = 24 single-faced sections. Structure and configure area so that compact shelving can be used eventually to double capacity. (Compact shelving will require 300 lbs/square foot live load.) Provide under counter floor area for storage of backup computer equipment.

CLOSE PROXIMITY TO: Library Workroom

DISTANT FROM: Closed to public, but easy for staff to reach without walking far. This does not have to be a separate closet, but must be in a limited access area.

AREA REQUIRED: 500 square feet.

FURNISHINGS: Work table or counter. Allow for storage of computer equipment underneath.

ARCHITECTURAL FEATURES:

The storage area should be accessible from the Library Workroom. It should be adequately lighted and needs good ventilation, since staff will occasionally be working here.

AREA DESIGNATION:**PHOTOCOPIER AND PRINTING CENTER**

WHAT HAPPENS HERE: All computer printing will be routed to this central printing/ copying area near the Circulation Desk. The public may also copy library materials or personal papers. Personal papers may require some degree of privacy. The library may need to provide multiple copiers, or multiple types of copiers, as well as computer printers or other equipment. Patrons using this space may require assistance from staff, or staff may need to attend to machines and collect payment. Community notices may be posted here.

OCCUPANCY: Two people maximum.

FURNISHINGS: Counter with multiple outlets. Counter for sorting and stapling. Supply storage (locking - to hold toner and extra paper supply.)

EQUIPMENT: Allow space for two public printers/photocopiers. Large Bulletin board. Pamphlet holder. Waste paper recycling bin and waste basket.

PROXIMITY TO: Immediately adjacent to Circulation Desk and entry lobby.

DISTANT FROM: Quiet study areas.

AREA REQUIRED: Seventy-five (75) square feet.

ARCHITECTURAL FEATURES:

The main printer/ photocopier needs a small alcove by itself, in proximity to the Circulation desk, since it will always require close supervision by staff. There should be multiple electric outlets on several different circuits. Must also have network cable, since this printer will handle much of the library's printing. The counter should be long enough to provide an area for a hole punch and stapler, with space to sort papers into piles. Instead of one long counter, two shorter counters at right angles to each other may also accomplish these purposes. Under the counter, provide space for a trash receptacle and a recycling bin.

Also provide space for a large bulletin board and a wall-hung pamphlet holder. Provide extra ventilation for pollutants in this area.

Printers and photocopiers are a source of noise. There should be enough space in this area for a patron and for a library staff member to adjust a machine. But the design of the area should discourage general socializing with people passing through the lobby area and should provide some privacy for a patron photocopying private papers. Sound-absorbing materials should be used on the walls and ceiling.

AREA DESIGNATION:**NEW BOOK SHELVES AND CURRENT PERIODICAL DISPLAY AREA**

WHAT HAPPENS HERE: People come here to browse the New Book shelves or to sit for awhile and read a magazine or newspaper.

FUNCTIONS PERFORMED: Bookstore-like display of up to 300 new books on face-out shelving, tables or kiosks. Display of up to 70 current adult periodicals and 5 newspapers. Storage of up to one year for each periodical title, up to one week of each newspaper, including 2 Sunday editions.

SHELVING: For new books: At least 48 linear feet of shelving are needed, shelving to be no more than six shelves high. Assume bottom shelf will not be used. Face-out shelving display and other methods similar to retail display should be investigated.. Provide a table at waist height to lay out large books or books of special interest. The objective is to promote easy access, and high turnover. New and recently-returned materials will be continually restocked to this area by the circulation staff. Shelving should not be just three or four sections of shelving side by side, but rather an arrangement where more than one person can browse at a time. This is a high-use area. Wide aisles are needed

For Periodicals: Provide lift-up slant shelving for up to 70 periodicals, with storage underneath for back issues. Approximately 70 titles are to be displayed, at 3- 4 per slant shelf, with space for 5 newspapers on the bottom shelves. Plan for 6 standard shelving sections, no more than five shelves high, preferably wall-hung or as a (stabilized) room divider. The uppermost level of display must be accessible from a wheelchair, as required by the Americans With Disabilities Act.

OCCUPANCY: Up to 8, two standing

USER SEATING: Six (6) casual chairs with end tables or coffee table.

PROXIMITY TO: Circulation desk and lobby, with some space all its own. This will be an appealing, busy area and should be visible from the entrance. The reason for proximity to circulation is that these shelves will be constantly replenished as new items come back from circulation and are discharged. Yet patrons browsing in this area should not feel that they are standing in a passageway or are in the way of other library activities. Consider separating this area from the lobby itself with low shelving and display, as well as a change of flooring.

DISTANT FROM: Quiet reading areas, children's pathway through the library.

AREA REQUIRED: 300 square feet for seating, fireplace, coffee service, etc. 150 square feet for new book shelving and display, 100 square feet for 6 sections of periodical shelving and aisle. Total: 550 square feet.

ARCHITECTURAL FEATURES:

Provide excellent lighting for reading. The library envisions an area with a gas fireplace. For safety and for maximum impact, the fireplace should be visible by staff at the Circulation Desk.

Allow also a space or serving counter (with electric outlets) for a coffee service. Provide an adjacent alcove with flat shelving to store back issues of newspapers in piles - handy, but out of sight.

AREA DESIGNATION:**MEDIA BROWSING FOR ADULTS**

FUNCTIONS PERFORMED: This is a browsing area for adult media, including videotapes, DVDs, books-on-tape and compact disks. (There will be a separate area for children's media in the Children's Room.) Shelving methods similar to retail display should be investigated, at least for new materials. The objective is to promote easy access, and high turnover. As with the New Book Area, new and recently-returned materials will be continually restocked to this area by the circulation staff. As the library's collection may grow rapidly in future years and new formats will be acquired, much of the shelving should be flexible and should allow for some display, but also dense shelving of the collection in the future. This is a high-use area. Allow space and shelving for 4,500 items.

OCCUPANCY: 4 - 6 adults, scanning shelves.

FURNISHINGS: Shelving. Display shelving. Pull-out bins for CDs. Space for a book truck loaded with newly-returned materials not yet shelved to be parked.

PROXIMITY TO: Circulation desk and lobby, with some space all its own. Patrons browsing in this area should not feel that they are standing in a passageway or are in the way of other library activities.

DISTANT FROM: Quiet reading areas, children's pathway through the library.

AREA REQUIRED: 450 square feet.

CAPACITY: 2,000 videotapes or DVDs, 2,000 books-on-tape, 500 CDs.

ARCHITECTURAL FEATURES:

The adult media browsing area, up to 450 square feet, should be located near the circulation desk area, but somewhat farther into the building than New Books and Periodicals. This area should be accessible to at least four patrons at a time.

REFERENCE DEPARTMENT SUMMARY

(DETAILS ON FOLLOWING PAGES)

AREA	QUANTITY	ESTIMATED SIZE
Reference Desk		100 sq.ft.
Reference Area	2 tables for 4 2 double study carrels 1 public computer 800 volumes	450 sq.ft.
Conference Room/ Local History Room	400 volumes 1 table for 8 1 computer work station	300 sq.ft.
Technology Lab	10 computers, 20 seats	500 sq.ft.
Quiet Study/Group Study Room	1 room (count as 4 seats)	150 sq.ft.
ESTIMATED TOTAL		1,475 net sq.ft.

