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LeRoy Collins Leon County Public Library
Southeast Branch Library Building Program
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LeRoy Collins Leon County Public Library
200 West Park Avenue
Tallahassee, Florida 32301

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NOTE: Three sections of this building program are presented in tabular and diagrammatic format, but are not listed as tables. These are:

Summary of Space Allocations (page 12)
Space Relationship Diagram (page 15)
Individual Space Allocations (pages 16 -27)

This is because these items do not provide only supporting data, as is the case with Tables 1 & 2. These sections are integral parts of the building program and provide basic information to the architect for building design. They are, therefore, included as parts of the standard table of contents as major sections. The use of the tabular or diagrammatic format in these sections is intended only to improve the clarity of the presentation.

Attachment # 3
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I. Overview and Introduction

A. Project Summary

This document represents the final building program statement to be used for the design of the Southeast Branch Library (currently designated as the Parkway Branch) of the LeRoy Collins Leon County Public Library System. It is the detailed needs as determined from previous meetings with the LeRoy Collins Leon County Library Advisory Board, library staff, and members of the general public. It has been developed to largely mirror the Lake Jackson Branch Library building program which was originally developed in 1996 and updated in 2004.

Upon the decision by Leon County to acquire property for a new Southeast Branch Library, Beach/Willey Library Consultants were engaged to review the 2002 base branch program and update it for the Southeast branch as required for current conditions.

The consultants wish to acknowledge the assistance provided by Helen Moeller, Library Director and her staff in this update.

B. Historical Perspective

In 1988, after more than 20 years in an inadequate facility in a poor location, the LeRoy Collins Leon County Public Library constructed a new 88,300 square foot Main Library building in downtown Tallahassee. Although not associated with the subsequent design of this facility, the Beach/Willey, Library Consultants partnership provided building program services as subcontractors to the architectural firm of CRA, Inc., Architects and Planners. Preparatory to the development of this building program, the Beach/Willey partnership in 1986 performed a systemwide needs assessment to determine the appropriate size of the Main Library building. In that assessment several recommendations were made which became the basis for a Leon County Branch Development Plan

Following the construction of the Leon County Main Library, two new branch library facilities were been opened - a 4,700 square foot Lake Jackson Branch Library in August 1991, and a 7,200 square foot Northeast Branch Library in August 1994. Both facilities have received heavy public use since opening, bearing out the need for branch facilities as identified in the 1986 Branch Development Plan. However, it soon become apparent that branch facilities as currently sized are inadequate to public demand. Leon County is additionally interested in replacing these present facilities with new buildings to eliminate lease costs.

In 1995, the Beach/Willey firm was engaged to update the 1986 Branch Development Plan and produce four building programs for new branches. Two of these facilities were subsequently constructed - the Northeast Branch and the B.J. Perry Jr. Branch (previously titled the Bond Branch). The consultants later developed a building program for the Fort Braden Library Branch, which was developed outside of the original Branch Development Plan recommendations. The Fort Braden Branch opened for service in March, 2004.

The current Lake Jackson Branch (initially called the Northwest Branch) opened in August 1991 in a storefront location in the Huntington Oaks Plaza on Fred George Road and Highway 27. It was expanded from 4,900 square feet to 7,200 square feet at that location in 2000. A new 12,000 square foot Lake Jackson Branch is now in design with construction projected to begin in late 2005, and completion in 2006.

With the construction of a new Lake Jackson Branch, only the Parkway Branch will remain to be completed as originally envisioned in the original 1986 recommendations. The current Parkway Branch, located on Apalachee Parkway in the Cross Creek Shopping Center opened in a 1,200 square foot storefront space in 1997, and expanded to its current 2,000 square foot size in 1999. Because the proposed location of the replacement for this branch is not finalized at this time, the Parkway Branch for the purposes of this building program will be identified hereafter as the Southeast Branch Library.

C. Mission Statement, Goals and Objectives

LeRoy Collins Leon County Public Library Mission Statement

The LeRoy Collins Leon County Public Library System enriches the community by inspiring a love of reading, providing a dynamic resource for creative and intellectual pursuits, and enabling residents to live a life of learning.

LeRoy Collins Leon County Public Library Strategic Directions

The following strategic directions and goals are drawn from the LeRoy Collins Leon County Public Library System Strategic Plan, 2005-1010. Although several of the objectives set forth below remain to be fully realized, they continue to provide the context for this building program, as well for other branch library building programs:

1. Inspire and Nurture a Love of Reading.

The public library is our community's champion for reading. The library appreciates the importance of emergent literacy and assists parents and caregivers in understanding the impact of language and learning from birth. The library encourages parents to read to children, children to become independent recreational readers, and adults to value reading as essential to individual growth and enrichment and as one of the most enjoyable forms of recreation.

Goal 1: Parents, caregivers and child care professionals understand the importance of learning and language in children's development starting at birth.

Objective 1.1 Provide educational materials to parent and caregiver participants of Baby Time and Story Time programs; ongoing.

Objective 1.2 Market Baby Time and Story Time to in-home day care providers. **(Building Program Related Objective)**

Goal 2: Infants, toddlers and preschoolers develop early literary skills and appreciation for books and reading.

Objective 2.1 Increase the reach of Baby Time programs by expanding the program to include every library system location by September 2009. **(Building Program Related Objective)**

Objective 2.2 Provide Baby Time and Story Time programs at all locations on a weekly basis by September 2009. **(Building Program Related Objective)**

Objective 2.3 Increase community awareness of the importance of reading in the intellectual and emotional development of children aged 0-5 by promoting Baby Time, Story Time and similar library programs, increasing media promotions of the programs by two per year beginning January 2005.

Goal 3: The library provides a safe place and learning activities for children after school.

Objective 3.1 Increase participation in "Families Connect @ the Library" programs by 2% annually beginning October 2004. **(Building Program Related Objective)**

Objective 3.2 Increase interest in learning by providing 2 intergenerational programs per site per year. **(Building Program Related Objective)**

Goal 4: Residents of all ages locate and borrow relevant, timely materials to read and participate in reading-related activities year round.

Objective 4.1 Increase the use of books, audio books, magazines and other library materials by 2% annually. **(Building Program Related Objective)**

Objective 4.2 Increase participation in book discussion groups, author events and related activities by 2% annually. **(Building Program Related Objective)**

Objective 4.3 Each year, 2% more students will maintain and build their reading skills during the summer by increasing participation in the Florida Library Youth Program. **(Building Program Related Objective)**

2. Develop and Support Our Community

The library is a valued community gathering place. Its resources, involvement, and leadership in the community are extended through partnerships with community members, other county and city departments, businesses, institutions, organizations, and agencies.

Goal 1: Citizens value the library as a comfortable, easy to sue, neutral public space for reading and study, meeting and interacting with others, and participating in forums and programs.

Objective 1.1 Improve the library system's facilities to ensure usability, accessibility and comfort. **(Building Program Related Objective)**

Objective 1.2 Increase library visits by 2% annually. **(Building Program Related Objective)**

Goal 2 Citizens access local information that enables them to participate in the community using local resources.

Objective 2.1 Develop and maintain a collection of information resources particular to and helpful to citizens of Leon County.

Objective 2.2 Build partnerships with one government, educational, not-for-profit, civic or social service organization each year, beginning October 2004.

Objective 2.3 Co-sponsor at least one forum or educational event per year beginning January 2005.

Goal 3: The library anticipates and responds to the information needs of individuals starting a business and/or investigating a career as well as the business and economic development community at large.

Objective 3.1 Build collections to support small business development and career choice.

Objective 3.2 All reference librarian receive training in business reference skills and resources at least once yearly beginning in January 2005.

Objective 3.3 Package and market the resources of the small business center and related services and collections.

3. Living a Life of Learning

The library is an essential source of knowledge for the community, providing educational resources for all ages and pursuits. The library supports early reading readiness, formal and alternative education, and life-long learning. A variety of materials, electronic resources, and dynamic programs are provided to help address Leon County residents' desires for self-directed growth and development. Literacy training for individuals and families develops and supports reading, language and parenting skills.

Goal 1: Library suers develop and hone information literacy and computer skills at the library.

Objective 1.1 Guidance and instruction in information literacy is offered on the library's web site as well as in brochures, signs and finding aids and in person throughout the library system, beginning October 2005.

Objective 1.2 Continue of offer computer classes and adapt curricula to changes in technology.

Objective 1.3 Every librarian is a teacher/navigator who receives training in the use of electronic resources at least one a year in addition to specific training in the use of every new database.

Goal 2: School age children have meaningful connections with the library.

Objective 2.1 Encourage Leon County Schools to include the library card on the lists of school supplies distributed each year, beginning August 2007.

Objective 2.2 Collections, programs and services designed for specific age groups and interest levels, including homeshcoolers, are available at all library locations. **(Building Program Related Objective)**

Objective 2.3 Develop partnerships with one school each year to provide a comprehensive support base for students; includes coordination of summer reading list and activities, curriculum based projects and pertinent library collections, services and programs; annually beginning August 2007.

Goal 3: Adult learners have access to educational opportunities to improve their basic literacy levels, English-speaking abilities and family literacy skills. Participants receive instruction in reading, writing, and comprehension skills to improve their earning ability, increase opportunities for furthering their education, enhance their ability to participate in the life of the community, and improve the well being of their families. The program offers a learning environment with specialized materials and access to trained tutors.

Objective 3.1 Continue to develop a network with collaborators and community partners to ensure that all adults who seek literacy program services receive appropriate educational opportunities.

Objective 3.2 Develop flexible training modules and volunteer opportunities to meet diverse needs of both volunteers and adult learners by August 2006.

Objective 3.3 Increase participation and learner persistence in program tutoring sessions, workshops and program-sponsored social events by 2% annually.

4. Valued as the Community's Powerhouse of Information

The library provides easy access to accurate and reliable information. It is a dynamic resource that assists Leon County residents with school, work, creative ventures and life decisions. Well-trained, customer-based staff assists the public with their information needs through print, non-print and online resources covering a wide range of topics. Information services are provided in person, via telephone, fax, e-mail and the Internet. Popular, timely materials are provided in various formats and in sufficient quantities.

Goal 1: Library resources and services are readily accessible, efficient and easy to use, both inside and outside library facilities.

Objective 1.1 Improve services for users who manage their library accounts online, developing an average of one new or upgraded service each year.

Objective 1.2 Expand self-service options, including self checkout and automated reservations for in-library computer use by September 2005.

Objective 1.3 By January 2006, investigate implementing a search database program that will provide results from varied information sources through a single catalog query.

Objective 1.4 Redesign the library web site to create a more intuitive, user-friendly environment by September 2005.

Goal 2: Reference services meet the continuously changing information needs of the community.

Objective 2.1 Continue to develop a powerhouse of online reference services and virtual collections by identifying, acquiring and marketing appropriate resources.

Objective 2.2 Market online subscription databases as reliable, accurate, current and relevant in meeting library users' information needs, beginning January 2005.

Objective .3 Investigate the feasibility of installing wireless network in existing library facilities.

Objective 2.4 The library will continue its participation in the collaborative statewide Ask a Librarian service.

Goal 3: Continue to develop a robust collection ;which meets a wide variety of interests in the community.

Objective 3.1 Continue to provide materials in a variety of formats at all locations as they become available.

Objective 3.2 Investigate the development of virtual collections of downloadable content as it becomes available through changes in technology.

Objective 3.3 Expedite patron access to requested titles by purchasing sufficient quantities in a timely manner and continue to process those materials within two days.

Objective 3.4 Analyze circulation data by format and subject area annually to ensure that the varieties of formats and materials wanted by patrons are being provided.

Goal 4: Residents will value the public library and find it relevant to their lives.

Objective 4.1 Every employee champions the library. They are conversant on the mission, values and services of the library and share this information in business, social and recreational settings.

Objective 4.2 Through networking and partnerships, the library will reach out to people where they are–neighborhood associations, community events and festivals, health care centers, child and social service agencies, recreation centers, senior centers, schools–to promote the library and encourage library card registration.

Objective 4.3 Marketing and promotion of popular fiction and new current nonfiction will be increased through displays in the libraries and alternative locations.

D. Role of the Library & Services to be Provided

1. Library Roles

The LeRoy Collins Leon County Public Library System Strategic Plan, 2005-2010 combines the knowledge and guidance of citizens with the professional expertise of library staff. The framework for the development of the Strategic Plan was a planning process for public libraries described in *The New Planning for Results* (American Library Association, 2001). The method is based on three assumptions about excellence in library services: excellence must be defined locally, excellence is possible for all libraries, and excellence is a moving target. The plan was developed with community input, including a web-based survey, on-site exit interviews, three community focus groups and one focus group session for the Library Advisory group, and suggestions from library users submitted through the online suggestion box as well as suggestions boxes in all locations. Library staff was encouraged to provide input throughout the planning and writing process.

