



# City of Grand Island

Tuesday, February 01, 2005

Study Session

## Item -1

**Presentation of Library Expansion Process**

Staff Contact: Steve Fosselman

# **Council Agenda Memo**

**From:** Steve Fosselman, Library Director

**Meeting:** February 1, 2005

**Subject:** Presentation of Library Expansion Process

**Item #'s:** 1

**Presenter(s):** Steve Fosselman, Library Director  
Mike Kneale, Library Board President

## **Background**

The Library Facility Committee has been working for the past several months on details related to the library's expansion/remodel project approved in the May 2004 ½% sales tax election. It is appropriate at this time to update the Grand Island City Council on the committee's progress and future directions.

## **Discussion**

The committee met on January 27, 2005 to approve an RFP (Request for Proposals) for design/build services for this project. We will update the Council about the decisions made by the committee and how this decision will be referred to the Grand Island Facilities Corporation, including any coordination with the Corporation needed in order to issue the RFP and work toward a contract with the selected design/build team. City Attorney Doug Walker will also be on hand to update the Council on the formation of this Corporation.

Another item of discussion at the January 27<sup>th</sup> meeting was a preliminary discussion draft of a Building Program Document (attached). This document provides specific space allocations and explanations for our expansion/remodel project. Sources for production of this draft were David Smith's space needs studies; staff, board, facility committee and public input; and Libris Design software specifically tailored for this purpose. Calculations are based on a facility totaling 50,269 SF in accordance with David Smith's most recent recommendations, and are as precise as possible at this time subject to various planned reviews of this document prior to distribution during the RFP process and subsequent revisions during the design stage of this project.

## **Conclusion**

This item is presented to the City Council in a Study Session to update the Council on the progress of the project.

Edith Abbott Memorial Library  
Building Program Document  
2005 Expansion/Remodel Project

Preliminary Discussion Draft

January 27, 2005



## Library Division Sq. Ft. Summary

LIBRARY DIVISION	DIVISION Sq. Ft.	Percent of Total
ADMINISTRATION	1,150	3%
ASSISTIVE CENTER	796	2%
AUDIO-VISUAL LIBRARY	1,313	3%
BOOKMOBILE/OUTREACH SERVICES	1,020	3%
BROWSING/DISPLAY	1,371	4%
CHILDREN'S/FAMILY PLACE	7,965	21%
CIRCULATION SERVICES	1,337	4%
FICTION COLLECTION	2,973	8%
GENERAL BUILDING SERVICES	2,087	6%
LIBRARY ENTRANCE	541	1%
LOCAL HISTORY CENTER	1,159	3%
MAGAZINE/NEWSPAPER LOUNGE	1,268	3%
MULTICULTURAL CENTER	603	2%
NON-FICTION COLLECTION	3,195	8%
PUBLIC MEETING ROOMS	2,812	7%
REFERENCE SERVICES	4,225	11%
STAFF SERVICES	653	2%
TECHNICAL SERVICES	1,369	4%
YOUNG ADULT SERVICES	1,865	5%
<b>Net Assignable Square Footage:</b>		<b>37,702</b>
Non-Assignable Square Footage (@ 25% of Gross):		12,567
<b>Gross Square Footage:</b>		<b>50,269</b>



# \* EXTERIOR \*

Sq. Ft.

## FUNCTIONAL ACTIVITY

The exterior elements of a library facility provide an important first impression on the public.

The new and old portions of the exterior need to be coordinated and updated, and every attempt should be made to soften the rectangular shape, especially on the west (entrance) side, with variations of height and contour, shielding the late afternoon sun from interior areas. The building should be designed and constructed so as to include the capacity for a second level (either immediately or in the future) and for future expansion of at least 10,000 SF.

The Entry Plaza should be well landscaped with statues/plaques related to reading, places to sit, walkways and main plaza "inviting" public into the building. The area in the immediate vicinity of the front entrance doors should be covered. An announcement sign should be visible from the sidewalk for hours, events, etc. Lighting in this area should automatically turn on at dusk.

The parking lot should be designed for 167 public spaces (3 per 1000 SF), 17 staff spaces, well lit, connected to entry plaza (with Washington Street vacated between 2nd and 3rd) to assure safety of patrons.