AREA DESIGNATION:	REFERENCE DESK
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WHAT HAPPENS HERE: This desk will not be staffed full time, but only at peak hours such as after school. The intention is to provide a place to work and to supervise this area of the building. Professional staff will confer with patrons, conduct computer searches, respond to telephone reference questions. Reference work can include prolonged one-to-one interviews, as well as constant movement from service desk to public access computers to book shelves. Desk should lock. Also provide a locking storage closet for supplies, tools and equipment.

OCCUPANCY: One staff member at public service desk.

FURNISHINGS: Small public service desk with guest chair for one-to-one seated patron interviews. Allow space for one computer terminal and a printer, plus one personal computer. Bulletin board/cork board. Two filing cabinets. Cable, telephone and electric outlets. Large wastebasket.

SHELVING: 20 linear feet of shelving for frequently used (ready reference) materials adjacent to the public desk.

CLOSE PROXIMITY TO: Young Adult area, Technology Training Lab, Conference/ Local History Room, Quiet Study Room, adult non-fiction shelving. Staff member at this location may also supervise Young Adult seating area or activities in an adjacent multipurpose room, depending on the layout.

DISTANT FROM: Children's Room, new book area, and the fiction collection..

AREA REQUIRED: 100 square feet for service desk.

ARCHITECTURAL FEATURES:

The reference desk should be positioned so that the staff member "greet" an approaching patron, but confusion between the reference desk and the circulation desk should be avoided through design, signage, lighting, etc. To increase security and staff interaction, staff at the reference desk should ideally be able to view activity at the circulation desk and vice versa. In any case, reference desk should be positioned to greet the public as well as to supervise and schedule public computer use in the Technology Lab.

Staff will move from the service desk to the various areas of the library almost constantly on a busy day. The desk should look "official" and professional, but it should be easy to move out from behind it. Lighting should be non-glare, but intense enough to read small print. Surface should be very durable and easily cleaned - bindings of books can cause stains.

Provide optimum acoustic baffles, as discussed for the circulation desk. Transactions with patrons and telephone inquiries may require some privacy.

AREA DESIGNATION:	REFERENCE / READING AREA
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WHAT HAPPENS HERE: Study and consultation of books and other resources. Quiet reading. Staff assistance to patrons. Patrons working together. Use of computers, CD-ROM equipment, future use of other machines. Patrons may bring own laptops.

OCCUPANCY: 14

USER SEATING: 2 tables for four; 4 individual study carrels or tables, 1 computer work station. (TOTAL 12 - count as 12 reader seats, plus 1 special-use seat.) Each carrel and computer station should be a minimum of 42" wide. Some should be 48" wide. The library wishes to continue use of existing back-to-back study carrels.

SHELVING: For 800 volumes (7 vols/sq.ft). Plan on only 5 shelves per 84" high unit, since reference books are taller. At least two sections of shelving should be low, at counter-height, topped by a counter, which is a useful surface for opening a heavy book to lie flat. Shelves should be 12" deep. Allow for 42" aisles in this space ONLY. See "Architectural Features" below for more details.

EQUIPMENT: Computers

PROXIMITY TO: Reference desk, local history room, quiet study rooms, computer lab.

VISIBLE FROM: Circulation desk

DISTANT FROM: Children's Room, main entrance.

AREA REQUIRED: 450 square feet.

ARCHITECTURAL FEATURES:

The present reference collection is necessarily limited. The book collection is projected to grow slowly because reference sources are increasingly available online. It should be noted that reference books are unusually heavy and tall. They do not circulate. Sixteen inches of height are required between the shelves, instead of the usual twelve inch space. This is one area where a 42" aisle between the ranges of shelving is necessary.

The reference department will need two generous rectangular tables for four and four study carrels, as well as one computer station for CD-ROMs and a Public Access Catalog. Study carrels and tables should be "wet," that is, they should be wired themselves or they should be immediately adjacent to electric and cable outlets. Each carrel and machine work station should be a minimum of 42" wide. Some should be 48" wide.

Lighting is very important in the reference area. Reader seats (tables and carrels) should be placed at right angles to windows and provision should be made by means of roof overhang, blinds

or tinted glazing to reduce the glare of winter sun on snow. None of the carrels or computer workstations should face a window at eye level directly. Individual task lighting may be appropriate for the carrels.

Other elements in the reference area may include:

- An atlas stand.
- One standard lateral filing cabinet secured to the floor or the wall.
- One locked display cabinet.

Overall, the reference area should induce a real "library" feeling in the user, through the use of color and lighting, soundproofing and sound barriers, and in the configuration of the facilities, shelving and seating. The reference area should be somewhat within the line of sight or possibly within earshot of the circulation desk, but at some distance, so that the normal bustle of the circulation desk will not disturb serious readers.

AREA DESIGNATION:	CONFERENCE/ LOCAL HISTORY ROOM
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WHAT HAPPENS HERE: Secure storage for rare books & local history; space for use of materials. Small group meetings

USER SEATING: 8

FURNISHINGS: 1 rectangular table; 8 chairs. 1 computer work station. Anticipate a wall map or local portraits or photographs.

SHELVING: Two (2) sections open shelving, Two (2) additional sections with metal grills or locking glass doors. Shelving to be 12" deep. For storage of antique or rare books, it is required that the shelves be metal or glass, not wood. (New wood is a source of acid and other chemicals.) Supports, surrounds or frames can be wood. Small glass display case.

BOOK CAPACITY: 400 volumes.

CLOSE PROXIMITY TO: Reference.

AREA REQUIRED: 300 square feet.

ARCHITECTURAL FEATURES:

This room will function as a conference room. It will also provide for the storage of books on local history or rare books and with space to use them.

For security reasons and since people may use this room for several hours at a time, glazing in the door and in the interior wall facing the Reference Desk are required. To make this room visible and inviting to the public even when it is locked and to provide some supervision opportunity when it is in use, a window and glazing in the door are necessary. A small side light or table lamp, turned on, will serve to inform patrons that the room is available without wasting electricity with full illumination.

Laptop computers may be used in this room, so there is a need for electrical outlets. Provide one computer work station and data outlet. Take care that no outlets are covered by book shelving.

Since this space will also be used as a conference room, the walls between this room and adjacent spaces should provide sound isolation, including construction through the suspended ceiling to the roof deck.

AREA DESIGNATION:	COMPUTER LAB
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FUNCTIONS PERFORMED: Space will be open to the public for Internet access when not in use for classes. Computer instruction classes. Tutoring, including both one-on-one and small group tutoring using computers and reading materials.

AREA REQUIRED: 500 square feet, for classroom and two locking closets with shelving.

OCCUPANCY: 1 teacher/volunteer, up to 10 users or 20 students for a class

FURNISHINGS: Provide one small table and chair that can serve as both a teacher's station and a conference table, 10 computer work stations. Provide for two adults to work together at each computer. Projection screen with connection to teacher's station. Whiteboard and bulletin board. 21 ergonomic chairs.

SHELVING: Two (2) sections shelving

CLOSE PROXIMITY TO: Reference Desk

DISTANT FROM: Children's Room, browsing area

ARCHITECTURAL FEATURES:

This should be a large alcove near the Reference Desk. The space will also serve for computer classes, a formal classroom situation, and for people to work together. Though privacy screens will normally be used, all computer screens should be positioned so that an instructor can see them. Configuration can be perimeter counters or desk tops for one or two stations. Allow a minimum of a 48" x 36" surface for each computer. (This is in order to provide adjacent space for a book or notebook.)