Strategic Directions:

I Inspire and Nurture a Love of Reading
II Develop and Support Our Community
III Living a Life of Learning
IV Valued as the Community's Powerhouse of Information

2. Services to be Provided

Although more specific service features and collections will be identified later, the following features have been identified as desirable in a Southeast Branch Library, either because of public input, actual experience, or in response to identified roles:

- Books, magazines, and other printed materials for adults and young people
- Audiovisual Materials (DVDs, videotapes, audiotapes, and Compact Discs)
- Specialized Business Reference Resources
- Access to electronic information resources
- Study space to meet demand, incl. quiet study space
- Public Computers with word processing, spreadsheet, and special educational programs, and quality printers
- Public meeting room space
- Youth programming space
- Children's Services and programs (especially preschooler programs)
- Adequate and convenient parking
- Additional open hours
- An adequate, friendly, qualified, and well trained staff

II. Plans for Future Growth

The 1996 Updated Branch Development Plan for the LeRoy Collins Leon County Public Library System projected future library facility needs based upon a 1995-2020 planning time frame. As the Southeast Branch Library is an uncompleted element of that Development Plan update, 2020 is again used in this program document for needs analysis purposes. While county population growth is projected at 20.8% (increasing from 262,200 to 316,800 persons) over 15 years, the growth rate for each service area varies.

Table 1
Projected Growth of Library Service Areas

Service Area	2005	2020	Change	% Change
Main Library	94,500	107,500	+13,000	13.8%
B. L. Perry Jr. Branch	16,600	18,500	+1,900	11.5%
Lake Jackson Branch	30,800	38,000	+7,200	23.4%
Northeast Branch	52,000	65,900	+13,900	26.7%
S.E./Parkway Branch	47,300	63,900	+16,600	35.1%
Fort Braden Branch	9,000	12,000	+3,000	33.3%
Unassigned Area	8,000	11,000	+3,000	37.5%
County Total	**262,200**	**316,800**	**+54,600**	**20.8%**

Source: Tallahassee-Leon County Planning Department, 2004 Statistical Digest

When the LeRoy Collins Leon County Public Library Branch Development Plan was updated in 1996, the projected population for Leon in 2020 was 320,234 residents. This projection has been downsized by the Leon County Planning Department only slightly in the past eight years. Currently, a population of 316,800 is projected for 2020. Also, in the 1996 plan update, major growth was foreseen in the Parkway/Southeast Branch (89.5%) and Northeast Branch (63.6%) service areas. Much of this growth has already occurred in the past eight years. The Northeast Branch now lists about 52,000 residents in its primary service area, and the Parkway Branch lists over 47,000 persons.

The Lake Jackson Branch currently serves over 30,000 residents from its 7,200 square foot storefront location, and by 2020 will be serving 38,000 persons, a service load beyond the capability of the present facility, and which will also strain its future 12,000 square foot facility when complete. That new facility, yet to open, should be considered for expansion to 20,000 square feet by 2020.

III. Comparison of Project to Library Standards

The size of the Southeast Branch Library, as well as the projected program of services was established within the context of the entire Leon County Public Library System. Consequently, a standards comparison for this project must also be accomplished within a system context.

The Florida Library Association has issued Standards for Florida Public Libraries: A Vision for the 21st Century, a comprehensive update of library operating benchmarks, including space standards. Among other items this document sets a minimum space standard of .6 sq. ft. per capita. Such standards are helpful in providing comparison to local conditions, but represent generally accepted minimums. Many libraries commonly exceed established minimum standards in response to local needs as established by actual community demands.

An older more conservative standard is set forth by the International City Manager's Association (ICMA) in their publication Local Public Library Administration, which provided standards based upon experience formulas gathered from several localities around the country. Note that these figures were given as minimum standards which were recognized by their constituents and peers to be doing a good job. The ICMA pointed out "Although the standards very well define minimum adequacy of library facilities (which is all they set out to do), they do not attempt to go beyond essential elements of the library's program. There are no guideposts or measuring sticks for service above the minimum level -- that is for superior service. ICMA standards set forth a minimum requirement of .5 experience standard for libraries serving a population the size of Leon County's.

Another standard which will affect space requirements is "volumes (library material items) per capita." Standards for Florida Public Libraries sets three levels of standards for library systems serving 100,000 to 499,000 population.

Basic service	2 volumes per capita
Full service	3 volumes per capita
Comprehensive service	4 volumes per capita

Generally library buildings can accommodate about 10 volumes per square foot in shelving areas, so the collection size is directly affected by the collection goals established for the library.

Staffing goals also have an effect upon library space requirements. Generally it is advisable to add 200 square feet or more to a building for each staff member required for operations.

Combining the space requirements established for library materials and staffing goals with other specifically required building elements will often yield a facility larger than established facilities space standards.

Table 2
Growth necessary to attain currently accepted standards by year 2020

Item	Needed to meet Standard	2003 Level	% of Standard	Deficit
Collection at 3 Volumes per capita *FLA Full Svc Standard*	950,400 Vols *2020 Service Population*	610,943 Volumes	64%	339,457 Volumes
Collection at 2 Volumes per capita *FLA Basic Standard*	633,600 Vols *2020 Service Population*	610,943 Volumes	96%	22,657 Volumes
Staff at 1 FTE per 2,500 Population *ICMA Experience Formula*	127 FTE *2020 Service Population*	109.5 FTE	86%	17.5 FTE
Building Area @ .6 sq. ft. per capita *FLA Standard*	190,080 SF *2020 Service Population*	121,138 Sq. Ft.	64%	68,942 Sq. Ft.
Building Area @ .5 sq. ft. per capita *ICMA Experience Formula*	158,400 SF *2020 Service Population*	121,138 Sq. Ft.	76%	37,262 Sq. Ft.

With the construction of the pending 12,000 square foot Lake Jackson Branch library system facilities will total 125,938 square feet for a 2005 estimated population of 262,200 residents. This equates to .48 square feet per capita, which is close to the .5 square foot per capita ICMA Experience formula. The addition of a new Southeast Branch Library will increase library system's space inventory to 135,938 square feet or .52 Square feet per capita. Additional or expanded library facilities will be required to remain on track for a 2020 population of 316,800 persons.

IV. Planning Assumptions

Although community demographics and accepted library standards are important factors in the determination of library space needs, the most significant factors are those contained within the Leon County Library service plans. Consequently, the space requirements set forth in this building program will take several planning assumptions into account.

A. Commitment to New Information Technologies

The information environment of public libraries has changed irrevocably and the LeRoy Collins Leon County Public Library has embraced recent developments in electronic information. The library system now provides public access to over 18,000 electronic books, several electronic journal subscriptions, and 26 licensed electronic databases. The library has mounted an excellent website, and provides web access to its materials catalog.

Conventional thinking might assume library space needs might decrease in this "brave new world" of information, but the requirement for an expanded equipment infrastructure will continue to impose significant space demands, while traditional book space needs will continue to be an important factor in library facilities for a number of years to come. A shift from book storage needs to system access needs will occur over the next 10 to 15 years, but overall space requirements are not expected to decrease. Besides traditional access to book materials, libraries will need to provide many more computer workstations (or their future equivalent) for persons who, for economic reasons, will not have ready home access to electronic resources.

B. Commitment to Literacy

The LeRoy Collins Leon County Public Library has operated one of Florida's strongest library-based literacy programs for a number of years. The commitment to a quality program remains an organizational goal. Any new library facility should include provisions for the support of the library's literacy services program. Such provision will be particularly important in the most economically disadvantaged areas of Leon County, which are also subject to the highest rates of illiteracy.

C. Expansion of Community Center Role

The public library has historically been a place where people could connect with others. Spending time with the thoughts of Aristotle, Austen, DuBois, Frost or Thoreau is like spending time with the person. Reaching across the years reading has always helped us to a shared sense of humanity. The public library has also been an institution where people could interact regularly with others in their community. However, today people are becoming increasingly disconnected from their institutions and their communities. Life's pressures and technology's lure have promoted a retreat into the "safety" and comfort of the home environment. Marketing types have even come up with a name for the phenomenon - "cocooning".

While the library of the future will certainly have to cater to such societal changes, it is also well positioned to help maintain an essential sense of community. As a community center it should provide programming and shared experiences which bring people together, and foster mutual understanding. Few institutions have such a free, and open mandate for promoting communication as the public library.

Experience has proven that Leon County is fertile ground for developing the role of the library as a community center. Since its opening the LeRoy Collins Leon County Main Library has proven a popular place for the community to congregate. Saturday and Sunday are particularly popular with "standing room only." It is expected that branch facilities will serve similar functions in their respective service areas. While simultaneously developing its role as a "virtual library" in the area of electronic information, the LeRoy Collins Leon County Public Library will work to expand its role as a community center, with each branch facility functioning as a community focal point for its neighborhood.

V. Projection of Future Needs

In a separate Branch Library Development Plan Update, prepared in January 1996, the consultants proposed increasing the LeRoy Collins Leon County Public Library branch system overall from its existing square foot total of 14,900 square feet to an eventual 74,000 square feet total. In the LeRoy Collins Leon County Public Library Branch Library Update, a 12, 000 square foot Parkway Branch Library was recommended. This building program document for the Southeast/Parkway) Branch follows that recommendation.

VI. Site Evaluation

In the LeRoy Collins Leon County Branch Library Development Plan Update, Beach/Willey, Library Consultants addressed the question of an appropriate site by listing the desirable qualities of a good library site.

A. Site Selection Criteria

Libraries share with commercial and retail establishments similar site criteria. To achieve maximum effectiveness they must be placed in a highly visible and accessible location. Major factors to consider in library site selection are as follows:

- The site must be near other traffic generating activities, particularly retail activities such as a shopping center or major shopping district.
- The site should provide adequate space for the required facility and for future expansion.
- Proximity to other present or planned library facilities must be considered. Generally, a 2-3 mile service radius should be maintained, unless special conditions apply, such as high population density, or physical barriers.
- The site should be located on a major roadway, ideally near a traffic junction.
- The site cost must be compared to that of other potential sites.

The present Parkway Branch Library site meets several of these criteria, and has proved to be a fairly successful library location. Located in the Cross Creek Square Shopping Center on Apalachee Parkway, the library is easily located and accessed by area residents. A site with similar advantages should be pursued for the Southeast Branch.

B. Site Recommendation

The consultants recommended in the 1996 Branch Library Development Plan Update that at least a three acre site in the vicinity of the present Parkway Branch Library be acquired for a new 12,000 square foot library facility. While exposure to Apalachee Parkway would be preferable, other area alternatives may be considered if they meet the criteria previously outlined.

A three acre site would accommodate a 12,000 square foot building plus a 70% expansion of the building and parking lot, but a four acre site is preferable.

VII. Building Program/Design Solution Relationship

This program statement will be the basic document to specifically guide the architect in the requirements of each area of the proposed building. Nevertheless, it represents only a starting point. It is a working document and the following recommendations are subject to change in the schematic design and design development phases of the project.

Generally the building program will confine itself to functional requirements and specific space needs, but preliminary recommendations regarding location of the various required spaces are provided as part of this building program, including recommendations as to which space should go on each floor.

Although all building program requirements are subject to change during the schematic design and design development phases, such changes are to be thoroughly discussed with and approved by the client prior to implementation.

The building program provides a blueprint to guide the architect in the design of the building, but does not attempt to suggest specific design solutions. Function shall of necessity have priority in the building design, but aesthetics should not take an excessively subordinate role. The charge to the architect is to design within the established budget a functional and attractive Southeast Branch Library building that will be an asset to the area it serves, as well as a source of civic pride for Leon county and the City of Tallahassee.