In general, the property should be well landscaped all around to buffer against the heavy traffic on 2nd and 3rd Streets. Effective and large signage should be visible from both 2nd and 3rd Street.

Drive-up bookdrop(s) and a pick-up service window should provide patrons with convenient driver's side access, not be congested, and be designed for optimal staff operations.

A courtyard should be accessible only from the interior of library, and provide a safe/secure area for children's programming and other permitted uses.

<b>DIVISION SPACE SUMMARY</b>	<b>Sq. Ft.</b>
Building Exterior	N/A
Courtyard	N/A
Drive Up Bookdrop/ Service Window	N/A
Entry Plaza	N/A
Landscaping	N/A
Parking Lot	N/A
<b>TOTAL:</b>	<b>N/A</b>



# ADMINISTRATION

1,150 Sq. Ft.

## FUNCTIONAL ACTIVITY

The primary function of the Administration Division is to provide offices and meeting spaces for the library administration to perform its duties in planning and implementing the library's service program. In addition to the library director, there will be office spaces for professional and support staff to assist with the operation of the library. It is important that this area be as close to the staff workroom as possible (with the Librarian II office immediately adjacent and accessible from both the workroom and the administration area) and easily accessible to the public.

A secondary function of this division is to facilitate the administration's relationships with governing bodies, organizations, patrons, job applicants, potential donors, and administrators outside the library. A strong focus of the library will be partnering with local businesses, schools and community organizations. The design and finishes must enhance both the library's image and its ability to host potential and current partners.

## SPATIAL RELATIONSHIPS

The Administration Division needs to be accessible to the public and to the staff, but need not be located in prime floor space.

### PROXIMITY:

Staff Services

<b>DIVISION SPACE SUMMARY</b>		<b>Sq. Ft.</b>
Administrative Conference Room		225
Administrative Rest Room		N/A
Copy Room		149
Kitchenette		59
Librarian II Office		203
Library Director's Office		240
Secretary's Office/Reception Area		214
Storage/Supply Room		60
<b>TOTAL:</b>		<b>1,150</b>



# ASSISTIVE CENTER

796 Sq. Ft.

## FUNCTIONAL ACTIVITY

This area is designed as a comfortable quiet space for the sign language lab, large print books, and assistive reading/listening devices with comfortable seating for a variety of ages of patrons.

## SPATIAL RELATIONSHIPS

This space should be easily accessible from the front of the library.

CLOSE:

Circulation Services

PROXIMITY:

Browsing

Library Entrance

<b>DIVISION SPACE SUMMARY</b>		<b>Sq. Ft.</b>
Assistive Center Collections & Seating		717
Sign Language Area		79
<b>TOTAL:</b>		<b>796</b>





# AUDIO-VISUAL LIBRARY

1,313 Sq. Ft.

## FUNCTIONAL ACTIVITY

The primary function of the Audio-Visual Library is to provide library patrons with access to a variety of audio-visual collections such as audio books, audio cassettes, video cassettes, audio compact discs, audio book compact discs, CD-ROMs, DVDs and other emerging AV formats.

Patrons will enter the AV Library and browse attractively displayed media shelving units. They will often select some form of media and be guided by the staff to technology workstations where that media can be viewed or listened to on the appropriate equipment. AV materials for children, young adults and multi-language are located in their respective sections.

## SPATIAL RELATIONSHIPS

Many patrons will enter the Audio-Visual Library from either the Browsing Area or from the main entrance of the library after passing by the Circulation Desk. The AV Library should be relatively close to the Children's Library so that parents can browse here while supervising their children in the Children's Library.

### ADJACENT:

Browsing

### CLOSE:

Children's Library  
Circulation Services  
Library Entrance  
Young Adult Services

<b>DIVISION SPACE SUMMARY</b>		<b>Sq. Ft.</b>
AV Collection & Seating		1,313
	<b>TOTAL:</b>	<b>1,313</b>



**BOOKMOBILE/OUTREACH SER 1,020 Sq. Ft.**

**FUNCTIONAL ACTIVITY**

This area is designed for a larger bookmobile garage/workroom and an additional area for an outreach van to facilitate in-city delivery of materials to care centers and homebound patrons.

The workroom in this area should be designed to be part of the general workroom if possible.

**SPATIAL RELATIONSHIPS**

This area is intended to be removed from the public areas, adjacent to the workroom.