Provide good wire management through under-counter and under-table troughs. Consider using office-type landscape furniture for this area. Air conditioning and air circulation to this area must be excellent. No computer user should face an exterior window directly. If there are no windows, provide borrowed light by means of windows into adjacent spaces. Provide one electrical circuit for every two computers as well as telecommunications cabling to this room.

This should be a comfortable, "homey" non-threatening area. Provide extra sound attenuation in the area, as well as good non-glare lighting. Carpet should have an anti-static component woven in.

AREA DESIGNATION:

ADULT QUIET STUDY / GROUP STUDY / TUTORING ROOM

WHAT HAPPENS HERE: One-on-one and small group study and tutoring.

AREA REQUIRED: 150 square feet

OCCUPANCY: 1 person; 1 tutor and student; or group of students for a group project.

FURNISHINGS: Provide 1 work table, 4 chairs, and a white board.

CLOSE PROXIMITY TO: Reference Area

DISTANT FROM: Open public areas of the library. Casual passers by do not need to see who is using the computers or materials in this room.

ARCHITECTURAL FEATURES:

Room should have a data port and electric outlets.

Door to have key access but to lock only from the outside. Door to have partial glazing or glass side panel.

If study room cannot have exterior window access, consider borrowed light in one wall for a more spacious feeling.

People who are being tutored require some privacy in order to concentrate and because it can be embarrassing to be an adult student. At the same time, it may be necessary for the reference staff to monitor this space or a computer in it.

The Quiet Study Room should be near Reference. Provide extra soundproofing.

The walls between these rooms and adjacent spaces should provide sound isolation, including construction through the suspended ceiling to the roof deck.

AREA DESIGNATION:	ADULT NON-FICTION
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WHAT HAPPENS HERE: Shelving of adult non-fiction collection. Browsing by both adults and older children. Reference work by staff and/or patrons.

USER SEATING: See adult seating section.

SHELVING: For main hardbound collection, provide standard metal shelving, 7 shelves high, configured in rows with a 36" aisle. Shelf ranges to have a 48" aisle at each end. No shelves to dead-end at the wall. No row to be more than 6-7 sections. Avoid wall-hung shelving - space at edges or by windows is better used for seating. Shelving should be light in color and should match shelving purchased by the library in 2000. Shelves to have rear lip. Plan for one pull-out shelf in each range of shelving.

CLOSE PROXIMITY TO: Reference department, if possible.

AREA REQUIRED: 12,000 adult volumes / 12 volumes per square foot = 1,000 square feet.

ARCHITECTURAL FEATURES:

This should be an ordinary book stack. Shelves must be positioned in such a way that a view of patrons browsing is afforded from the circulation desk or Reference Desk. But this concept should not be taken to an extreme, such as a diagonal layout.

The library specifies that a standard light color such as light gray, sand or white must be chosen for shelving.

Lighting in a full height book stack is very important and often difficult to achieve. Think of a range of shelving as an eight or nine-foot tall wall, with another wall just 36" away. Titles of books on both the bottom and top shelves must be readable. Illumination in the aisles and in corners and at the ends of aisles is also important, since staff will be working from a book truck in these areas when doing inventory or weeding, and patrons may stop anywhere to try out a page of a book or search an index or table of contents. Reflective ceiling-hung lighting should be designed perpendicular to the direction of the shelving.

End panels are required for book stacks, with provision for stack labels. On ends facing the public, slat-wall end panels are useful for display, as well as decorative.

AREA DESIGNATION:	ADULT FICTION
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WHAT HAPPENS HERE: Shelving of adult fiction collection, browsing by patrons.

SHELVING: Provide 6 paperback display units. For hardbound book collection, standard metal shelving, 7 shelves high (84" high), configured in rows with a 36" aisle between each. Shelf ranges to have a 48" aisle at each end. No shelves to dead-end at the wall. No row to be more than 6-7 sections. Avoid wall-hung shelving - space at edges or by windows may be used for seating. Shelving should be light in color and should match shelving purchased by the library in 2000. Shelves to have rear lip. Plan for one pull-out shelf in each range of shelving. In figuring capacity, use formula of 12 volumes/square foot.

BOOK CAPACITY: 15,000 volumes - Fiction, Science Fiction, Mysteries, Westerns, Large Print.
1,000 paperbacks

AREA REQUIRED: Total 1,430 square feet: 1,250 square feet for metal shelving plus 6 paperback display units @ 30 square feet each = 180 square feet. Plan metal shelving to be 10" deep (actually, a 9-inch shelf).

SEATING CAPACITY: See separate section on adult seating.

ARCHITECTURAL FEATURES:

Same as adult non-fiction. Any seating should have a feeling of seclusion, but be somewhat visible from staff areas.

LIGHTING: See non-fiction section.

AREA DESIGNATION:	ADULT SEATING
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WHAT HAPPENS HERE: Seating other than Reference department and New Books/Current Periodicals. Purpose is to provide a choice of quiet seating

OCCUPANCY: 8

USER SEATING: 8

FURNISHINGS: One table for four. Four lounge chairs.

EQUIPMENT: Table for four should have power available, with good wire management.

CLOSE PROXIMITY TO: Adult non-fiction and fiction stacks.

DISTANT FROM: Noisy areas.

AREA REQUIRED: 245 square feet.

ARCHITECTURAL FEATURES:

Seating for adults interspersed in the adult book stacks is needed. Locations should not be completely out of staff view, but patrons should be able to concentrate on their work. Window views are pleasant for long periods of study, but readers should not be seated facing windows directly. The table should be located near the adult non-fiction book stacks. This table will be useful for sorting books as well as for use by readers. Lighting in the seating areas should be adequate for reading.

AREA DESIGNATION:	YOUNG ADULT AREA
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WHAT HAPPENS HERE: Browsing; seating/study area for young adults.

FURNISHINGS: Two (2) rectangular tables for four. One restaurant-style booth to seat four. 4 lounge chairs. Bulletin Board for events and notices. Display area with tack board for posters. Counter with cubes underneath for backpacks. Coat hook system to accommodate 18 ski jackets.

EQUIPMENT: Boom box, sound system for use with earphones.

COMPUTERS: 4

OCCUPANCY: Maximum of 20. Usually 4 - 6.

SHELVING: A total of fourteen sections of shelving - to display periodicals and to shelve 4,000 titles, many paperback. Slat wall end panels for display. At least one wall-hung section is needed for display face-out of up to 20 current periodicals as well as new books.

CLOSE PROXIMITY TO: Reference Area. Young Adult area should be under visual supervision of a public service desk, but at some distance from it. Some proximity to the Children's Room is desirable.

DISTANT FROM: Large Print book collection, periodical display area.

AREA REQUIRED: 1,100 square feet

ARCHITECTURAL FEATURES:

The Young Adult Area should be a discrete area, preferably within view of (but located away from) the Reference Desk or the Circulation Desk. It should be possible to close the Young Adult area off from the rest of the library. The Young Adult area consists of shelving for about 4,000 volumes, some display shelving for paperbacks and periodicals, two rectangular tables for four, a restaurant-style booth to seat four, and two lounge chairs. Four computer workstations, all to be used with headphones. Anticipate that two or more users will work at one computer together. Provide a counter with cubes underneath for backpacks and a coat hook system to accommodate 18 ski jackets.