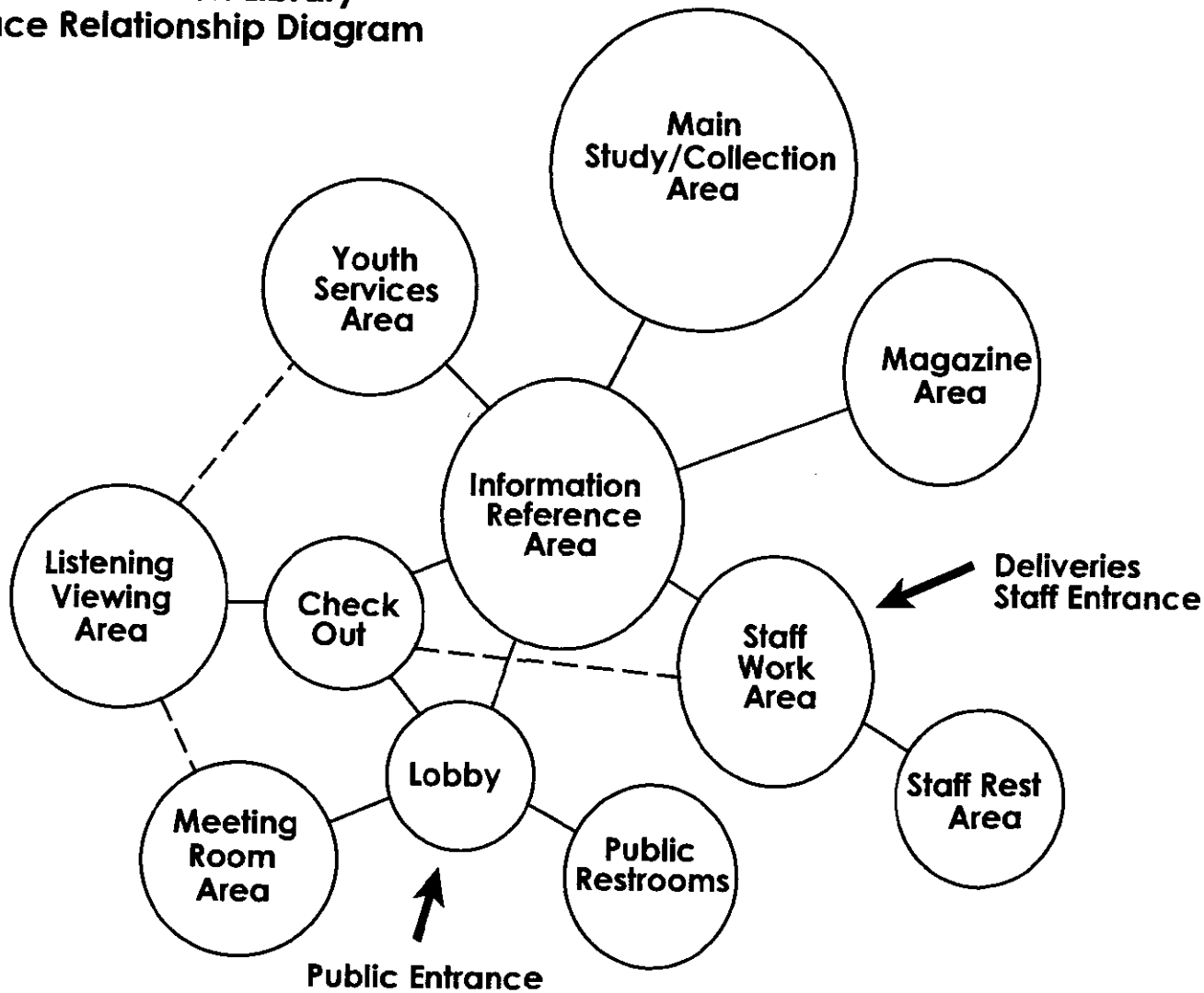
VIII. SUMMARY OF SPACE ALLOCATIONS - SOUTHEAST BRANCH LIBRARY

	AREA	COLLECTION	PUBLIC SEATS	STAFF	S/F	TOTAL S/F
A.	**Lobby**	None	4 on Benches	None		280
B.	**Checkout Area**	300 Reserve Books on-shelf	None	Up to 3 on-duty		300
	3 Station Checkout Desk				220	
	Shelving for Reserve Books/Other				50	
	Open Area for Public Queuing				50	
C.	**Information/Reference Area**					1,445
	2 Station Reference Desk w/Carousel Shelving	1,800 Volumes		1-2 on duty	210	
	Shelving (12 D/F 42" Hi Units)	Vertical Files	16 Internet/Catalog		350	
	16 Internet/Catalog Stations (30"x48")		2 Study		640	
	Print Management Station				50	
	2 Lateral File Cabinets (Legal-3 Drawer)				40	
	Atlas Stand				40	
	1 Photocopier				50	
	Photocopy Counter				30	
	Change Machine				25	
	1 Quiet Study/Tutor Room - 7'Dx6'W (2 Seats)				50	
D.	**Main Study/Collection Area**					2,580
	Fiction/Non-Fiction Shelving (68 D/F 84" Hi Units)	20,000 Volumes on-shelf	16 Study	None	1,850	
	3 Study Tables (4'x6')		3 Catalog		300	
	4 Study Carrels (30"x48")				160	
	3 Catalog Stations (30'x48")	2,000 Paperbacks			120	
	6 Paperback Racks				150	

AREA	COLLECTION	PUBLIC SEATS	STAFF	S/F	S/F TOTAL
E. Magazine Area Magazine Shelving - 5 D/F 54" Hi Slope Shelf Units 6 Lounge Chairs w/occasional tables	100 Magazine Titles	6 Casual	None	100 180	280
F. Media Area Video Display (Disc & Tape) - 4 Display/Shelving units Compact Disc Display - 3 Display/Shelving type units Audiotape Display - 1 unit	5,000 Videos (DVD & videotape) 3,000 Compact Discs Limited Audiotapes	None	None	200 150 25	375
G. Youth Services Area Shelving - 20 DF 66" Hi Units Shelving-9 DF 48" Hi Units w/14" D Pic Bk shelves Media Shelving 2 Paperback Displayers 2 Study Tables (3'Wx5'Lx25"H or 48" Diam. x 25" H) 2 Study Tables (48" Diam x 23"H) 4 Computer Workstations (30"x48")	5,500 Volumes 3,000 Picture Bk 1,000 Paperbacks 1,000 Media	16 Study 4 Computer stations	Staffed from Reference Desk	600 300 40 50 180 180 100	1,450
H. Meeting Room Area Meeting Room Chair/Table Storage Youth Program Room	None	90 Meeting 40 Meeting	None	900 100 400	1,400

AREA	COLLECTION	PUBLIC SEATS	STAFF	S/F	S/F TOTAL
I. **Staff Work Area** 3 Landscaped Office Workstations, 6'x7' 1 Sitting Work counter w/4 workstations, 30"Dx16'L 1 Standing Work Counter w/Lab Sink, 30"Dx6'L 2 Library Materials Discharge Station, 30"x48" 6 D/F 90"Hx24"D Shelving Units (or 20 S/F) 2 Lateral Files-5 Drawer 2 Two-Door Storage Cabinets Open Area for Book Trucks Deliveries Area w/2 S/F 90" H Shelving Units Children's Services Storage Room Supply Room Librarian's Office			12 Only eight require workstations	 210 135 50 90 150 40 40 80 50 100 100 150	1,195
J. **Staff Rest Area** 2 Round 48" Diameter Tables Kitchen Counter w/sink Refrigerator Vending Machine 14 Staff/Volunteer Lockers	None	None	8 during room use	 160 60 20 20 40	300
Unassignable Area (HVAC, Restrooms, Walls, Service Areas, Etc.)					2,400
Space Requirements Total	**40,000 Books & AV Items On-Shelf** Not including 16,000 Items Checked out	**63 Total Seats** 34 Study 6 Casual 16 Internet/Catalog 3 Catalog Only 4 Catalog/Media stations	**12 Staff**	**N/A**	**12,000 Square Feet**

IX. Southeast Branch Library Space Relationship Diagram



X. Individual Space Descriptions

SPACE NAME	LIBRARY MATERIALS	PUBLIC SEATS	STAFF	S/F TOTAL
A. LOBBY	None	4 on Benches	None	280 Square Feet

FUNCTIONS:

- Provide access for the general public to the library service areas from the parking area. Provide areas for displays, floor directory, community bulletin board. Provide access to restroom facilities for the public.

OCCUPANCY: 10 to 15 persons through the area at one time.

SPACE RELATIONSHIPS:

Locate adjacent to: Checkout Area, Public Restrooms, Meeting Room

Other: Exterior entrance should have a strong relationship to both the public parking area and to the entrance to the library property from the street.

ENVIRONMENTAL/ENGINEERING REQUIREMENTS:

Acoustics: This is a high traffic area. Special attention to acoustics is necessary. especially if hard surface floor is employed.

HVAC Systems: Standard

Lighting: General area lighting. Special attention to lighting outdoor book return, floor directory, community bulletin board, and display. Exterior entrance should be well lit.

Communications: One ADA compliant public pay telephone with volume control, to be placed near the lobby entrance in visible area. Provide empty conduit (3/4" Home Run) from communications room to two locations which could hold future touch screen computer monitors. Also provide similar for future video connection at same locations. Space limitations may require these computer and video locations be incorporated into wall surfaces.

Electrical: Standard, but include duplex outlets adjacent to public phones for personal assistive listening devices used by hearing impaired persons, and provide power for the two future touch screen terminal locations as referenced in the communications notes above.

Security: Visual Control required from circulation desk and reference desk. Especially provide view of restrooms from checkout desk.

Utilities: Restrooms must meet ADA standards for public buildings and new state code for sanitary fixtures parity for men and women. ADA compliant drinking fountain required.

Other: Automatic sliding doors. Provide a special non-skid floor surface for the first 10' inside the front door to dry wet feet. Remainder of lobby floor should be durable carpet tiles. If Lobby area is acoustically separate from library service areas a hard surface, non-skid floor may be employed.

FURNITURE AND EQUIPMENT:

Bench Seating for 4 persons
Public Telephone
Hours of Service Sign
Literature Displayer
Electronic People Counter w/ locking cover
Floor Directory
Drinking Fountain
Large Tackable Wall Surface (4'x6' minimum)
Trash Receptacle (in lobby)
2 Trash/Ash Urns (outside entrance, heavy duty, non-movable)

SPACE NAME	LIBRARY MATERIALS	PUBLIC SEATS	STAFF	S/F TOTAL
B. CHECKOUT AREA	**300 Items on Reserve**	**None**	**2-3 on duty**	**350 Square Feet**

FUNCTIONS:

- Check-out all library materials, check-in some returned library materials (majority of materials will be checked-in in the Staff Work Area, issue library cards, collect fees, hold books on reserve and interlibrary loan items for pickup by customers. Try to include space for a future self check-out station (3-M type).

- The staff at the checkout area will provide some visual control of the lobby area. Exit through this area will be controlled by an electronic theft detection system (3-M) which employs sensing panels. Customers entering the library will pass by the checkout desk enroute to other adjacent space. Ideally, persons should be able to return library materials into a book chute on their right emptying directly into the Staff Work Area, or they may return materials into a book chute in the checkout desk.

OCCUPANCY: Public: 1 to 20 depending on traffic

SPACE RELATIONSHIPS:

Locate adjacent to: Lobby, Staff Work Area, Information/Reference Area, Youth Services Area, Listening/Viewing Area

Provide Visual Control of: Lobby, Public Restrooms

ENVIRONMENTAL/ENGINEERING REQUIREMENTS:

Acoustics: This is a high traffic area. Provide extra acoustical control with durable carpet tiles.

HVAC Systems: Standard

Lighting: Provide cool non-glare light source over work areas; avoid hot incandescent fixtures. Consider indirect light, but maintain 50 footcandles minimum.

Communications: Provide telephone, TDD, 3 checkout stations (3/4" home run conduit), and Public Address System controls (3 Zones - Public Areas, Staff Areas, Meeting room). If space allows, provision should also be made for a self-check out station. Consider flexible underfloor duct system. Consider use of carpet tiles in this high traffic area for improved maintenance. Provide data conduit for second future self-checkout station. Provide silent "help" button at checkout desk connected to an off-premises security system as well as the Information/Reference and reception desks in the Administrative Area.

Electrical: Standard. Computer stations should share one circuit with color-coded electrical receptacles. Each station should also have access to one additional general purpose duplex receptacle. Provision should also be made for future location of self-check stations. Consider flexible underfloor duct system. Provide electrical service for second future self-checkout station.

Security: Provide buzzer and intercom from exterior loading area entrance (for Saturday deliveries).

Utilities: Standard

Other: Space should be allowed in front of the checkout portions of the desk to allow controlled queuing similar to that employed in banks and post offices, IE. - only one customer line allowing the next customer to go to the next open terminal. It is preferred this be accomplished with removable theater-type posts and cords, as opposed to an inflexible built-in system.