PROXIMITY:

- Circulation Workroom
- Technical Services

AWAY:

- Public Areas

<b>DIVISION SPACE SUMMARY</b>		<b>Sq. Ft.</b>
Bookmobile Garage		464
Outreach Van Garage		275
Outreach/Bookmobile Loading Dock		N/A
Outreach/Bookmobile Workroom		281
<b>TOTAL:</b>		<b>1,020</b>



# BROWSING/DISPLAY

1,371 Sq. Ft.

## FUNCTIONAL ACTIVITY

The primary function of the Browsing Division is for the display of new books and audiovisual materials, topical displays, award winning books, friends' donations, online book club selections, and other portions of the popular library as appropriate. The New Book Display Area will provide an attractive display of recent library acquisitions in a comfortable setting.

This area is also be allotted for a larger art exhibition area including room for sculptures, incorporating related book displays and patron gathering space.

## SPATIAL RELATIONSHIPS

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the library, drop their child off in the Children's Library, and then return to the Browsing Area to select a book for themselves. The Children's Library should be visible from and close to the Browsing Area so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse in the New Book Display Area, go on to the Fiction Collection to select additional books, and return to the Circulation Desk before leaving the library. For this reason, it is advantageous to have the New Book Display Area close to the Fiction Collection.

### ADJACENT:

Audio-Visual Library

### CLOSE:

Children's Library  
Circulation Services  
Library Entrance  
Fiction Collection

### PROXIMITY:

Multicultural Center

<b>DIVISION SPACE SUMMARY</b>		<b>Sq. Ft.</b>
Displays & Exhibits		290
New Book Display		1,081
<b>TOTAL:</b>		<b>1,371</b>



# CHILDREN'S/FAMILY PLACE

7,965 Sq. Ft.

## FUNCTIONAL ACTIVITY

The primary function of the Children's Library is to provide library materials and programs for children up to 12 years of age. This area must be exciting and interesting to young children. The children's staff provides guidance in the choice of books and AV materials, presents story hours and programs, and prepares craft activities.

The architect and interior designer are encouraged to develop a motif from children's literature that will spark the imagination of the children using the library. It should be easy to hang display items from walls and ceilings. The Children's Library is not just a scaled down adult library, nor is it desirable to have children view it as a romper room. The Children's Library should encourage children to have fun by developing an interest in books, reading, and information seeking skills.

The children's area should be accoustically separated from the rest of the library, yet not isolated from other areas. The entrance to the children's area should not be immediately adjacent to the front entrance for children's safety.

Quiet areas (reading and computer nooks) are needed for parents and their children. An interactive Discovery Center is intended for pre-schoolers' evolving literacy/learning activities including permanent and rotating displays and year-round Family Place programming/materials. The ParenTALk area should include computer capabilities as well as collections.

The workroom in this area should be designed to be part of the general workroom if possible.

## SPATIAL RELATIONSHIPS

Children should not have to traverse any part of the adult library to get to the Children's Library. The entrance to the Children's Library should be very close to Browsing and the AV Library. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library.

### ADJACENT:

Circulation Services

### CLOSE:

Audio-Visual Library  
Browsing

### AWAY:

Non-Fiction Collection  
Reference Services  
Young Adult Services

DIVISION SPACE SUMMARY	Sq. Ft.
Children's AV Collection & Seating	515
Children's Collection & Seating	829



Children's Computer Hub	330
Children's Desk	224
Children's Entrance (Interior)	188
Children's Office	186
Children's Program Area	517
Children's Reference Collection & Seating	278
Children's Rest Room	N/A
Children's Workroom	276
Custodial Sink & Supply Closet	N/A
Discovery Center	1,175
Family Computer Nook	66
Family Rest Room	N/A
Homework Center	230
Juvenile Collection & Seating	2,455
ParentALK Collection & Seating	276
Private Nursing Room	99
Reading Nook A	98
Reading Nook B	98
Storage/Supply Room	125
<b>TOTAL:</b>	<b>7,965</b>



# CIRCULATION SERVICES

1,337 Sq. Ft.