Occupants of this area should have the illusion of some degree of isolation and privacy, but library staff should be able to observe what is going on from a public service desk. Provide one open wall for a mural, a chalkboard or a large whiteboard. This area should be a transition, both psychologically and physically, from the Children's Room to the adult book collection. This area should have extra sound proofing. Seating in this area will get heavy use by the after-school crowds, so furnishings, finishes and flooring should be extremely durable, but colorful and cool. Access to the shelving should not be blocked by the seating. (It should be possible for a shy

adolescent to browse the shelves for reading materials without having to disturb or interact with others working at the tables.)

It is assumed that Young Adults will in addition be making use of computers in the Computer Lab or in the Children's Room.

CHILDREN'S ROOM SUMMARY

(DETAILS ON FOLLOWING PAGES)

Service Area	Quantity	Estimated Square Feet
Children's staff area	Public service desk; Workroom & storage	550 sq.ft.
Children's General Reception Area	Parenting/ teacher collection (1000 vols.); 10 periodicals; 1 public computer; family restroom	380 sq.ft.
Toddlers / preschool /early readers	Play area and 1 table for 4, 4 lounge chairs; 6,000 vols.; 1 computer	880 sq.ft.
Youth Services	2 tables for 4, 4 lounge chairs; 3 computer work stations; reference shelving (200 volumes), general collection 10,000 volumes, paperback spinners (800), total 11,000 volumes	1,400 sq.ft.
Children's media browsing area	1,800 A/V items	250 sq.ft.
Children's Group Study/tutoring Room	1 for 4	125 sq.ft.
Story Hour/Crafts Room	Capacity: 25 children 5 folding tables, 25 chairs, sink and cabinets, storage closet.	560 sq.ft.
TOTAL		<u>4,145</u> net square feet

AREA DESIGNATION:	CHILDREN'S ROOM (Staff Area)
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CHILDREN'S SERVICE DESK: Near the entrance to the Children's Room, provide a public service desk with space for one staff member and space for one computer terminal. This desk will be used by staff to greet children and their parents as they arrive. It should be positioned so that staff can also supervise the entire room. Provide space for a printer/photocopier accessed by staff.

This desk may also be used to check out or check in children's books, so it needs space for a book truck behind, and queuing space for the public in front of the desk.

Since staff may frequently be standing behind the Children's Desk, carpet with extra padding or padded gymnasium flooring is recommended. The area in front of the service counter, if carpeted, should be done in such a way that replacement of the carpet strip when worn is easy and inexpensive and can be accomplished with no disruption of adjacent, serviceable carpet.

In the desk area, lighting must be excellent for reading of details and small print, and without shadows or glare on the computer screens. No lobby skylights, clerestories or windows should allow direct sunlight to fall on computer screens at any time of the day or season of the year.

AREA REQUIRED FOR SERVICE DESK: 150 square feet (for public desk)

CHILDREN'S OFFICE/WORKROOM: Behind the desk provide a 200 square foot office/work room with appropriate interior windows so that a seated staff member is visible and available to the public. Intermittent windows should be designed so that ordinary desk clutter is not visible to the public. The office needs one staff work station with space for a computer as well as a work counter with outlets and a small sink. Carpet with extra padding or padded gymnasium flooring is recommended. Provide a large walk-in closet with wide shelves and some built-in storage cabinets to store things like poster board and art supplies, puppets and seasonal decorations.

AREA REQUIRED FOR OFFICE/WORKROOM: 200 square feet

AREA REQUIRED FOR STORAGE: minimum 200 Square feet. .

TOTAL CHILDREN'S STAFF AREA REQUIRED: 550 Square Feet

AREA DESIGNATION: CHILDREN'S ROOM (General Reception Area)

The Children's Room should look like a Children's Room, not like a space for adults. The Children's Room is the busiest part of the library, currently accounting for up to 67% of the library's book circulation. The potential is for even higher usage in an improved facility. Although architecturally speaking it is one space, a Children's Room actually serves a wide range of children, from those a few months old to about age ten to eleven. Since this is such a spectrum of ages and abilities, general parameters for the entire space will be outlined here, and separate descriptive sections for Media Browsing, for a Toddler/Preschool/Early Readers Area, for Youth Services, and for a Story/Crafts space will follow.

WHAT HAPPENS HERE: Children come to the Children's Room from a very early age (the library now conducts lap sit story hours for one-year-olds and their parents) through beginning adolescence. All ages should be welcome and be able to browse freely for books and other materials that are interesting and at an appropriate level. Friendly, welcoming staff are a part of this ambience, since staff serve as guide and teacher, advisor to parents, and monitor of overall order and security for the entire department.

GENERAL PUBLIC AREA AT ENTRANCE TO CHILDREN'S ROOM: Provide 1 public computer workstation for quick access to the library's holdings. Provide coat hooks, small cubbies for backpacks, and an area for parking several strollers.

CLOSE PROXIMITY TO: From the main entrance, the path of travel for children should not pass through adult areas to get from the main entrance to the entrance into the Children's Room. But it should not be easy for a toddler to escape from the Children's Room out the front door alone.

FAMILY REST ROOM: Within the Children's Room and within sight of the public service desk, provide one accessible A family rest room. Equipment should include a changing shelf or counter and a chair for a nursing mother. This rest room will require a drain in the floor. Provide a toilet and two sinks, one at child height and the other at accessible adult height. Materials in the family restroom should be indestructible, resistant to graffiti, scratching and other vandalism, and easily cleaned. Color accents should be used to avoid a clinical feeling.

AREA REQUIRED FOR GENERAL RECEPTION AREA: 380 square feet, plus restroom

SHELVING: In the common transitional area near the service desk, provide one section of periodical display for up to 10 titles with back issues (children's magazines, parenting magazines) and four sections of shelving for a Parenting Collection and for materials for teachers and home schooling - a total of 1,000 volumes. Provide one section for display of new books and other materials. (A total of six sections in this area.)

EQUIPMENT: Bulletin Board. Display area and display cases. Tack board strip around most of the room's perimeter for changing displays and artwork.

ARCHITECTURAL FEATURES: The Children's Room should be prime space. It should be one of the most vital elements in the building. The overall message should be that children are very important in the town of Barrington and that the library is a great place to visit, where children are welcome. This should not look like adult space. The room should be well lighted, with good lighting down to floor level, cheerful colors and nice views out low (but protected) windows. If space allows, reading alcoves in corners or window seats are a good idea.

Supervision and control must also be underpinnings of the design concept. From the main children's service desk, it should be possible to see what's going on, not only in most of the room, particularly in the toddler area and at most of the study tables and carrels, but also outside the entrance to the room, in any lobby area. This is a security issue to protect children from strangers, as well as to enable staff to supervise activity in the room.

Sound control is particularly important to the success of the Children's Room design. Although the doors to the Children's room should be kept open most of the time to welcome visitors - if the entrance turns out to be in a fire wall, automatic fire doors that can be kept open on magnetic halfbacks are recommended - it is essential to be able to close off the Children's Room to control noise from occasional festive events.