FURNITURE AND EQUIPMENT:

Checkout/Library Cards/Fines Desk - 3 stations @ 39", 1 @ 34" - Millwork (200 sf)
Theater Type Post and Cord System (50 sf)
Shelving for 300 Library Material Items (50 sf)
1 Self-checkout Station - 3-M type- Future
1 Typewriter
4 Book Trucks
3 Computer workstations
Glass Display Cases (as space allows)
Public Address System
2 Repressible Book Bins
Cash Register
Office Chair
2 High Stools
Telephone

SPACE NAME	LIBRARY MATERIALS	PUBLIC SEATS	STAFF	S/F TOTAL
C. INFORMATION/REFERENCE AREA	**1,800 Volumes, Vertical Files**	**16 Internet/Catalog 2 Study**	**1-2 on-duty**	**1,435 Square Feet**

FUNCTIONS:

- The hub of the library. An active service center with 1-2 staff providing reference and reader's advisory services to adults & young adults, in-person and by telephone.
- Reference sources are provided both in print and electronically through the Internet and licensed electronic databases. This area contains a 1,800 volume non-circulating book collection, specialized files, indexes, pamphlets, Internet/catalog stations, and a photocopier.
- Provide one small, 2-seat quiet study room, with data/power connections.

OCCUPANCY: Public: 10 to 40 depending upon traffic

SPACE RELATIONSHIPS:

Locate adjacent to: Lobby, Checkout Area, Main Study/Collection Area, Staff Work Area, Youth Services Area.

Provide Visual Control of: Main Study/Collection Area, Youth Services Area, Quiet Study Room

Other: The information/reference desk within this area should be a centrally located services point which is immediately accessible upon passing the Checkout Desk. It must have good visual control of seating areas, the Internet/Catalog stations and the Quiet Study Room. Although normally staffed by 1-2 persons, three staff may on occasion work here simultaneously during busy periods. It should also have a strong visual relationship with the checkout desk.

ENVIRONMENTAL/ENGINEERING REQUIREMENTS:

Acoustics: Provide acoustical control for the photocopier, and change machine.

VAC. Systems: Standard

Lighting: Provide cool non-glare light source over work an study areas; avoid hot incandescent fixtures. Consider indirect light, but maintain 70 foot-candle minimum.

Communications: 2 Telephones, 2 staff PC workstations, a ADD machine and a FAX machine at the information/reference desk for staff, 15 public access Internet/catalog stations near reference desk with provision for an additional future workstations at study table and carrel locations. Consider underfloor power/communications duct in this area for future flexibility, otherwise 3/4" home run conduit will be required to each workstation location. Reference desk should be served by 3/4" home run conduit to each workstation, rather than underfloor duct. All Internet/catalog workstations will be linked to one heavy-duty laser printer, controlled by a print management station. In addition to the hardwired network. provide a high-frequency wireless local area network (WI-FI) for public and staff use in the building. Mount the wireless transmitter in a the ceiling in a central building locations so that no part of the building is more than 150 feet distant. Include a staff controlled kill switch.

Electrical: Standard. Place terminals on separate shared circuits with color- coded electrical quadruple receptacles for each initial and future PC workstation location.

Security: The Quiet Study Room should be locale only from outside by staff. No inside locking by patrons should be possible. The interior should be easily supervised from a nearby service point. Provide a acoustically effective (double glazed) glass wall above the work surface. Door should also be glass. The information/reference desk should be placed to provide good observation of book stack areas.

Utilities: Standard

Other: All workstation locations should provide secure ventilated space for CPU's below the table surface.

SPACE NAME	LIBRARY MATERIALS	PUBLIC SEATS	STAFF	S/F TOTAL
C. INFORMATION/REFERENCE AREA	**1,800 Volumes, Vertical Files**	**16 Internet/Catalog, 2 Study**	**1-2 on-duty**	**1,435 Square Feet**

FURNITURE AND EQUIPMENT:

Information Desk - 3 Stations, 29"H w/35" Transaction Ledge - Millwork (210 sf)
Reference Wheel - 3 Shelves High, 48" Diameter
Shelving - 12 D/F 42" Hi Units (350 sf)
15 Internet/Catalog Stations - 30"Dx48"Wx29"H - One at 30"H (640 sf)
(This may be addressed by one or more multi-station counters)
Print management station with laser printer (50 sf)
Change Machine (25 sf)
2 Lateral File Cabinets - Legal, 3-Drawer (40 sf)
Photocopier (50 sf)
Photocopy Counter w/locking storage below (30 sf)
Atlas Stand (40 sf)
Quiet Study Room w/30"Dx7'W work surface & shelf above (50 sf)

17 Personal Computers* (One w/large print and voice output)
4 Book Trucks
17 Study Chairs w/o arms
2 Office Chairs w/arms
Display Shelving for Books/Pamphlets (built into Information Desk)
1 TV Magnification Reader w/voice output (place in locking cabinet in study room)
Fax Machine
2 Telephones - Staff
ADD Machine
1 Personal Computer w/large print and voice output capability
(This will be one of the 15 Internet/Catalog Stations)

*Note: A heavy duty laser printer with print management software will serve the public, but individual printers will still be required two staff stations.

SPACE NAME	LIBRARY MATERIALS	PUBLIC SEATS	STAFF	S/F TOTAL
D. MAIN STUDY/COLLECTION AREA	20,000 Volumes, 2,000 Paperbacks	16 Study, 3 Catalog	None	2,580 Square Feet

FUNCTIONS:

- Provide shelving for all adult fiction and both adult and juvenile non-fiction library materials, including hardcover books, paperback books, and large print books.
- Provide general study/reading seating. See "Environmental/Engineering - Other" in this section for additional comments.

OCCUPANCY: Up to 19 public seated.

SPACE RELATIONSHIPS:

Locate adjacent to: Information/Reference Area, Magazines Area.
Locate close to: Checkout Area, Staff Work Area

ENVIRONMENTAL/ENGINEERING REQUIREMENTS:

Acoustics: Standard

VAC. Systems: Standard

Lighting: Provide general non-glare illumination. Indirect lighting preferred, otherwise consider stack mounted lighting illuminating each aisle. Maintain 50 foot candles at floor level in book shelving areas. Consider that vertical illumination on book spines at floor level is about 50% of horizontal illumination. Maintain 70 foot-candle at table level in reading areas.

Communications: Provide 3/4" home run conduit from communications room to data outlets at each catalog station location. Provide same for future data connections generally through the area at all table and carrel locations for future flexibility. Provide one home run data outlet and one duplex electrical outlet on each side of every column in the public area, as well as every 15' along walls.

Electrical: Standard. PC workstations should be placed on separate shared circuits with coded electrical receptacles.

Security: Standard, but attempt to place shelving and tables so that staff observation is facilitated where possible. However, do not concentrate tables in one large area. Despite security difficulties, perimeter seating, especially near windows is preferred.

Utilities: Standard

Other: This should essentially be one large open area without walls blending into the Information/Reference Area, and the Magazine Area. Seating areas should be defined by shelving layout. Shelving aisles should be 42" minimum width. Preferably, seating should be under observation from a staff service point. Carpet the entire area. Provide windows adjacent to seating areas.

FURNITURE AND EQUIPMENT:

3 Study Tables - 4'Dx6'W (300 sf)
4 Study Carrels - 30"Dx48"Wx 29"H - One at 30"H (160 sf)
6 Paperback Racks (150 sf)
Shelving - 68 D/F 84" Hi Units (1,850 sf)
3 Catalog Stations - 30"Dx48"Wx29"H - One at 30"H (240 sf)
3 Catalog Stools
16 study chairs w/o arms
14 Book Trucks

SPACE NAME	LIBRARY MATERIALS	PUBLIC SEATS	STAFF	S/F TOTAL
E. MAGAZINE AREA	**100 Magazine Titles**	**6 Casual**	**None**	**280 Square Feet**

FUNCTIONS:

- A casual and inviting space with lounge seating and sloped display shelving for current and back issues of magazines and newspapers
- Current magazines will be displayed on outward facing sloped shelves while a year's backfile will be kept on 12" flat shelves behind the sloped shelves. Additional back issues of popular titles may be kept on closed shelves in the Staff Work Area, but eventually older issues will be accessible only through on-line and CD-ROM databases.

OCCUPANCY: Public: Up to 6 persons seated.

SPACE RELATIONSHIPS:

Locate adjacent to: Main Study/Collection Area

Provide Visual Control from: Information Desk, Checkout Desk.

ENVIRONMENTAL/ENGINEERING REQUIREMENTS:

Acoustics: Standard

VAC. Systems: Standard

Lighting: Indirect preferred, if overhead. Consider task lighting depending upon design. 70 foot-candle at table level, 50 foot-candle at floor level in shelving areas.

Communications: Standard

Electrical: Standard

Security: Standard

Utilities: Standard

Other: Try to locate this area near natural window lighting. It may be placed near the shelving for best seller/popular book shelving. Strive to achieve a comfortable, casual environment. Maintain 42" aisle width between shelving ranges, if double faced shelving used. Carpeted Area.

FURNITURE AND EQUIPMENT:

6 Lounge Seats (180 s/f)
Various occasional tables as needed
Possible Task Lighting

5 D/F Sloped Periodical Display Shelf Units. 54"H x 24"D (100 s/f)
10 shelves each, equipped w/ Hinged Plexiglass Covers for newspapers.
(May substitute 10 SF Units 12"D for 5 DF units)

SPACE NAME	LIBRARY MATERIALS	PUBLIC SEATS	STAFF	S/F TOTAL
F. MEDIA AREA	**5,000 DVDs, 3,000 Compact Discs, 500 Audiocassette Tapes**	**None**	**None**	**375 Square Feet**

FUNCTIONS:

- Public media materials available for checkout will be displayed in this area on open shelving.
- Provide shelving for 5,000 Digital video discs (DVDs) and 3,000 compact discs. The shelving mix may also be adjusted to accommodate tape materials (videotape, and audiotape) which are still a popular format, despite the advent of the DVDs and compact discs. Audiotapes are currently still in demand for Books-on-tape customers.

OCCUPANCY: Only 5-10 standing in display areas.

SPACE RELATIONSHIPS:

Locate adjacent to: Checkout Area.

ENVIRONMENTAL/ENGINEERING REQUIREMENTS:

Acoustics:	Standard
VAC. Systems:	Standard
Lighting	Standard
Communications:	None
Electrical:	Standard
Security:	Locate within sight of a staff station.
Utilities:	Standard.
Other:	Library furniture for media display and storage is highly specialized. Consult with library staff for details.

FURNITURE AND EQUIPMENT:

4 DVD/Videotape Displayers (200 sf)
3 Compact Disc Displayers - (150 sf)
1 Audiotape Displayer - (25 sf)

SPACE NAME	LIBRARY MATERIALS	PUBLIC SEATS	STAFF	S/F TOTAL
G. YOUTH SERVICES AREA	**5,500 Volumes, 3,000 Picture Books 1,000 Paperbacks, 1,000 Media Items**	**16 Study 4 Catalog/Media**	**Staffed from Reference Desk**	**1,450 Square Feet**

FUNCTIONS:

- Serves pre-school and elementary age children, parents, and workers with children. It contains picture books for very young children, children's non-fiction and fiction books, children's media materials.
- Provides listening and viewing facilities for preschool and elementary age children for videotapes, cassette tapes, and multimedia kits. Children's media materials will be located adjacent.

OCCUPANCY: Up to 30 children and family members

SPACE RELATIONSHIPS:

Locate adjacent to: Checkout Area, Staff Work Area
Provide Visual Control from: Information/Reference Desk
Other: Children should enter this area without traversing any areas except the lobby and the vicinity of the Information/Reference Desk. Provide easy access to the Youth Program Room for story hour sessions.

ENVIRONMENTAL/ENGINEERING REQUIREMENTS:

Acoustics: Standard for general area.

VAC. Systems: Standard for general area.

Lighting: Standard. 60 to 70 foot-candle at table level. 50 foot-candle at floor.

Communications: Data Communications to catalog/multimedia stations.

Electrical: Color coded quadruple outlets on shared circuits for all PC workstations. Provide electrical strip on media counter. Electrical outlets in this area to be child-proofed.

Security: Standard

Utilities: If space allows, provide two privacy restrooms in this area for use by children. Include diaper changing counter in each. If code permits, one privacy restroom might be considered.

Other: See next page for discussion of special children's services elements.

SPACE NAME	LIBRARY MATERIALS	PUBLIC SEATS	STAFF	S/F TOTAL
G. YOUTH SERVICES AREA (Continued)	**5,500 Volumes, 3,000 Picture Books 1,000 Paperbacks, 1,000 Media Items**	**16 Study 4 Catalog/multimedia**	**Staffed from Reference Desk**	**1,450 Square Feet**

ENVIRONMENTAL/ENGINEERING REQUIREMENTS (Continued):

Other: Story Area. The Youth Services Area does not include a separate area for story hours, but instead relies upon the availability of the Youth Program Room nearby. See the Meeting Room Area for special requirements of the Youth Program Room.