## FUNCTIONAL ACTIVITY

The primary function of this division is to efficiently handle the circulation of the library's book, magazine and audio-visual collections. This includes the following tasks:

1. Library patrons checking-out library materials at the Circulation Desk and self checkout units (four staffed stations, two self checkout).
2. Library staff checking the materials back in (most likely part of general workroom).
3. Library staff sorting the various materials (also most likely part of general workroom).
4. Library staff reshelving the collections in their proper locations.
5. Routine business transactions including registration, payment of fines and fees, holds and reserves, etc.

Careful attention must be given to the workflow in the Division. It is critical to the operation of the library that the process of circulating library materials works smoothly and efficiently. Poor organization will result in significant increases in operational costs that will negatively impact the library's operating budget every year the building is in use.

Effective customer service design is also important, for example keeping library staff at eye level with patrons.

The circulation desk should close to the security gates, and if possible allow for the hand-off of checked out items after patrons have walked through the security gates.

Adequate space should be designed for reserved materials, out-of-case audiovisual materials (for inventory control purposes), etc.

Attention is needed to the placement of interior return slots, separated for books, audiovisual materials, and friends' group booksale donations.

## SPATIAL RELATIONSHIPS

The Circulation Services Division should be centrally located where all library patrons must pass through it when entering or exiting the library building.

### ADJACENT:

Library Entrance

### CLOSE:

Audio-Visual Library  
Browsing  
Children's Library

### PROXIMITY:

Fiction Collection  
Young Adult Services

## DIVISION SPACE SUMMARY

Sq. Ft.



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Book Return Room	174
Circulation Desk	542
Circulation Office	186
Circulation Workroom	435
<b>TOTAL:</b>	<b>1,337</b>

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# FICTION COLLECTION

2,973 Sq. Ft.

## FUNCTIONAL ACTIVITY

The primary function of the Fiction Division is to house the library's fiction and paperback collections. The Fiction Collection is the heart of the library's "popular library" and may be organized by fiction books and genre books; i.e., westerns, science fiction, mysteries and romance novels. The Fiction Collection will be placed on the shelves and the genre books may be shelved in separate collections, with all books arranged on the shelves alphabetically by author's last name.

Reference librarians may act as reader's advisors, but in general, the Fiction Collection is a browsing, self-service collection.

If possible, light fixtures should be added to shelving.

This space is designed to de-compress the existing collection and to allow for adequate future growth, incorporating additional seating/display areas.

## SPATIAL RELATIONSHIPS

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the New Book Display Area.

### CLOSE:

- Audio-Visual Library
- Browsing
- Circulation Services

### PROXIMITY:

- Library Entrance
- Reference Services
- Non-Fiction Collection

<b>DIVISION SPACE SUMMARY</b>		<b>Sq. Ft.</b>
Fiction Collection & Seating		2,973
	<b>TOTAL:</b>	<b>2,973</b>





# GENERAL BUILDING SERVICES

2,087 Sq. Ft.

## FUNCTIONAL ACTIVITY

The primary function of the General Building Services Division is to provide custodial, storage, and mechanical equipment space, and other support spaces such as the Friends/Foundation Workroom. The division also provides space for shipping and receiving and a loading dock for the library. Among the mechanical equipment needs are a newly-designed fire alarm system and a security camera system. This space includes a custodial garage for the library's truck and various pieces of equipment.

## SPATIAL RELATIONSHIPS

Some of the custodial services will be located throughout the building as non-assignable square footage in the form of Custodial Sink and Supply Closets. However, the majority of the space in this division will be best located in the back-of-the-house areas of the library. Care should be taken in the location of noise producing spaces such as the Mechanical Equipment Room to isolate them from public spaces and staff offices.

### PROXIMITY:

Circulation Workroom  
Technical Services

### AWAY:

Public Areas

<b>DIVISION SPACE SUMMARY</b>	<b>Sq. Ft.</b>
Custodial Garage	363
Custodial Workroom	340
Friends/Foundation Workroom	599
General Library Storage Room	382
Loading Dock	N/A
Mechanical Equipment Room	N/A
Shipping & Receiving	183
Workroom Production Center	220
<b>TOTAL:</b>	<b>2,087</b>



# LIBRARY ENTRANCE

541 Sq. Ft.

## FUNCTIONAL ACTIVITY

The primary function of Library Entrance Division is to provide a formal entrance and lobby for the library building and access to ancillary services such as the Friends' Bookstore, the Public Meeting Rooms and the main Public Rest Rooms for the facility. The lobby will provide space for library patrons to enter and exit the library and will also provide space for receptions outside of the Meeting Rooms where refreshments can be served.