The ceiling in the Children's Room should be heavy duty acoustic tile. No other ceiling is acceptable. The floor must be carpeted.

Edges of furniture and corners of service desks should be rounded. As a safety consideration, all electrical outlets at floor level should be child proof.

If the site permits, an outdoor play/story hour area such as a small amphitheater and/or a garden are appropriate elements.

AREA DESIGNATION:	CHILDREN'S MEDIA BROWSING AREA
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WHAT HAPPENS HERE: To display and house popular children's media, including videotapes or DVDs, audio books, media kits and future formats suitable for public library use - total of 1,800 items.

AREA REQUIRED: 250 square feet

OCCUPANCY: 3 - 4 children, up to 3 parents

USER SEATING: None.

SHELVING: 50 linear feet for kits (special hangers). 200 linear feet for videotapes, DVDs, etc. Some face-out shelving. Bin for music CDs.

SOME PROXIMITY TO: Entrance to Children's Room. But this area should not be the first thing one sees on entering the Children's Room.

DISTANT FROM: Quiet areas

BOOK CAPACITY: Area to house up to 1,800 high-use media.

AREA DESIGNATION:	TODDLERS/ PRESCHOOLERS/ EARLY READERS
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WHAT HAPPENS HERE: Young children will select books and media, alone or with parents. Parents may read stories to their children. Library staff will interact with parents and children, to suggest titles or activities. Displays of books standing upright on shelves and counter tops.

OCCUPANCY: Infants; toddlers; preschoolers, young grade school children, parents, day care personnel and other adults.

FURNISHINGS: Provide a play area for toddlers and 2 tables for four sized for first through third graders. 4 adult lounge chairs. Space for Puppet Theater or train set or reading cubby as determined by interior design and library's specifications at the time of final design. (460 square feet.)

SHELVING: Provide 300 lineal feet of low shelving with counter tops for 6,000 picture books. (34 sections, 3 shelves each) Picture book shelving should have moveable dividers for support. Allow for 42" minimum aisle in this area only. Provide space for puppet tower, bins for circulating puzzles and games, space for toy bins. (Total 400 square feet)

COMPUTER STATIONS: For preschoolers, one child-size computer station with electric outlets and data ports. Allow space for children to gather around a computer or for a parent and child to interact. (40 square feet).

CLOSE PROXIMITY TO: Story/Crafts Room or Area (see separate description)

DISTANT FROM: Adult quiet reading areas

AREA REQUIRED: 880 square feet.

ARCHITECTURAL FEATURES:

This should be a safe, friendly, casual open area. This should be a space where families can gather and interact. There should be some architectural landmark to draw young children to the area. They should feel that this is their space. The area might be defined by an alcove, a special color, an area of the carpet, furnishings. Some examples are available at www.bigcozybooks.com and at www.creativeartsinc.com. A mural on canvas, banners or quilts may be displayed on a seasonal basis, or plants and other colorful toys and puppets may be displayed on higher wall-hung shelving.

The emphasis on safety must include rounded corners. Windows should be buffered - that is, children should not be able to touch any glass windows.

AREA DESIGNATION:	YOUTH SERVICES
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(Older children - grades 3 - 6, age eight to twelve. Twelve-year-olds will be transitioning to the Young Adult area.)

WHAT HAPPENS HERE: Older children, - third or fourth grade through early middle school - need a more grown-up space that is distinct from that for younger grade school children and preschoolers. The children who will use the Youth Services space year-round have academic, recreational and social needs. There may be a Homework Center. They are adept at computer use.

AREA REQUIRED: 1,400 square feet

OCCUPANCY: up to 20.

USER SEATING: Two rectangular tables for 4. Four lounge chairs or casual seats, not grouped together. All seating should be visible from the main desk. (320 square feet.) Additional seating or project space will be available in the Quiet Study/Group Study Room or in the Story Hour/Crafts Room.

COMPUTER SPACE: Provide 3 work stations for computers or other machines with earphones. Each computer carrel requires a minimum of 42" of work surface and space behind, since computers are a magnet for children and they tend to work in groups with each other or with parents. (120 square feet)

SHELVING: TOTAL of 11,000 volumes, as follows: near the table seating, provide a small reference area - 200 volumes. Provide bins for Easy Readers (1,000), shelving for juvenile fiction and non-fiction (9,000). Shelving to be a maximum of five shelves high. Provide display shelving on spinners for up to 800 paperbacks. (1200 square feet)

CLOSE PROXIMITY TO: Should be a section of the Children's Room, but separate from the area for younger children.

ARCHITECTURAL FEATURES: This should be an inviting area with bright colors, but not childish. Avoid nursery or classroom decor.

AREA DESIGNATION:

CHILDREN'S QUIET STUDY/GROUP / TUTORING ROOM

WHAT HAPPENS HERE: One-on-one and small group study and tutoring.

AREA REQUIRED: 125 square feet

OCCUPANCY: 1 teacher/volunteer, 1 - 3 students. Or group of students for a group project.

FURNISHINGS: Provide 1 work table, 4 chairs, and one computer work station. Provide for two children or a tutor and a child to work together. Provide a white board.

CLOSE PROXIMITY TO: Children's General Reception area. May also be used by Young Adults.

DISTANT FROM: Open public areas of the library. Casual passers by do not need to see who is using the computer or materials in this room.

ARCHITECTURAL FEATURES:

Room should have a data port and electric outlets.

Door to have key access but to lock only from the outside and partial glazing.

If study room cannot have exterior window access, consider borrowed light in one wall for more spacious feeling.

People who are being tutored require some privacy in order to concentrate and because it can be embarrassing to be tutored. At the same time, it may be necessary for the Children's Room staff to monitor these spaces or computers in them.

The Quiet Study Room should be near the Children's General Reception Area. May also be used by Young Adults. Provide extra soundproofing.

AREA DESIGNATION:	STORY HOUR/CRAFTS AREA
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WHAT HAPPENS HERE: Primarily for Story hour and craft activities. May also serve as auxiliary after-school homework or activity center or as a toddler play area.

AREA REQUIRED: 560 square feet

OCCUPANCY: Up to 25 children. Larger children's groups will use the multipurpose meeting room.

FURNISHINGS: Provide five child-height folding tables, 25 child-size stacking chairs. Provide closet for storage of all furnishings. Provide storage closet for supplies. Provide tack board strips around the perimeter of the room.

CLOSE PROXIMITY TO: Children's Room. Children's service desk should be able to supervise this room through one or two sets of double doors. Except when these doors are closed, the story hour/craft space should function as part of the Children's Room itself.

ARCHITECTURAL FEATURES: This room should have extra sound proofing in the walls and ceiling. Provide adjustable lighting on a rheostat. Room-darkening shades are required. There should be a sink area, with a sink at children's height as well as one at adult height, and cabinet storage above and below. The room needs a wall or ceiling-mounted projection screen. Consider a cushioned vinyl tile floor for crafts area, carpeted area for floor-sitting for Story Hour. A curved line to separate the two is a graceful element.

AREA DESIGNATION:	MULTIPURPOSE ROOM
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WHAT HAPPENS HERE: Lectures, films, slide shows, large parties for children, book discussion groups, meetings of civic organizations, Friends of the Library. Quilting and craft workshops, art display, book sales, concerts, recitals. After school homework center. Lobby may also be used as a community gathering area, or for serving of light refreshments.