Special Design Opportunity. A special, imaginative "fun feature" for children might be incorporated into the Youth Services Area as a focal point. If provided, this feature should be passive in nature, avoiding elements which might require excessive staff control or discipline. It might incorporate special seating experiences, and book display. Representative items which have been used in other public libraries, include a "story steamboat", a mock seaport, a cityscape, a tree, and a gazebo. Other "fun features" have been more abstract. All elements must conform to ADA rules for access by persons who are disabled.

General Environment. The design of the Youth Services Area should challenge the imagination of children. It should employ bright, lively colors, with special attention to graphics. It should be child scaled, with child sized furniture, equipment, and display areas. As with other areas of the library this space must be flexible enough to allow for change, but there is also a need for enough structure to ensure a feeling of place for the various activities which take place in the area. There is requirement for open space for free flow activities, and intimate spaces for special activities, and concentration, iE: the picture book collection, audiovisual activities, a games and toys corner, and craft areas.

Materials Collection. The 10,500 volume children's materials collection (on-shelf) is divided as follows. In addition, 3,000 to 4,500 items will be in check-out at any one time, giving a total collection capacity of up to 15,000 items.

5,500 Fiction and non-fiction books
3,000 Children's picture books for preschoolers, and early elementary grades.
1,000 Paperback books
1,000 Media items (Videotapes, audiotapes, media kits, computer programs)

FURNITURE AND EQUIPMENT:

2 Study Tables, 48"Dia., 25"H (180 sf)
2 Study Tables, 48"Dia,23"H (180 sf)
2 Paperback Displayers (50 s/f)
4 Computer Stations - One at 30"H (100 sf)
16 Study Chairs, Youth

20 DF Sections 66"H Shelving (600 sf)
9 DF Sections 48" H Picture Bk Shelving (300 sf)
4 SF Units 66"H Media Shelving (40 sf)
6 Book Trucks
4 Low Stools

Fun Feature with passive seating and book display incorporated.
Large Tackable Wall

Note: The computers stations will double as catalog stations and multimedia stations.

SPACE NAME	LIBRARY MATERIALS	PUBLIC SEATS	STAFF	S/F TOTAL
H. MEETING ROOM AREA	**None**	**130 Meeting**	**None**	**1,400 Square Feet**

FUNCTIONS:

- Provide an open 900 square foot general meeting/program space for library programs, exhibits, staff training, and public meetings. Locate a 100 square foot chair and table storage room off of this space.
- Provide a separate, enclosed 400 square foot Youth Program Room for story hours, craft activities. This room may also serves as a back-up general meeting space.

OCCUPANCY: Meeting Room - up to 90 persons w/auditorium seating. Up to 40 persons with seminar seating (w/tables). Youth Program Room - 40 Persons auditorium seating.

SPACE RELATIONSHIPS:

Locate adjacent to: Lobby, Public Restrooms.
Locate close to: Youth Services Area.

ENVIRONMENTAL/ENGINEERING REQUIREMENTS:

Acoustics: Standard, but Meeting Room Area should be located away from mechanical areas and other sources of noise..

VAC. Systems: Provide separate VAC. zone in each room. Allow for heat build-up when rooms are crowded.

Lighting: Standard. 50 Foot-candle at floor level.. Provide dimmer controls. Provide lighting controls at both the front and back of the room. Provide black-out shades if windows are present.

Communications: In each room, provide data outlet, telephone outlet, cable TV outlet. In the Meeting Room provide a portable LCD projector for training use public media performances. The cable TV outlets should be connected external sources (future satellite dish, cable television drop). Provide built-in P.A. system with ceiling speakers and P.A. connections at both front and back of Meeting Room. Incorporate built-in listening system for persons with hearing impairments (FM system is preferred over an infrared system).

Electrical: Provide color coded terminal outlets adjacent to data outlets. Provide other wall outlets generally, and include several floor outlets for flexibility.

Security: Standard.

Utilities: None

Other: Carpet both the Meeting Room and the Youth Program Room. Provide vinyl tile in the Chair/Table Storage Room. Provide picture hanging rails and display opportunities along Meeting Room perimeter. Provide motorized ceiling mounted film screen (10'Wx8'H) with controls at front and back of room.

FURNITURE AND EQUIPMENT:

130 Meeting Room Chairs w/dollies	Picture Hanging Rails	Mobile Writing/Tackboard
16 Folding Tables w/dollies - 30"Wx5'L	Black-out Shades	Assistive Listening System for the Hearing-impaired
Ceiling Mounted Film Screen - 10'Wx8'H	2 Wall Clocks	Lectern w/light and P.A. System Connections
Locking mobile AV Cart	Built-in P.A. System	LCD Projector (SVGA capable)
VHS Videocassette Player/Recorder	25" TV Receiver	Built-in 14' Deep Storage Cabinets as space allows (Youth Program Room)

SPACE NAME	LIBRARY MATERIALS	PUBLIC SEATS	STAFF	S/F TOTAL
I. STAFF WORK AREA	None	None	8 at Workstations, 12 Total	1,195 Square Feet

FUNCTIONS:

- Provides workspace for 8, including 3 librarians/paraprofessionals in landscaped workstations, 4 clerical staff at a work counter, and the Branch Librarian.
- Provide two discharge stations for check-in of library materials as well as shelving and open floor space for book trucks.
- Provide Supply Room and delivery area for in-coming and out-going library materials and supplies.
- Provide a 150 square foot enclosed office for the Branch Librarian

OCCUPANCY: Up to 8 staff seated at one time, not including the two discharge stations

SPACE RELATIONSHIPS:

Locate adjacent to: Information/Reference Area, Staff Rest Area
Locate close to: Check-out Area

ENVIRONMENTAL/ENGINEERING REQUIREMENTS:

Acoustics: Standard.

VAC. Systems: Standard. Provide ceiling fans for supplementary air circulation. Avoid strobing conflict with light fixtures..

Lighting: Standard. Provide exterior windows. if possible.

Communications: 6 Telephones. 1 ADD. 8 Computer workstations on library network

Electrical: Standard. Ground fault protected outlets near sink.

Security: Standard.

Utilities: Lab type sink.

Other: Provide shelving and cabinetry with doors along all walls not covered by staff workstations or other shelving and furniture items called out below.

FURNITURE AND EQUIPMENT:

General Staff Workroom (800 square feet)
3 Landscaped Office Workstations, 6'x7' w/return (210 sf)
1 Sitting Work Counter w/4 workstations (135 sf)
1 Standing Work Counter w/Lab Sink, 30"Dx72"L (50 sf)
2 Library Materials Check-in Stations, 30"Dx48"L (90 sf)
6 DF 90"Hx24"D Shelving Units or SF equivalent (150 sf)
2 Lateral Files, 5 Drawer (40 sf)
2 Two-Door Storage Cabinets (40 sf)
Wall Mounted Bulletin Board, 4'x6'
12 Book Trucks
CD/Audiocassette Player (Youth Programming)
2 Repressible Book Bins
1 Typewriter
Open Area for Book Trucks (80 sf)
Deliveries Area w/4 SF 90"x12"D Shelf Units (50 sf)
9 Office Chairs with arms
4 Side Chairs
8 Personal Computers (5 w/printers)
6 Telephones

Supply Room (100 square feet)
10 SF Industrial Shelving Units, 15"Dx78" High

Librarian's Office (150 square feet)
Landscaped Station 24"Dx72"W w/return
Office Chair w/arms & 2 Side Chairs w/arms
Conference Table, 42" Diam
2 SF 42"H Shelving Units w/wall bulletin board above
Telephone
Personal Computer w/printer
Safe (enclosed in small closet)

Youth Services Storage Room ((100 Square Feet)
5 SF Industrial Shelving Units, 15"Dx78"H
5 SF Shelving Sections, 90"x12"D

SPACE NAME	LIBRARY MATERIALS	PUBLIC SEATS	STAFF	S/F TOTAL
J. STAFF REST AREA	None	None	8 during use	300 Square Feet

FUNCTIONS:

- To provide a rest and eating area for library staff and volunteers. The Staff Lounge should be a comfortable, quiet room with a different environment from other areas. Major elements include kitchen facilities, table/lounge seating, staff lockers, vending machines, and staff restrooms (space requirement in unassignable area).

OCCUPANCY: Up to 8 staff or volunteers seated at one time

SPACE RELATIONSHIPS:

Locate adjacent to: Staff Work Area, Staff Restrooms

ENVIRONMENTAL/ENGINEERING REQUIREMENTS:

Acoustics: Standard.

VAC. Systems: Standard. Provide ceiling exhaust fan sufficient to control food odors.

Lighting: Standard. Provide exterior windows in Staff Lounge.

Communications: 1 Telephone. Provide video/TV outlet for future use.

Electrical: Standard. Ground fault protected outlets near sink.

Security: Standard.

Utilities: Sink, Garbage disposal, dishwasher, refrigerator. Toilet facilities adjacent..

Other: Provide fold down bed for sick use.

FURNITURE AND EQUIPMENT:

Kitchen Counter w/sink & Disposal (60 sf)
(Cabinets above & below, millwork)
Oversize Refrigerator w/freezer (20 sf)
Vending Machine (20 sf)
2 48"Diam. Round Tables (160 sf)

14 Lockers, 18"D, Full-sized (40 sf)
Wall Clock
8 Side Chairs
Fold Down cot/bed
Microwave Oven, built-in
Automatic Dishwasher

Large Tackable Wall Area
Telephone
Ceiling Exhaust Fan

NOTE: If possible, locate the 14 staff lockers in a different room from the the staff eating area. Locate just outside near the staff restrooms

XI. GENERAL PLANNING CONSIDERATIONS

A. General Design Considerations

A public library facility built for the twenty-first century will show many faces to the community. It should be an active, easy-to-use, approachable information center, with significant provision for new information technologies. It is also a community gathering place, with warm and friendly design features.

It should be as open and flexible as possible, to allow ready adaptation to upcoming changes in information systems. walls should be minimized and furniture uncluttered. Building elements least likely to change should be grouped to ensure future flexibility for change in other areas.

The design should strive for a timeless quality, without allowing the building to be typed by current design fads. The design team should strive to achieve some sense of civic space without unnecessary waste of space, but the design also maintain a sense of easy accessibility.

B. Heating/Cooling/Ventilation

The VAC. system should provide for overall thermostatic control, Individual area controls must also be provided. In particular, provide separate controls for seminar room and the meeting room. Avoid combining dissimilar areas on common VAC. zones, such as the staff work spaces and public service areas.

The entire facility should be air conditioned year-round to maintain 72 Degrees at 45-50% Relative Humidity, with excellent electrostatic filtering both during occupied and unoccupied periods.

Wall space for shelving is of primary concern. Return air openings should be installed in the ceiling to conserve valuable wall space.

A high velocity VAC. system should be avoided to keep operational noise low.

The system should be designed that the malfunction of one portion of the system will not stop continuous air flow to staff and public. Allow for continued ventilation using outside air during system failure.

All filters should be located for easy cleaning/replacement. Fan shafts should be easily removable for servicing or replacement. Thermostatic controls should be protected from tampering. Locate thermostats away from wall shelving.

Provide ceiling fans in staff work areas and Staff Lounge to supplement air circulation.

Provide security and screening for exterior ground level systems.

C. Acoustical

All areas should receive acoustical control through the use of low velocity VAC. systems, soft wall coverings, acoustical ceiling materials and carpet. However, several areas will require special attention.

Lobby - High traffic area with hard floor surface. Control noise carrying into library areas.

Checkout Area - High traffic area. Control noise through carpet tiles, and durable soft wall surfaces.

Quiet Study Room - Closed room with acoustical isolation from general study area. A window wall separating Quiet Study from open areas will require special acoustical treatment.

Meeting Room - Separate enclosed room.

Photocopiers, change machines, and other equipment which might generate noise should receive special acoustical treating, such as the use of sound baffles and soft panels

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D. Flooring

Information/Reference Area, Main Study/Collection Area, Magazines Area, Youth Services Area, Media Area, Quiet Study Room, Meeting Room, Staff Work Area - continuous carpeting required where equipment is moved on rolling carts. A glue down nylon or nylon/antron carpet should be used. (Minimum requirement - solution dyed, 3 ply, 28 oz. per square yard yarn).

Checkout Area & Area in Front of Information Desk, Youth Program Room - Carpet Tiles

Staff Rest Area, Communications Room, Deliveries Area, Custodial Closets, Wet Areas, and areas below water fountains - vinyl composition tile

Lobby - may be of durable material such as non-skid quarry or ceramic tile since this is a high traffic area. Provide built-in entrance mat for a minimum six foot space inside the front door to dry wet feet of persons entering the building.