Front entrance doors should be sliding with electric eye control. The lobby area should include a donor wall and display case for library awards. Seating areas should be warm, inviting and comfortable. Plans should include the capability of a front entrance help desk and/or security guard.

Public restrooms should be visible from the circulation desk for security purposes.

Both in this area and the browsing/display area, the library entrance should be designed as a community gathering point and a means of wayfinding throughout the library using effective signage and logical pathways.

## SPATIAL RELATIONSHIPS

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library or the Public Meeting Rooms. It should be conveniently located to allow access to both. The Library Entrance Division must be able to be locked off and separated from the Library so that the Meeting Rooms and ancillary services can be open when the library is closed.

### ADJACENT:

Circulation Services  
Public Meeting Rooms

### CLOSE:

Audio-Visual Library  
Browsing  
Children's Library

### PROXIMITY:

Fiction Collection  
Reference Services

### AWAY:

General Building Services

DIVISION SPACE SUMMARY		Sq. Ft.
Friends' Bookstore, Café, Coffee Shop & Gift Shop		541
Public Entrance & Lobby		N/A
Public Rest Rooms		N/A
TOTAL:		541



# LOCAL HISTORY CENTER

1,159 Sq. Ft.

## FUNCTIONAL ACTIVITY

The primary function of this division is to provide housing for the library's Abbott Sisters Research Center, Local History Collection, and Genealogy Collections/equipment. These materials are not checked-out of the library, but are used in the Local History Collection Room for the security of the collections. Some of the more irreplaceable items are locked within cases and the librarians must hand-deliver these materials to the patrons. Library patrons will enter this room looking for research material and quiet study space. Displays will feature library as well as local history.

## SPATIAL RELATIONSHIPS

The only relationship for the Local History Center is that it should be close to the Reference Services Division.

CLOSE:

Reference Services

<b>DIVISION SPACE SUMMARY</b>		<b>Sq. Ft.</b>
History Center Collection & Seating		1,039
History Center Desk		120
	<b>TOTAL:</b>	<b>1,159</b>



# MAGAZINE/NEWSPAPER LOUN

1,268 Sq. Ft.

## FUNCTIONAL ACTIVITY

The primary function of this division is to provide public access to periodicals (magazines, newspapers and other publications of a serial nature). The library's current magazines and newspapers will typically be housed on hinged slanted display shelving with back issues stored on a flat shelf underneath. This area should incorporate natural lighting as much as possible, with comfortable lounge chairs and table lamps for an inviting feeling.

## SPATIAL RELATIONSHIPS

In some libraries, the Periodicals Collection Area is near the front of the library close to the new books or part of the Browsing Area. The Current Magazine and Newspaper Area can be located anywhere in the adult library as long as the public can find it easily and the space is relatively quiet. Access to the Circulation Services Division and to a Copy Center is required.

### PROXIMITY:

- Circulation Services
- Reference Services
- Copy Center

<b>DIVISION SPACE SUMMARY</b>		<b>Sq. Ft.</b>
Back Issue Periodical Collection		282
Current Magazine & Newspaper Display & Seating		986
<b>TOTAL:</b>		<b>1,268</b>



# MULTICULTURAL CENTER

603 Sq. Ft.

## FUNCTIONAL ACTIVITY

The primary function of this division is to provide a centralized and highly visible gathering space inside the library for patrons needing materials in non-English languages and to assist them in learning English and/or for information about community services. This area should include community information from members of the Multicultural Coalition.

## SPATIAL RELATIONSHIPS

The Multicultural Resource Center should be easily accessible from the main entrance of the library. Patrons enter this area after passing through the security gates and/or the New Book Display Area. Many library patrons use this collection exclusively and will exit the library via the Circulation Desk immediately upon making a selection in the stacks.

CLOSE:

Circulation Services

PROXIMITY:

Browsing

Library Entrance

## DIVISION SPACE SUMMARY

Sq. Ft.

Multicultural Center Collection & Seating

603

TOTAL:

603



# NON-FICTION COLLECTION

3,195 Sq. Ft.