OCCUPANCY: Up to 100 adults in lecture configuration. Consider division of space by movable divider into 40 space room and 60 space rooms.

FURNISHINGS: Lectern. 100 substantial and comfortable stacking chairs on carts. Modular tables, approximately 40" x 29", with durable finish. Tables should be easily moved by ONE person. Ceiling-mounted multi-media projection unit (data and video). Sound system. Pull-down screen. Storage closets for 2 A/V equipment carts, chairs and tables.

CLOSE PROXIMITY TO: Kitchenette, main entrance, restrooms and Children's Room. Traffic to the multipurpose room should not pass through the quiet areas of the library. On the other hand, users of the multipurpose room should be compelled to pass the circulation desk and browsing/new book area as they arrive for a meeting by the main entrance. For the sake of security, most users of the multipurpose room should come and go this way, by entering the library itself.

Ideally, it should be possible for library staff to view a portion of the multipurpose room, either from the Children's service desk or from the circulation desk. This could be accomplished by providing one or more sets of double doors that open toward one of the appropriate library staff stations. The intention is to provide some security for exhibits in the multipurpose room as well as to permit the space to be used informally as part of the library seating when no meeting is scheduled. One example would be an after-school homework center; another might be as a parent gathering area during Story Time, as a toddler play area or as a group study area.

However, it should also be possible to enter and exit the multipurpose room when the rest of the library is closed and secure (after-hours). This direct exit can also serve as an emergency exit. It will ordinarily be closed and alarmed. In an after-hours configuration, the multipurpose room must also remain accessible and must have access to restrooms. It would also be possible to design rest rooms for the exclusive use of the multipurpose room, while other rest rooms are available in the library itself for daily use by the public.

It should also be possible for children to pass from the Children's Room to the multipurpose room without disturbing adults or causing congestion at the circulation desk.

AREA REQUIRED: Up to 1,200 square feet.

ARCHITECTURAL FEATURES:

In the multipurpose room, a shallow audiovisual closet with a secure lock should have enough space to store two audiovisual carts, with shelving for some supplies and media.

Discuss potential for dividing this space with a movable partition.

There should be a separate storage closet for stacking chairs and tables.

Provide hooks or pegs for up to 100 coats, or a coat rack in a lobby.

There should be no windows directly behind the area of the multipurpose room where a speaker will stand, to avoid glare and distraction for an audience. Windows are appropriate in other locations. Since films will be shown in this room, windows must have room-darkening shades, and skylights can be a liability.

The multipurpose room should have a picture rail for hanging art exhibits.

The multipurpose room needs sound insulation from the rest of the library. Neither speaking voices nor music nor voices from a film should be audible in adjacent library spaces or in rest rooms. Doors from the library into this room will also require extra sound insulation. (Consider how a multi-screen movie theater isolates its various auditoriums from each other and from the adjacent corridors.)

Entrance to the multipurpose room should usually be through the main library entry and past the circulation desk, but the room should be separated enough from the rest of the building to permit its use when the rest of the library is closed. It should be possible for an evening meeting to begin during library open hours and for the library staff to then secure and close the rest of the building, leaving the meeting to proceed to a later conclusion. In an after-hours configuration, the multipurpose room must also remain accessible and must have access to restrooms and the kitchenette.

This means that this room requires a separate heating zone, separate control of its lights, control of outside lighting and its own emergency exits, with individually controllable alarms for each. Depending on the nature of the meeting, the emergency exits may also be used as the entrance to a meeting, to provide some privacy for participants.

The multipurpose room should have data outlets and be wired for cable, in conjunction with the local cable station. It should have wireless communication capabilities.

Lighting for the multipurpose room should be carefully planned. Dimmer switches, alternate banks of lights on separate switches, wall-washers and spotlights for the lectern area are some of the options to be considered. In the multipurpose room, do NOT use HID lighting or other lighting that takes time to reach full illumination. These are a poor choice for meetings, since it must be possible to regulate lighting instantly following a slide show or film.

Windows must have room-darkening shades or draperies. It must be possible to darken any skylights or clerestories to show a film during the day.

A small simple concealed "kitchenette" is needed. The kitchenette should be accessible from the lobby or located at the rear of the room for use by a caterer while the room is in use. Specifically, a serving counter with outlets convenient for small appliances (minimum 4, on two circuits), an extra-deep sink with a gooseneck faucet for filling a coffee urn, storage cabinets for supplies, an under counter refrigerator and counter space and outlets for a microwave and other small appliances are needed. Allow space for a large trash can and recycling bin. It should be possible to close and lock off the kitchenette behind discreet doors, but it can be a wide alcove, not a closed room.

Near the kitchenette but in the multipurpose room itself, plan an area with a serving counter with multiple electric outlets (minimum: 4, on two circuits) for coffee urns and warming grills.

Lobby may also be used as a community gathering area, or for serving of light refreshments.

The multipurpose room will be used actively for a variety of community purposes. Durable, easily cleaned surfaces are essential. Acoustic ceiling tile will be necessary for acoustics. Cove molding near ceiling height or another means of temporarily hanging paintings is needed, along with a tack board strip along one wall. At the time of design, discuss the range of flooring choices, including carpet, carpet tiles, carpeted areas, cork flooring and tile, from the point of view of durability and maintenance.

AREA DESIGNATION:	PUBLIC RESTROOMS
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OCCUPANCY: According to local code.

FURNISHINGS: Infant changing shelves in both men's and women's rooms, as well as the facility in the Children's Room. Can be pull-down. Sanitary products vending machine and waste containers in women's room.

CLOSE PROXIMITY TO: Multipurpose room. Within control and supervision of circulation desk or other staff location, but it should be possible to isolate some of the restrooms along with the multipurpose room from the rest of the library for after hours use. Consider possibility of positioning some rest rooms for use with multipurpose room and positioning others for direct supervision and control by staff and daily use by patrons.

DISTANT FROM: Quiet areas.

AREA REQUIRED: According to local code. Must comply with all requirements of the Americans with Disabilities Act with regard to placement of fixtures, hand rails, accessories and style.

ARCHITECTURAL FEATURES:

Public restrooms pose many problems for library staff. Access to them should be visible to staff. They should not be located in a remote corner, nor should they be located right inside the main entrance. Library restrooms must sometimes be controlled by key access. There should be locks on the doors and it should be possible to leave the door in either a locked or unlocked state, as well as to override any inside lock in case of an emergency. All restrooms should be fully handicapped-accessible. Sanitary products vending machine in women's room. Materials in the restrooms should be indestructible, resistant to graffiti, scratching and other vandalism, and easily cleaned. Color accents in ceramic tile should be used to avoid a clinical feeling. In public restrooms, a hand dryer is preferred.

Restrooms are a water source and thus a potential source of damage for books, computers, other library materials and carpet. For this reason, a floor drain is required in each restroom, even when not required by code - for example in a single fixture restroom.

A handicapped-accessible water fountain will be required outside the rest room area.

AREA DESIGNATION:	DIRECTOR'S OFFICE
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WHAT HAPPENS HERE: Planning; report writing; conversations with staff, trustees, patrons; candidate interviews; personnel evaluations; telephone conversations.

OCCUPANCY: 1 library director, 2-3 guests.