Public and Staff Restrooms - Ceramic tile.

E. Walls

Lobby, Checkout Area - Special acoustical treatment to minimize ambient noise.

Quiet Study & Word Processing Rooms - Special acoustical wall treatment..

All Other Areas - Painted Drywall. Consider durable, low maintenance wall covering in high traffic areas near checkout desk. Provide corner guards at wall and column corners.

Main Study/Collection Area, Youth Services Area, Meeting Room - Provide picture hanging track (5'6" high) on all walls not covered by single faced shelving (Alternative - mount hanging track at wall/ceiling joint).

F. Ceiling

Generally provide standard acoustical tile with a minimum of 10' clear (11'-12' preferred). However, variation in ceiling treatment may be considered for the Lobby, Information/Reference Area, Checkout Area, and seating areas in the public service areas to define spaces, while maintaining open flexible space below.

G. Lighting

Provide 70 foot-candle at table level in all areas, insuring that a minimum 50 foot-candle are maintained at floor level in book stacks. Restrooms, storage, utility rooms, and corridors may vary from 15 to 30 foot-candle.

All lighting must avoid glare on table/counter surfaces, and on terminal screens. Consider daylight and nighttime lighting variations. Indirect lighting is preferred as long as footcandle levels are maintained at 50 foot-candle minimum. NOTE: Generally slightly lower light levels are possible with indirect lighting. After indirect lighting, a second preference is for fixtures with low glare diffusers/lenses like parabolic or paracube diffusers or polarizing lenses.

Generally fluorescent lighting is more economical to operate and generates less heat. Incandescent lighting should be used sparingly for selected areas such as display areas for special effect. Sodium-vapor (HID) lamps may be considered for high ceiling general lighting areas, but not for individual rooms due to slow warm-up time. Consider energy-efficient T-8 lighting, as an alternative to standard fluorescent fixtures. Avoid high-hat can lights which create hot spots on the floor.

Ideally lighting fixtures in public areas should be of a type and arrangement that the requested light level can be achieved regardless of the arrangement of shelving or seating, however if certain areas are judged to have a fairly certain long term use, then a more specific lighting solution may be used. Lighting should be zoned in public areas to permit banks of fixtures to be switched off in groups.

The selection of lighting fixtures, tubes and bulbs should be made with a view to low continuing cost and ease of maintenance. Fixtures should be placed so

that they can be easily serviced without special equipment. The number and types of fixtures should be minimized. Ease of retubing is a major consideration in fixture selection.
Emergency and security (night) lighting systems should be separate from the general lighting pattern and switched separately. Security (night) lights should not be located in closed areas with projection screens. Night lighting should illuminate the building during closed hours and provide for safe staff egress after hours.

The surrounding site and parking area should be well lit with fixtures resistant to vandalism. Avoid waist high post type fixtures. Site lighting should by operated by time or photocell switches.

A master lighting control/switch for the entire facility shall be located either near the checkout desk in a staff controlled area, or near the facility entrance to the staff workroom. Provide switches other than circuit breakers. No switches should be located in public area except in individual rooms (Quiet Study Rooms, Meeting Room, Youth Program Room). Include dimmer switches in the Meeting Room and the Youth Program Room.

H. Windows

Excessive use of glazing should still be avoided to minimize heat gain and control lighting, but significant windows areas must still be used to provide visibility into attractive public areas of the library to highlight interior attractions to the public, and to provide visual relief to those inside the building. Window placement and size must take into account shelving height and placement, work counters, and normal desk heights. Consider massing windows to achieve open effect without overuse of glass. Avoid use of skylights which are prone to leakage. However, clearstory windows may be considered where appropriate.

Windows selected should be energy efficient. Consider shaded glass, especially on the south and west fronts. Light control is important, therefore consider north facing walls first for placement of windows, east walls second, south walls third, and west walls last due to problems with light control in the late afternoon as the sun lowers. Provide light control blinds for east, south, and west facing windows which are not otherwise shielded from direct sunlight. North facing windows in the public area should not require blinds except in areas with projection screens

Windows should be easily maintained and replaced. Larger individual panes of glass should be avoided. A considerable proportion of the windows should be capable of being opened by staff only with a special tool to maintain ventilation during VAC. malfunctions.

Hurricane protection should be provided through the use of glass block, laminated windows, or electrically operated shutters to protect electronic equipment and library materials from water intrusion.

Special window conditions apply in several specific areas:

Meeting Room - If this room is provided with windows, include light control blinds or blackout shades for projection purposes.

Quiet Study Room - Provide a full height interior window in one wall facing an adjacent open area under staff control, such as the Information/Reference Area. Provide acoustical properties in interior window wall.

Staff Work Area - Provide exterior windows, if design allows, but includes blinds.

I. Doors

For easy, safe transport of loaded book trucks and audiovisual equipment on carts, as well as for A.D.A. requirements, all interior doors should be installed without threshold.

Lobby - Provide an electric overhead rolldown grille separating the lobby from the checkout area and the main part of the library. This is intended to allow the Meeting Room to be accessed by the public after library hours when necessary. Locate controls at checkout desk.

Librarian's Office - Provide coat hook on office side of door.

J. Water

All staff sinks should be equipped with a paper towel dispenser.

Staff Work Area - to be equipped with a large sink, at one end of built-in counter, with raised gooseneck faucet and hot and cold water.

Drinking Fountains - Mount drinking fountains on walls rather than floors. Avoid drinking fountains in corridors. Provide two fountains on each floor, one on each floor to be compliant with ADA requirements. Locate fountains in area observable by staff.

K. Communications

Public Address System - A public address system (separate from emergency systems) shall be controllable from the checkout desk, and shall be divided into three zones (Meeting Room, Staff Work Area, and general public areas including restrooms).

Telephones - Conduit for telephones should be provided in all areas designated for telephones in the detailed space requirements. Dedicated telephone lines are required for a telefacsimile machine located at the Information/Reference desk, and in the Staff Work Area.

Public calls will be answered centrally at the checkout desk.

All telephones should be equipped with volume controls in the receiver to assist hearing impaired persons.

One public telephone should be located in the library lobby in a visible area.(ADA compliant). It should have volume control built-in to the receiver for hearing impaired persons.

Two telephone jacks to accommodate speaker phones shall be located in the Meeting Room.

Clocks - Provide clocks in the Staff Work Area, and the Meeting Room. Clocks in open areas shall be readable from the Information/Reference Desk, and the Checkout Desk. Provide LED display digital clocks controllable from a master clock.

Data Communications - This facility will employ LeRoy Collins County Public Library's Data Research Associates, Inc. (DRA) Automated Information System checkout of library materials, catalog access, and communication to outside non-library data resources.

A 70 square foot data communications room is required for local network communications equipment and possibly a file server depending upon the future configuration of the library system's Wide Area Network. The room should be a minimum 6' wide by 8' long and must be air conditioned. Location will be determined during design development. All walls should be plywood clad from the floor up to a 7' height with a cable tray provided above the plywood. Provide a telephone and eight electric duplex outlets. This space is considered part of the overall nonassignable mechanical area, and is not specifically provided for in the summary of spaces. Provide a 4" conduit connection to the exterior of the building. No home run conduit shall exceed 100' in length.

Home run 3/4" data lines should run from each terminal location to the data communications room, except in areas served by underfloor trench duct. Trench duct may be employed in areas where a large number of terminals are clustered, such as the information/reference desk and multi-place catalog tables. Trench duct also provides future flexibility for relocation of terminals. If trench duct is employed, care should be taken to avoid undue accumulation of wires from many terminals. Provide 2" home run connections to the data communications room at various points in the trench ducts to preserve flexibility. In general, conduit connections should be located on two sides of each column, at all service locations, near carrels/catalog tables/computer workstations, the Meeting Room, the Librarian's office, and most staff workstations. Precise needs must be determined in consultation with library staff. Not all locations will initially require full operational connections. Some conduit terminations will be located for future flexibility and may remain empty with pull strings only.

In addition to the hardwired network. provide a high-frequency wireless (WI-FI) local area network (WLAN) for public and staff use in the building. Mount the wireless transmitter in a concealed location in the ceiling in a central building location, so that no part of the building is more than 150 distant. The network should accommodate all approved IEEE standards for WLANs, including 802.11b, 802.11a, and 802.11g. Investigate use of Wireless Equivalent Protocol (WEP) to provide enhanced security. Include a staff controlled kill switch.

Wiring - Consult with library staff and Leon County Information Systems staff on wiring requirements, and to determine if cabling should be included in the construction contract or if it will be separately wired after building completion.

Under any circumstances, a complete set of data communication drawings keyed to labeled conduit is required at the end of construction. Include this requirement in project specifications.

Screens - One 8'Wx8'H electric ceiling-mounted projection screen (IC) with modular motor and low voltage multiple switching, matte finish, is to be installed in the Meeting Room.

Television - The Meeting Room should be linked by empty conduit to outside connect points for cable television and potentially a small satellite dish on the building roof. All television cable outlets must be installed no more than six inches from an outlet box with 120 volt electrical service.

L. Electrical

Electric outlets shall be installed regularly along all walls and on two sides of each column in the building to provide for future flexibility in building use. This will result in some outlets initially being covered by wall shelving, but where possible locate outlets to avoid this. All other electrical switches, alarm controls, thermostats, and other electrical controls should be concentrated vertically to use as little wall space as possible. No control unit should be located behind shelves.

In areas requiring increased electrical and communications services underfloor trench duct combining electrical and communications functions may be employed. Areas for consideration include the information/reference area, the checkout desk, and other areas with concentrations of terminal or media equipment. Runways for electrical wiring must be kept separate from the runways for communications to avoid distortion. The exact location of underfloor duct should be reviewed by library staff.

The copy machine location should have a 120 volt outlet with a 30 ampere dedicated circuit.

At minimum, all outlets intended to support computer equipment of any kind, including VAC. controls or other such devices, should be placed on common, independent, circuits with surge suppression and line conditioning. These outlets should be color-coded for identification. Ideally the entire building electrical system should be protected with surge suppression equipment.

Provide separate dedicated circuits under the checkout desk for the library's 3-M book theft security system.

Staff Work Area - 120 volt strip outlets at 1" intervals are to be installed the full length of all counters. Outlets are to be excluded within one foot on either side of sinks. All outlets in close proximity (within 2') of water sources must be GFI outlets. All outlets in the children's services area must be child-proofed.

Amperage Requirements - The electrical system for the facility must be designed in coordination with the furniture/equipment plan to insure that all functional requirements are met. Exact amperage requirements cannot be precisely determined as requirements differ depending upon which model is eventually installed, however the following general amperage guidelines are provided for planning purposes.

Equipment	Estimated Amperage
Personal Computer w/Printer	5.0-8.0
Copy Machine	15.0-25.0
Videocassette Player/Recorder	1.0
Telefacsimile Machine	.5-1.0
Electric Typewriter	1.2

No more than 80% of the 30 amp capacity of a circuit should be planned for use as a margin of safety.

M. Safety

When fire extinguishers are being installed, give the same consideration as is given to electrical controls in order to conserve wall space for wall shelving.

Regardless of applicable code requirements, the outdoor book return room must receive water sprinkler fire protection.

As noted under "ADA Requirements", emergency alarm systems must be provided to alert hearing impaired persons of emergency conditions, including strobe lights visible from all areas of the building, and an emergency notification board near the information/reference desk.

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N. Service Drives

The delivery door to the Deliveries/Loading Area must be easily accessible by large vans or trucks delivering materials and equipment.

O. Parking

Provide 80 off-street parking spaces for staff and the public. Parking areas should be well lit and located as close as possible to the public entrance to the building. Allow 350 square feet per vehicle, or larger where local codes require. Select parking area lighting fixtures to prevent vandalism.

P. Millwork and Shelving

Finish on all units shall be high-pressure laminate (.50 w/.050 backing; simultaneously applied), minimum of 3/4" thickness. Built-in cabinets in staff work areas are to consist of FOUR basic types, as follows:

Type A - Drawer/Closed Shelving Unit - 36" high x 30" deep to consist of a closed-door cabinet with one adjustable shelf for the interior. Vertical adjustment of the shelf is to be in one-inch increments. Immediately below the counter top and above the closed cabinet area are 4-1/2" vertical depth drawers the width of each cabinet door. Drawers are to be mounted on metal roller guides. This type to be provided with locks and master keyed.