## FUNCTIONAL ACTIVITY

The primary function of the Non-Fiction Collection Division is to house the library's Non-Fiction Collection which is central to the library's role as a reference and resource library for the community. Library patrons usually need more assistance finding books in the Non-Fiction Collection than they do in the Fiction Collection so professional staff must be close at hand to provide assistance.

If possible, light fixtures should be added to shelving.

This space is designed to de-compress the existing collection and to allow for adequate future growth, incorporating additional seating/display areas.

## SPATIAL RELATIONSHIPS

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services division. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Reference Services Division before heading for the Non-Fiction Collection.

One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

CLOSE:

Reference Services

PROXIMITY:

Fiction Collection

AWAY:

Children's Library

DIVISION SPACE SUMMARY		Sq. Ft.
Non-Fiction Collection & Seating		3,195
	TOTAL:	3,195



# PUBLIC MEETING ROOMS

2,812 Sq. Ft.

## FUNCTIONAL ACTIVITY

The function of this division is to provide conference and meeting room space that can be used for library programs and by community groups. The Meeting Room will be a large open multi-purpose space with seating, a presenter's location, amplified sound, and projection capability. A room divider is needed to allow for two simultaneous smaller meetings. It should be easily reconfigurable for training, tutoring, large children's programs, computer literacy instruction, or performances. The Conference Room will provide space for small group meetings, library programs, staff conferences, continuing education, and literacy tutoring. These spaces should be wired for satellite/distance learning technology and video editing.

At least one section of this space should be designed to serve as a tornado shelter.

## SPATIAL RELATIONSHIPS

The major spatial relationship of the Public Meeting Room Division is to the Library Entrance Division. Since the Public Meeting Room complex might be open when the rest of the library is closed, access must be provided through the main lobby to the Meeting and Conference Rooms and to the Public Rest Rooms without compromising the library's security.

ADJACENT:

Library Entrance

<b>DIVISION SPACE SUMMARY</b>	<b>Sq. Ft.</b>
AV, Chair & Table Storage Room	220
Conference Room	284
Custodial Sink & Supply Closet	N/A
Kitchenette	175
Meeting Room	2,133
<b>TOTAL:</b>	<b>2,812</b>



# REFERENCE SERVICES

4,225 Sq. Ft.

## FUNCTIONAL ACTIVITY

The primary function of the Reference Services Division is to provide the public with access to reference books, indexes, the Internet and electronic databases. This area is the research center of the library and houses the reference book collections, a central cluster of On-line Public Access Catalogs (OPACs) and technology workstations with Internet access (as visible as possible from the information desk). The reference staff will assist the public with their information searching in electronic and print formats.

The information desk should be designed in-line with the circulation desk for patron convenience. Study/tutoring areas should be designed with Internet/AV capabilities, glassed-in for staff visibility and acoustical separation.

Among the special areas within Reference Services are a computer lab for 15 students/instructor, a literacy center to aid patrons with English language literacy, and a dedicated space for copiers/printers/ etc.

The workroom in this area should be designed to be part of the general workroom if possible.

## SPATIAL RELATIONSHIPS

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the OPACs first, then the staff at the Reference Desk, and finally the Reference Collection. Patrons should pass by the OPACs before they arrive at the Reference Desk, both of which should be highly visible from the Public Entrance to the Library.

The Non-Fiction Collection must have a strong spatial relationship with the Reference Services Division for the library to function effectively. The Reference Services Division should also be close to the Local History Center so that reference staff can assist patrons who need to access this collection.

While the Young Adult Services Division should not be too close to the Reference Services division, it should be in the proximity so that young adults can begin to use reference materials. The Periodicals Collection should be in the proximity of Reference Services so that staff can assist patrons who have been searching periodical indexes to locate back issues. The Reference Services Division should be as far away from the Children's Library as possible to avoid disturbance from potential noise in the Children's Library.