FURNISHINGS: 1 desk, ergonomic desk chair; computer ell or counter for computer; computer and printer; four lateral files; 2 book cases; 2 guest chairs. Small work/conference table. Telephone and telecommunication lines. Coat closet.

SHELVING: 24 linear feet of wall-hung shelving, with counter and up to four lateral files below.

CLOSE PROXIMITY TO: Library Workroom, reference desk.

DISTANT FROM: (hidden from) main entrance and major public traffic and seating areas. The director should be available, but should not be the first person seen by a patron entering the building.

AREA REQUIRED: 150 square feet.

ARCHITECTURAL FEATURES:

The director of a public library is responsible for all operations, as well as planning, budgeting and personnel. Library directors are also vulnerable to drop-in visitors. This office should have some sense of seclusion. The director should not be the first person the public sees on entering the library. The director needs privacy for conferences with trustees, for handling personnel matters and for periods of concentration on reports and budgets. Acoustics are important. When the office door is shut, whatever is said in the office should not be audible in adjacent spaces. Public seating areas should not be located directly adjacent to the office door. An exterior window with operable sash is required.

AREA DESIGNATION:	SYSTEMS CLOSET
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WHAT HAPPENS HERE: Separate room to house computer system, server, and other equipment.

AREA REQUIRED: 125 square feet

PROXIMITY: Director's Office and Library Workroom.

FURNISHINGS: Equipment rack. System equipment to be positioned 36" away from the wall, with space on each side for easy access. Adequate exterior ventilation and climate control are extremely important for the systems closet. Without adequate air circulation, equipment will overheat and eventually be destroyed. One (1) section of shelving. Small work counter with electrical outlets. Tile flooring required. Discuss special electrical wiring and storage needs in detail with Director at the time of design. This is the library's other heart. This space does not need a window.

AREA DESIGNATION:	STAFF LUNCH ROOM AND STAFF TOILET
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WHAT HAPPENS HERE: Area for staff rest periods, food storage and preparation. Secure coat and purse storage. Staff toilet.

OCCUPANCY: Up to eight

USER SEATING: One (1) table with 4 chairs, 1 sofa, 1 lounge chair. Ten (10) lockers or coat closet and small lockers.

EQUIPMENT: Microwave, sink with disposal, refrigerator with freezer. Counter with electric outlets for coffee maker, electric tea kettle and other small appliances. Water cooler. Storage cabinets as a kitchen. Generous mail boxes for up to 15 staff/volunteers/pages.

CLOSE PROXIMITY TO: Service entrance or staff entrance. Not reached through Library Workroom / Technical services.

DISTANT FROM: Public areas. Entrance to staff lunch room should not be directly from a public area. (Conversations would be audible, food smells could escape.) Staff lunch room should also not be entered through any work space area. (Interruptions of work.) Staff rest room to be independently positioned for privacy - not to open into kitchen or eating area.

AREA REQUIRED: 250 square feet.

ARCHITECTURAL FEATURES:

The staff needs a private space to eat and a private rest room. For privacy and sanitation reasons, the staff rest room should open into a corridor or locker room, not directly into the staff room itself, either kitchen or eating area.

Frequently staff rooms are located below grade or do not have windows. Design this staff room to be inviting space, preferably with windows.

Provide a 15-section system of cubby holes or "mail boxes", to be used by staff, volunteers and trustees. Provide a locking coat closet for storage of coats and boots.

AREA DESIGNATION:	FRIENDS WORKROOM
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WHAT HAPPENS HERE: Space for Friends of the Library - record keeping, supply and book sale storage.

FURNISHINGS: Desk, shelving, file cabinet.

SHELVING: Use old library shelving.

EQUIPMENT: Computer.

AREA REQUIRED: 200 square feet

ARCHITECTURAL FEATURES

This should be a small workroom/storage space, with a window if possible.

AREA DESIGNATION:	JANITOR'S FACILITIES
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WHAT HAPPENS HERE: Storage of equipment for maintenance and cleaning.

FURNISHINGS: Closet with janitor's sink and supply storage.

SHELVING: For equipment and supplies.

EQUIPMENT: Cleaning equipment including vacuum cleaner, rug shampooing machine, floor buffer, ladder, buckets, brooms, mops, supplies include paper products, painting equipment, tools.

AREA REQUIRED: 100 square feet

ARCHITECTURAL FEATURES:

The janitor and other library staff should be able to access this closet without disturbing patrons in public spaces and without entering rest rooms or offices to do so. The janitor's sink needs a generous supply of hot water.

AREA DESIGNATION:	SERVICE ENTRANCE AND RECEIVING AREA
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FUNCTIONS PERFORMED: Delivery of shipments of books, materials and equipment. May also serve as staff entrance, depending on location.

OCCUPANCY: Small delivery trucks such as mail trucks and UPS, staff automobiles, City-owned trucks or school district trucks.

CLOSE PROXIMITY TO: Library Workroom

DISTANT FROM: Public entrance and patron traffic

ARCHITECTURAL FEATURES:

Good exterior lighting. A doorbell. Adjacent glass panel. Protect this entrance from snow and ice falling from the roof. Provide good drainage. Provide a delivery ramp. Provide space for a dumpster and screen this area from public view.

Provide a generous turnaround for trucks, free of obstacles and landscaping.

AREA DESIGNATION:	EXTERIOR EQUIPMENT STORAGE
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WHAT HAPPENS HERE: Storage of equipment such as lawnmower and snow blower, gardening equipment.

SHELVING: For equipment and supplies.

EQUIPMENT: Snow blower, lawnmower, garden tools.

AREA REQUIRED: 100 square feet

ARCHITECTURAL FEATURES:

Provide a small "garage" with fire-rated walls, for outdoor equipment, including lawn mower and snow blower.

AREA DESIGNATION:	LIBRARY PARKING
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FUNCTIONS PERFORMED: Parking for library and multipurpose room in a site plan appropriate for the area and with safe and effective egress.

OCCUPANCY: As many as possible, dedicated to library use.

CLOSE PROXIMITY TO: Main entrance of building.

AREA REQUIRED: 1 parking space = 350 square feet.
 10 spaces = 3,500 square feet +

ARCHITECTURAL FEATURES:

If at all possible in this site plan, provide a drive-up book drop. Allow marked spaces for staff parking. These could be in a remote location, near a staff entrance. Allow the maximum possible number of patron spaces (or according to local code), plus marked "handicapped spaces" and "handicapped van" spaces, near the entrance or according to local and state codes in force at the time of construction. Library parking should be independent of other municipal parking and located conveniently for library patrons.

Some relevant formulas:
10 spaces = 3,500 square feet +
30 spaces = 10,500 square feet +
50 spaces = 17,500 square feet +
75 spaces = 26,250 square feet +

26,250 square feet / 43,650 square feet per acre = 0.6 + acre

Expansion of parking from a minimum level may be necessary as required by use patterns, even if the building itself is never expanded. A plan for supplemental or auxiliary parking should be part of the site plan so that eventual expansion is logical and provides safe access to the building. Site selection and site plan should anticipate an eventual need for more parking, as well as a future addition to the building itself.