Type B - Desk Unit - 48" wide x 30" deep to consist of a desk height (29" high) work surface and two shallow drawers below the work surface. Vertical drawer depth is to be a maximum of 4". Maximum drawer width is to be 20". Knee width is to be a minimum of 30". Adjustable undercounter keyboard surfaces to be provided.

Type C - Sink Unit - 48" wide x 30" deep with a 34" high surface and 29" clear from the underside of the counter to the floor, and 8" clear from the sink to the front edge of the counter.

Other built-ins, mostly in public areas, will be specifically tailored to be compatible with the design of the facility.

General Note: In cabinetry intended for electronic equipment, front-to-back drawer depths shall allow for wire chases.

1. Built-in work counter/cabinets (I.C.)

Staff Work Area:

One Standing Work Counter - 30"Dx6'Lx36"H w/34"H lab type sink unit at one end (Configuration: AC). 12"D x 24"H open cabinets with adjustable shelves are to be located above counter top.

One Sitting Work Counter - 30"Dx16'Lx29"H (Configuration: BBBB). 12"D x 24"H open cabinets with adjustable shelves are to be located above all counter tops.

Staff Rest Area:

One Special Standing Counter - Provide 24" deep x 36" high counter with 12" Deep x 24" high cabinets with one adjustable shelf above. The counter and cabinetry should be sized to fit the available space in the Staff Lounge. The counter shall have drawers and closed cabinets below as determined by the space and should accommodate a double kitchen type sink, an automatic dishwasher, a 21" Refrigerator/Freezer, and two built-in microwave ovens. Provide a minimum of two duplex electrical outlets at counter level, in addition to outlets required for built-in appliances. Any outlet within two feet of the sink shall be GFI protected. All cabinets shall be locking.

2. Built-in Service Desks

Although millwork requirements are provided for the following public service desks, if the facility design will not suffer and substantial savings are determined, consider acquisition of modular library furniture from furniture vendors as an alternative.

Checkout Area (IC):

Checkout Desk - Provide a three (3) station checkout desk designed specifically to meet the space established for the checkout area. Two (2) stations should present a 39" high transaction surface to the public, with a 34" high counter surface on the staff side. Transaction surface should be a

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minimum 6" deep, the counter behind the transaction surface should be a minimum 24" deep. Total minimum counter depth is 30" overall. One station should present a 34" high transaction surface on the public side with a 29" clear wheelchair kneespace, and a 29" high counter on the staff side. Counter depth remains the same as the 39"/34" high surfaces. Both 39"/34" stations should have a minimum 4" frontage, and have access to a "home run" data outlet, one undercounter duplex color-coded terminal outlet, and one easily accessible duplex convenience outlet. Each of the stations will require a storage shelf for a PC workstation CPU, one pencil drawer, and one (1) 6 " deep box drawer. The 35"/29" high station will require a 7-8 ' total frontage to accommodate a PC workstation, a typewriter, a cash register, a telephone, a public address microphone, two duplex electrical outlets, a pencil drawer, one (1) 6" deep box drawer, one (1) legal size file drawer, and two (2) 10" deep box drawers. The checkout desk should also accommodate two (2) 36" wide open shelf units with two adjustable shelves per unit. Duplex outlets on a dedicated circuit will be required undercounter for the book security system equipment. The checkout desk should be adjacent to the Staff Work Area.

A separate commercially purchased furniture unit will be used to house the future public self-checkout station nearby.

Information/Reference Area (IC):

Information Desk - Provide a two (2) station information desk designed specifically to meet the space established for the information/reference area. Stations should present a 35" high x 6' wide transaction surface to the public, leaving a 29" high x 24" deep work surface on the staff side. Total minimum counter depth is 30" overall. Each station should have 4' minimum frontage and include a 27" high keyboard well in the 29" high desk surface. If space allows provide space for an additional staff 4' wide workstation of the public service desk. Also provide 4'-5' in back of the desk, a millwork piece incorporating a 48" high x 54"diameter "carousel type" reference shelving wheels, 24 linear feet of shelving, and a telefacsimile machine. Each staff station should have one "home run' data outlet, one undercounter duplex color-coded terminal outlet, one duplex convenience outlet, a storage shelf for a PC workstation CPU, a pencil drawer, a 6" box drawer, a legal file drawer, a telephone, two 18" wide adjustable shelves, and a 36" wide kneespace. The telefacsimile machine will require a dedicated power outlet and a telephone line. This information desk will be located at entry point of the Information/Reference Area as customers enter from the Checkout Area, but the desk should also be positioned to observe the public seating and shelving areas.

3. Shelving

LIBRARY SHELVING - NOTE: DESCRIPTIONS OF LIBRARY SHELVING (NIC) ARE INCLUDED TO PROVIDE ARCHITECTS AND FACILITIES PLANNERS INFORMATION FOR SPATIAL PLANNING. LIBRARY SHELVING DENOTED (NIC) IS NOT IN CONTRACT. LIBRARY SHELVING DENOTED (IC) IS IN CONTRACT.

Checkout Area (IC)

Provide 12" deep adjustable shelving in 3' wide or less section in close proximity to the checkout desk. 40 linear feet is required to accommodate up to 300 reserve books awaiting pickup. This shelving requirement may be incorporated into the design of the checkout desk or provided adjacent.

Public Area Library Shelving (NIC)

All wall-attached and free-standing shelving in the library shall be in standard 3' lengths. Distance between free-standing shelving units and/or between shelving units and furniture must be a minimum of 3'. In areas of volume traffic, a minimum of 5' between rows of furniture and shelving. Free-standing island shelving shall not exceed 18 feet in length.

Standard perimeter shelving in the Main Study/Collection Area is to be single-faced, wall-attached, not more than 84" high, ten inches actual/eleven inches nominal depth. Base is 12" deep. Shelving in the Youth Services Area shall be not more than 66" high. Shelving in the Magazine Area shall not be more than 54" high.

Standard free-standing shelving units in the Main Study/Collection Area are to be double-faced, not more than 84" high, ten inches actual/eleven inches nominal depth. Free-standing units shall not exceed 18' in length. It is preferable that reference shelving shall not be more than 42" high, 12" inches actual/13" inches nominal depth. However, an alternative of 66" High might be considered in design development as a space saver. Base is 24" deep for

double-faced shelving and 12" deep for single-faced shelving.

Periodical shelving to accommodate magazines: 120 linear feet, 54" high; with four sloped shelves per 3' unit. Base is 12" deep for single-faced shelving, 24" deep for double-faced shelving.

Display shelving for new books and special items: Allocate 6-8 sections of shelving to special face out display of new books and other special book exhibits. This allocation should be considered part of the Main/Study/Collection shelving requirements, iE- part of the 120 Double-faced shelving units. This can be accomplished by equipping some section with sloped periodical shelves instead of standard book shelves.

Staff Work Area (NIC):

Standard adjustable library shelving for processing/holding of returned library materials prior to reshelving. Six (6) double-faced 90" high x 24" deep units or equivalent single-faced units. 252 linear feet.

Standard adjustable library shelving with removable picture book dividers for book and supplies storage in Youth Services storage room. Five (5) single-faced 78" high x 14" deep units. 105 linear feet.

Industrial Shelving for general storage in Youth Services Storage Room. 5 (5) single-faced 78" high x 15" deep x 48" wide units. 100 linear feet.

Storage Room (NIC):

Industrial Shelving for general storage. Ten (10) single-faced 78" high x 15" deep x 48" wide units. 200 linear feet.

Librarian's Offices (NIC):

Standard adjustable wood library shelving to accommodate books. Two (2) 42" High SF Units. 12 linear feet.

4. Tackboards (IC)

Specifically sized tackboards are called out in the Furniture/Equipment lists within each individual space description for the Lobby, and Staff Work Area, and the Staff Rest Area. In addition, make wall surfaces of tackable composition above any 66" high wall shelving used in the Youth Services Area. Also, provide major floor to ceiling tackable wall surface (10' wide minimum) in the Youth Services Area for major changing displays.

5. Other Built-ins

Lobby

Provide a 30" wide x 48" long floor directory on a sloped stand. Height is not to exceed 48" at highest point. This unit should incorporate 30" square library floor map. Provide non-glare light source for the map.

Children's Services Area

Special Design Feature - A special, imaginative "fun feature" for children might be incorporated into the Youth Services Area as a focal point. It might include special seating experiences, book shelving, and display elements, but there is no set requirement. This feature should be passive in nature, avoiding elements which might require excessive staff control or discipline. Representative items previously developed in other libraries include a "Story Steamboat", a miniature seaport with seating elements in small boats and display elements in buildings, a mock treehouse, and a gazebo. Generally, something representational is preferred as opposed to an abstract design. All elements must conform to ADA rules for access by persons who are disabled.

In consideration of space constraints consider incorporating the "fun feature" into a wall surface or some other pre-existing space element.

Q. Landscaped Office Workstations

Each station called for in the Furniture/Equipment List for each space, shall provide the following features: one 36" terminal corner unit, two 24" deep x 48" long side counters, one 48" long legal file unit, one 48" hanging cabinet unit, one 48" open shelf unit, one pencil drawer, two 6" box drawers, tackable surfaces below hanging units, task lights, and one color-coded terminal duplex outlet (or equivalent), and two duplex convenience outlets (or equivalent). Actual components may vary from these dimensions as long as equivalent functionality remains. No landscaped office unit shall provide less than 49 square feet interior space. This minimum may be exceeded if space permits.

Landscaped office components within the Librarian's Office shall include one 6' long x 2' deep desk surface with a 4' long x 18" deep return, one 48" long legal lateral file unit below the side return, two open shelves above the desk surface, three box drawers, one pencil drawer. This wall system shall include a 6' long x 3' wide conference table opposite the landscaped office desk surface. Consult with library staff for refinements to these requirements.

R. Signage

1. Exterior Signage

Major illuminated signage is required to identify the building from vehicles passing by. The building should be easily identifiable from passing vehicular traffic. This signage should be both on the building itself (adjacent to the entrance) and on a pylon adjacent to the street. Signage should read:

Library

Letter size should be 20" or greater on the pylon sign. Letter size on the building should be proportionate to the entrance area. Also provide in smaller type on the building itself, near the front entrance, another sign reading:

LeRoy Collins Leon County Public Library
Southeast Branch

Directional signs should point the way to the library from nearby streets. Minor identification and directional signs should be used for staff/delivery entrances, traffic direction, and outdoor book return.

An illuminated changeable message hour sign shall be provided that is easily readable as the building is approached from the parking area as vehicle pass the entrance.

2. Interior Signage

Attractive, contemporary and legible signage, both informational and directional, should be incorporated into the building design at time of design development. The signage should be part of the building contract.

All interior signage (Doors, hanging, wall, and book stacks) should be coordinated and maintain good contrast between background and lettering. Standardize the typeface for all signage.

Use upper and lower combined. Using an initial upper case as a measurement guide, the following signs should be incorporated into the building design:

Information	6" Letters
Children's Area	6" Letters
Checkout	4" Letters
Library Cards	4" Letters
Fiction	4" Letters
Non Fiction	4" Letters
Magazines	4" Letters
Young Adult Collection	4" Letters
Meeting Room	4" Letters
Audiovisual Services	4" Letters
Public Computers	3" Letters

Individual room and book stack signs (end panels) shall have 3/4" to 1" letter sizes. Specific text of other signs shall be developed in concert with LeRoy Collins Leon County Public Library staff.

Provide two (2) changeable message announcement/directory signs on moveable stands. End Panel signs for book stacks shall be changeable message type.

Where possible signs of a similar nature should be of identical size, and should be mounted at identical heights. Unless building design prohibits, door signs shall generally be mounted at a 5'0" height (top of sign) on the wall adjacent to the door latch, 1" from the door jamb. Exceptions will be emergency exits, and doors identified as "Staff Only". Other exceptions will be discussed with library staff.

All alarmed emergency exit doors shall be signed in 1" white letters on a red background with "Emergency Exit Only, Alarm Will Sound".

The building contract should include an architect-designed cast bronze or aluminum plaque which meets the minimum standards of the National Association of Architectural Metals. This plaque shall list, at minimum, the name of the library, year of construction, Leon County Commissioners, Leon

County Manager, LeRoy Collins Leon County Public Library Advisory Board, LeRoy Collins Leon County Public Library Director, Architect, and General Contractor. Locate near the entrance preferably in the lobby. Provide rubbing prior to casting. Text shall be coordinated with library staff.