### CLOSE:

Circulation Services  
Local History Center  
Non-Fiction Collection

### PROXIMITY:

Audio-Visual Library  
Library Entrance  
Periodicals Collection





AWAY: Young Adult Services  
Children's Library

<b>DIVISION SPACE SUMMARY</b>	<b>Sq. Ft.</b>
Computer Lab/Training Room	551
Copy Center	228
Custodial Sink & Supply Closet	N/A
Literacy Center	296
Local Links Center	36
On-line Public Access Catalog (OPAC)	308
Public Rest Rooms	N/A
Reference Collection & Seating	1,459
Reference Desk	298
Reference Office	186
Reference Workroom	417
Study/Tutoring Room A	164
Study/Tutoring Room B	164
Study/Tutoring Room C	59
Study/Tutoring Room D	59
<b>TOTAL:</b>	<b>4,225</b>



# STAFF SERVICES

653 Sq. Ft.

## FUNCTIONAL ACTIVITY

The primary function of the Staff Services Division is to provide support for the entire staff of the library. This Division includes a Staff Lounge with a Kitchenette, Staff Rest Rooms and a separate Staff Entrance. Adequate space is needed for an additional refrigerator, more lockers, resting/relaxing space, and more counter/sink space.

## SPATIAL RELATIONSHIPS

The Staff Services Division should be easily accessible from most staff areas and removed from the public areas of the library. It is a prime candidate for location in the back of house areas of the library. This Division should be in the general proximity of the administration or at least easily accessible.

### PROXIMITY:

Administration  
Technical Services

<b>DIVISION SPACE SUMMARY</b>	<b>Sq. Ft.</b>
Custodial Sink & Supply Closet	N/A
Kitchenette	178
Staff Entrance & Lobby	N/A
Staff Lounge	475
Staff Rest Rooms	N/A
<b>TOTAL:</b>	<b>653</b>



# TECHNICAL SERVICES

1,369 Sq. Ft.

## FUNCTIONAL ACTIVITY

The primary function of the Technical Services Division is to provide work space and offices for the technical and computer services personnel necessary to implement the library's service program. This Division is where the library books and materials that have been purchased are processed before going to the public bookstacks. There will also be a computer room here that will be the central control point for all of the library's data processing and telecommunications capabilities.

Although this space is likely to be incorporated with other workroom spaces, it should be a quiet area for staff to catalog materials and include a separate space for processing of materials away from the circulation desk.

## SPATIAL RELATIONSHIPS

The Technical Services Division should be located in the back-of-house near service and delivery entrances, or on a secondary floor in a multi-story building, close to elevators to the Shipping and Receiving and Loading Dock Areas. In a multi-story building, a staff-only elevator between the two is recommended. The Technical Services Division should also be located in proximity of the Staff Lounge and Staff Entrance.

There are two distinct work areas in this Division. The first is technical services for the library that includes acquisitions, cataloging, processing, mending and storage of books and materials. The second is the computer systems space which includes the Computer Systems Workroom, the Computer Room, and the Computer Repair and Storage Space.

### PROXIMITY:

General Building Services  
Staff Services

<b>DIVISION SPACE SUMMARY</b>	<b>Sq. Ft.</b>
Computer Systems Workroom	209
Computer/Telecommunications Room	262
Storage/Supply Room	98
Technical Services Office	186
Technical Services Workroom	614
<b>TOTAL:</b>	<b>1,369</b>



# YOUNG ADULT SERVICES

1,865 Sq. Ft.

## FUNCTIONAL ACTIVITY

The function of this division is to provide services to young adults (primarily ages 12 to 16) by giving them a space in the library that they can call their own with collections and special study areas. Because of the "in-between" age, young adults often fall through the cracks with respect to library service. They are too old for the Children's Library, but frequently not mature enough to utilize the services and collections of the main adult library. In this space, the needs of young adults can be met with special collections, limited privacy, and the ability for young adults to exchange ideas conversationally without disturbing other patrons or staff.

This space should be separated acoustically from the rest of the library in order to allow programming in this section. Special features of this space should include an art display wall/ceiling displays and a lounge space with spill-resistant flooring, a homework center, etc.

## SPATIAL RELATIONSHIPS

The YA Division should also be relatively close to the Circulation Services Division or the Reference Division so that staff can supervise the young people, as well as to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to Reference Services because the noise generated in the YA Division may disturb the patrons who need quiet for study or research. The Young Adult Services Area should not be located too near the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

### PROXIMITY:

Circulation Services  
Reference Services

### AWAY:

Children's Library

<b>DIVISION SPACE SUMMARY</b>		<b>Sq. Ft.</b>
Study/Tutoring Room A		164
Study/Tutoring Room B		120
Young Adult Collection & Seating		1,231
Young Adult Homework Center		350
<b>TOTAL:</b>		<b>1,865</b>