Parking must be well-lighted. Primary access to the building will be by the main entrance, but allow for direct access to the multipurpose room exits as well. Allow area for snow piles, away from the building and landscaping and beyond the parking area. Access to the building should be by a walkway that is either protected by a portico or at least not overhung by the roof of the building, so that snow and ice will not slide off the roof onto pedestrians or cars. (Sometimes, in snowy climates, an arcade is a wonderful asset.) Landscaping should be low-maintenance. Access to the road from the parking area should have a clear view of traffic from both directions, unobstructed by landscaping, trees or signs.

APPENDIX

NET SQUARE FEET AND GROSS SQUARE FEET - WHAT? AND WHY?

A standard Library Building Program applies standard net-square-foot formulas for each library area. However, these formulas can only produce an estimate of the total net square footage required for library service. They are not designed to predict an actual building configuration. Until an actual design has been presented by an architect, the precise capacities and ultimate square footage of the library building cannot be calculated.

At the programming stage, in order to obtain a preliminary estimate of the total gross square footage required in the actual future building, a factor of 25% - 30% must be added. This factor recognizes that, until the building is actually designed, it is impossible to forecast whether the building will be one-story or multiple stories, requiring an elevator and multiple fire stair cases. The height of shelving, the length of a range of shelving and the actual configuration has yet to be determined. Pre-design, it is unknown whether there will be a basement or an attic in which to house heating and air conditioning equipment and some storage. The added factor also makes allowance for lobbies, vestibule and entrance space, public staircases, emergency exits, corridors, rest rooms, closets, storage, electrical rooms, Acirculation@ (moving around) space, and the thicknesses of both exterior and interior walls. To put it another way, it can be said that the gross area of any building can be determined by the exterior measurements, (like a tape measure around the outside), multiplied by the number of stories.

The efficiency of a particular building design is ultimately the ratio of net square feet to gross square feet. Thus, a design that provides 8,000 net square feet for library services may actually require the construction of 10,500 gross square feet ($8,000 \div 10,500 = 76\%$ efficiency), or 11,000 gross square feet ($8,000 \div 11,000 = 72.7\%$ efficiency), or 11,500 gross square feet ($8,000 \div 11,500 = 69.56\%$ efficiency). This depends on the design.

Only when an actual design is available to be analyzed can the actual square footage of the building be determined, by the real dimensions of the building. The capacity of the shelving shown on the drawings can also be estimated, once the heights of shelving and the configuration of shelving are known. The Building Program comes into play once more at this stage, to be used as a yardstick or checklist to be certain that all of the desired elements are actually present in the desired amounts, in the design.

In past decades, some writers have discussed a building efficiency of up to 80%. This would be a warehouse-style structure, with no interior walls and minimal details such as vestibules or hallways or rest rooms. Most architects assert that it is no longer possible to design a library building that is 80% efficient. Some factors that prevent such a design include:

- New requirements (since 1991) of the Americans with Disabilities Act for minimum space between ranges of shelving and around furniture, just as they do in rest rooms, etc.

- earthquake requirements that add extra columns and structure and increase the dimensions of columns
- walls that are now thicker because of insulation, wiring, heating and air ductwork, and fireproofing
- additional rest rooms and egress corridors required by modern building codes
- electrical and computer needs, including closets
- site limitations
- an addition to an existing building.

At the programming stage, it is prudent to think at the very outset in terms of a realistic estimate of the library's size by using the standard formulas, then adding 25% - 30%. It will then be a pleasant surprise if the eventual design can be smaller because it is also very efficient. Likewise, a particular design may be larger because it includes a special feature that the building itself requires, such as a grand central staircase or a two-story clerestory or an outside lobby, an elevator, multiple egress stairs - or simply because the layout is inefficient. A particular design can often be modified to increase efficiency. At the programming stage, particularly in the case of an addition/renovation of an historic building or a difficult site, it is wiser to propose a range of ratios, and thus a range of gross square feet.

WHY NOT A SCHOOL LIBRARY/PUBLIC LIBRARY COMBINATION?

The possibility of combining the school library and the public library has come up in Barrington, presumably with the thought that somehow money could be saved. This concept comes up occasionally throughout New England, but is only rarely considered viable when closely examined. The following factors come into play:

- **Separate missions:** The missions of a public library and a school library are very far apart. The public library provides free access to information for all people at all ages. The school library focuses on a very narrow group: the students, whether ages 6 -10, 11 - 13 or 14 - 18. The school library has curriculum-oriented materials and a teaching mission tailored to the particular school.
- **Divergent Collections:** Public libraries include adult collections of books, videos and other materials that may not be suitable for children. Certainly, there are going to be materials in any adult collection that will not be endorsed by any school board.
- **Different Patrons:** Public libraries are free to the general public. There is no way to exclude anyone from a public library. Patrons will inevitably include people that no school would either welcome or tolerate and might even regard as a threat to children.
- **Preschool emphasis:** Most public libraries do an outstanding job of working with preschoolers, especially with story and craft sessions. Preschoolers do not mix with school-age children. In fact, preschoolers, who are likely to be present in the public library at the exact same time that school is in session, may be threatened or overwhelmed by school-age children. Essentially, a strong preschool program would be spoiled.
- **Governance:** Generally speaking, a public library is constituted legally under the governance of the Board of Library Trustees. A school library is under the control of the principal, superintendent and school board. A school library may be required as part of the accreditation of a school, while a public library must meet minimum standards set by the New Hampshire State Library.
- **Physical plant:** A public library is open evenings, weekends and all summer long. This necessitates a separate entrance and parking, a separate heating system, separate rest rooms, separate security for the school, to isolate it. Few schools can be modified to accommodate these requirements.
- **Senior citizens:** The public library serves the elderly. Many of them would not feel welcome in a school.
- **Internet access for all people:** School libraries filter the Internet. Most public libraries do not filter adult computers. This can become a real Free Speech issue. Increasingly, essential access to government information is only available by the Internet and denial of access to citizens is likely to become an ongoing problem.

- Pay scales: Public library and school pay scales are generally speaking not equal. Many public library employees are commonly paid less than the school janitor or the cafeteria personnel. And yet - public library employees tend to have college degrees, or at least some college education. They also work at night and on weekends and would probably require a pay differential. Further, they work during school vacations.- Christmas week, winter and spring vacation weeks, and summer vacation are peak times for school-age children at the public library. These times should qualify them for an additional pay differential over school employees, who get these breaks.
- Access for non-parenting adults: Quite a few adults did not like school. School may have failed them completely. They use the public library, but would never come near a library in a school.
- Public library space needs are larger than might be expected. The Barrington Public Library today equals something more than 3 classrooms worth of space. To house the present collections and services, very little of which would overlap with the school library, should have the equivalent of about 6 classrooms worth of space.

There would be very little overlap between whatever space the school library has and the needs of the public library. Can the school really spare up to six classrooms for a public library? Or - is the town really willing to build the equivalent of eleven or twelve classrooms to serve as a school/public library?

In sum, research shows that a combined school/public library only works when there is no other option - in a town under 2,000 with no growth, or in a remote area with virtually no public facilities except a school, or as part of a multi-branch urban system where there are also a main public library and public library branches.

Overall, the Town would lose a valuable community crossroads in its public library and might not save much money. Damage to a vital preschool program, loss of security for the school, intimidation of the elderly, the sizeable cost of pay and hour equalization between school and public library personnel, cost of construction of additional space, loss of library service for the many adults who didn't like school, issues of censorship for adults - these are all issues that public library trustees should be vitally concerned with.