S. Outdoor Book Return

If the building design permits easy public access, provide a locking outdoor drive-up book return leading directly into an enclosed 7'x7' fire-protected room (water sprinkler, 2 hour fire rated door, smoke alarm). Provide 3'6" door access. Use Moseler or Kingsley Depository unit (to be selected), incorporating a drop vent to direct liquids or flammable materials from reaching the end of the return chute. The book return unit should be mounted so that the handle on the outside door is not more than 48" above grade, while the bottom edge of the interior chute is 30" above floor level. Provide a floor drain in the book return room. Provide overhang protection above the return door for weather protection.

The outdoor book return should be easily accessible and visible to the public, but also the book return room should ideally be located within the staff work area to minimize book transport for staff. An exterior book return may be considered if an enclosed book return which is easily accessed by the public is not possible. In such case, two large exterior book return units will be required.

T. Exterior Design Considerations

1. Public Entrance

The entrance should be so situated that easy access is available from the public parking lot and identifiable from the nearest public street. If possible, provide covered drive-through access to the entrance for public drop offs. The area outside the public entrance should be visible by staff from a public service desk.

Provide outdoor bench seating for at least 6 persons, and a secure bicycle rack for 10 bicycles near the public entrance. The bicycle rack should be in a lighted area which is under observation regularly by persons entering/exiting the building, or by staff.

Two flagpoles compatible with the building scale and design should be installed (for United States and Florida State flags).

2. Exterior Materials

Exterior building materials should be subject to minimal maintenance. Avoid materials which require frequent painting or staining.

3. Exterior Lighting/Utilities

Exterior lighting is required around the entire building perimeter to allow safe nighttime access and to deter vandalism. Weatherproof, tamper-proof outlets for electricity and recessed locking hose bibs should be located on all sides of the building.

4. Landscaping

Landscaping must be discussed in the initial planning phases with Leon County and/or Tallahassee City Officials responsible for landscaping approvals. Plantings which require a minimum of maintenance should be selected. An irrigation system on time switches is required. Provide proper drainage including the parking areas.

5. Trash Disposal

Provide a concealed area for a trash dumpster near the library receiving area. Give special attention to maintaining easy access for trash disposal trucks.

6. Staff Entrance

Provide a staff entrance into the Deliveries/Loading Area with intercom outside connected to the checkout desk. Provide an overhang for weather protection and a security window or peep-hole in the door.

U. Americans With Disabilities Act Compliance

The facility shall be designed to be compliant with U.S. Public Law 101-336 (Americans with Disabilities Act of 1990), and with Federal Rules and Regulations as promulgated in the Federal Register, Vol. 56, No 144, Friday, July 26, 1991. Where ADA facility requirements vary from state and local

accessibility requirements, the more restrictive requirement shall apply. ADA requirements go beyond previous accessibility requirements to include increased life safety equipment, signage, desk heights, and carpet pile thickness. The Federal Register Rules and Regulations cited above should be consulted as well as Florida State Library publications on this issue

V. Maintenance Considerations

The facility should be designed throughout to minimize ongoing maintenance requirements. Use paints and wall coverings which are durable and easily cleaned. Wherever possible use stock catalog products from suppliers or manufacturers for items such as flooring, ceiling tiles, paints, wall coverings, upholstery, and counter laminates.

Require the general contractor or subcontractors to provide preventative maintenance manuals giving timetables for maintenance of mechanical/plumbing/electrical equipment (including supplier contacts and parts manuals), and for care and cleaning of furniture/equipment/fixtures. Contractors or subcontractors should be required to provide training in the operation and maintenance of installed systems by professionals who are familiar with those systems.

Provide an area for storage of cleaning materials and equipment, and one or more custodial closets with floor curbing and drain.

Provide corner wall/column protection throughout the facility.

Require contractors to provide "attic stock" of certain building materials for maintenance or repair, including wall coverings, ceiling tile, carpet, carpet tiles, vinyl tile, and ceramic tile (2-3% suggested).

W. Restrooms

ADA compliant public restrooms should be provided adjacent to the lobby, allowing access from the multipurpose room when the rolling grille is lowered after library hours. They should be located within sight of a staff service point for easy supervision. In addition to standard items, provide the following features:

Wall mounted commodes
Hanging partitions with doors
Mirrors at counter
Electric hand dryers
Coat hook and parcel shelf in each stall
Diaper changing counter in both men's & women's facilities
Partitions between men's urinals
Toilet tissue dispensers

Provide at least two ADA compliant privacy restrooms for staff use near the Staff Rest Area.

Provide floor to ceiling ceramic tile. Screen facilities from view (even reflected) when doors are open. Proper ventilation is essential.

NOTE: Space for restrooms is not specifically called out in the summary of spaces. It is intended that the space allowed for unassignable area provide for restroom space requirements.

X. Security

During the design process, considerable attention must be given to security. The building should welcome library users, but should discourage loitering and inappropriate behaviors by providing good visual control of public seating areas and book stack areas, and of entrances from within the building. Use of mirrors, video cameras, or other surveillance equipment is not a substitute for ease of human observation in public areas. Security measures should be unobtrusive.

Fixtures and finish materials should be resistant to vandalism and designed for easy maintenance. Exterior lighting of entrances, approaches, and parking areas should be sufficient to provide a sense of security for people walking after dark, at least 1-2 foot candles, with higher illumination at steps and other obstructions. Exterior lights should be positioned away from the building, 20-40 feet above ground, and focused toward the building. Such an arrangement tends to illuminate the building. Building-mounted lights might tend to create shadows, and should only be used when required by space limitations.

A well-designed alarm system, which includes after hours intruder detection as well as "panic buttons" at strategic locations, should be included. The interior of every public room should be viewable from outside the room.

Public meetings rooms, study rooms, and computer rooms should all be locale, but only from the outside. Keys to these rooms will be issued from public service desks. Staff should be able to re-key these locks easily.

Alarm systems, both fire alarm and intruder alarm, should include an annunciator located near the main entrance to indicate to fire fighters or police officers from where in the building the alarm was initiated.

Doors leading from public areas into staff areas must be locale from inside. Within staff areas, the bookkeeping and personnel offices, the file room, the technical services area, the mail/delivery area, wiring closets, and the computer room all should be designed as restricted access areas. Traffic patterns among other areas should not pass through these areas. A key system, using easily re-keyed locks, should make it easy to restrict access to each area to selected individuals.

Y. Floor Loads

Since the entire facility should be constructed on one level, floor loads should not be a concern; however, note that in multi-level facilities and floor load of 150 lbs per square foot (live load) must be accommodated in all areas to provide flexibility for relocation of book shelving. Higher floor load levels are required for compact shelving and microfilm cabinets which are not present in this facility

Z. Expansion

Although only a 12,000 square feet of space was recommended for the Southeast Branch Library in the 1996 Branch Development Plan developed by Beach/Willey, Library Consultants, it would be prudent to incorporate the capacity to expand this facility by 50% or more at some future point. It is recommended that the design accommodate an eventual expansion to at least 20,000 square feet. The parking area should also be capable of an expansion of similar scale (50-70%).

Appendix A - Furniture and Equipment Summary - Southeast Branch Library

Item Description	Total	Lobby	Checkout	Information/ Reference Area	Main Study/ Collection Area	Magazines Area	Media Area	Youth Services Area	Meeting Room Area	Staff Work Area	Staff Rest Area
Study Table 4W'x6'Lx29"H	3				3						
Study Table 48"Diam x 25"H	2							2			
Study Table, Round 48" Diam x 23"H	2							2			
Table, Round 48" Diam x 29"H	2										2
Study Carrel 30"Dx48"Wx29"H	3				3						
Study Carrel 36"Dx48"Wx30"H w/29"H kneespace	1				1						
Internet/Catalog Station, 30"Dx48"Wx29"H	19			16	3						
Computer Station 30"Dx42"Wx25"H	4							4			
Conference Table, Round 48' Dia x 29"H	1									1	
Computer Table 30"Dx48"W	21			16	3					2	
Print Management Station Counter 30"Dx60"Wx36"H											
Folding Meeting Table, 30"Wx60"L	16								10-Mtg Rm 6-Youth Rm		
Landscaped Office Workstation, 7'x6'	3									3	
Landscaped Office System, 2'Dx6'L w/Return	1									1	

Item Description	Total	Lobby	Checkout	Information/ Reference Area	Main Study/ Collection Area	Magazines Area	Media Area	Youth Services Area	Meeting Room Area	Staff Work Area	Staff Rest Area
Study Chair w/o arms, Adult	**34**			18	16						
Study Chair, Youth	**16**							16			
Lounge Chair	**6**					6					
Office Chair w/arms	**13**		1	2						10	
Office High Stool w/arms	**2**		2								
Low Stool	**7**				3			4			
Side Chair w/arms	**14**									6	8
Meeting Room Chairs, Stacking	**130**								90-Mtg Rm 40-Youth Rm		
Shelving Unit, DF 84"Hx24"D w/10"D shelves	**68**				68 or equivalent						
Shelving Unit, SF 90"H x12"D w/10"D shelves	**4**									4	
Shelving Unit, DF 90"Hx24"D w/12"D shelves	**11**									11	
Shelving Unit, DF 66"Hx24"D w/10"D shelves	**20**							20			
Shelving Unit, SF 66"Hx12"D w/10"D shelves	**4**							4			
Shelving Unit, DF 48"Hx28"D, Pict Bk w/14"D shelves	**9**							9			

Item Description	Total	Lobby	Checkout	Information/ Reference Area	Main Study/ Collection Area	Magazines Area	Media Area	Youth Services Area	Meeting Room Area	Staff Work Area	Staff Rest Area
Shelving Unit, DF 42"Hx24"D w/10"D shelves	**12**			12							
Shelving Unit, SF 42"Hx12"D w/10"D shelves	**2**									2	
Shelving Unit, DF 54"Hx24"D, Sloped Periodical Display w/12"D shelves	**5**					5 or equivalent					
DVD Display Unit	**4**						4				
Industrial Shelving Unit, 78"Hx15"D	**15**									15	
Atlas Stand	**1**			1							
Photocopier Counter 24"Dx48"W	**1**			1							
Audiotape Displayer	**1**						1				
Compact Disc Display Unit	**3**						3				
Lateral File, 3 drawer, legal	**2**			2							
Lateral File, 5 drawer, legal	**2**									2	
Storage Cabinet 2-Door, 78"H	**2**									2	
Mobile Locking AV Cart	**1**								1		
Book Trucks	**40**		4	4	14			6		12	
Repressible Book Bin	**4**		2							2	

Item Description	Total	Lobby	Checkout	Information/ Reference Area	Main Study/ Collection Area	Magazines Area	Media Area	Youth Services Area	Meeting Room Area	Staff Work Area	Staff Rest Area
Reference Wheel 3 shelves high, 48"diameter	1			1							
Compact Disc Audiocassette Player	1									1	
Paperback Displayer	8				6			2			
Print Mgt Station w/PC workstation & heavy duty laser printer	1			1							
PC workstation	35		3	17		3		4		8	
PC workstation w/large print and voice output	1			1							
PC workstation w/large print magnification and voice output	1			1							
Telefacsimile Machine	1			1							
ADD Machine	2			1						1	
Typewriter	2		1							1	
Telephone	11		1	2						7	1
Cash Register	1		1								
Photocopier	1			1							
25" TV Receiver	1								1		
TV Magnification Reader w/voice output	1			1							
Two Wheel Dollies	2									2	
Oversize Refrigerator	1										1
Microwave Oven	1										1
Automatic Dishwasher	1										1

Item Description	Total	Lobby	Checkout	Information/ Reference Area	Main Study/ Collection Area	Magazines Area	Media Area	Youth Services Area	Meeting Room Area	Staff Work Area	Staff Rest Area
Locker, Full Height, 18"D	14										14
Bench Seat 3 persons	1	1									
Literature Displayer	1	1									
Floor Directory	1	1									
Changeable Message Sign	1	1									
Theater Type Post and Cord System	X		X								
Self Checkout Station (3M Type) - Future	1		1								
Glass Display Case	X	X									
Change Machine	1			1							
Fold-down Cot/Bed	1										1
Mobile Writing/Tackboard	1								1		
Lectern w/PA System & Light	1								1		
Public Address Control Module	X		X								
Trash Receptacle	1	1									
Trash/Asn Urn	2	2									
Vending Machine	1										1
LCD Projector SVGA	1								1		
Safe	1									1	

NOTES: Most built-in items, such as bulletin boards, ceiling mounted film screens, wall clocks, etc. are not included in the above list. See individual space descriptions for additional non-furniture/equipment requirements. Millwork furniture is also not listed here, but is separately covered in the individual space descriptions and in the general millwork section (XIII-P).

In situations where exact quantities are unknown or where a required system has an unspecified number of components, the letter X may be used in the above listing, in lieu of a precise number.