

**Equipment:**

Seating must be provided near the magazines and newspapers. The seating is to consist of the following:

Ten lounge chairs.

Two single-seat reading tables.

**Description:**

Library shelving is a major factor in the design and budget of this building since the shelving will require the greatest amount of attention in layout and also constitutes the single most costly equipment item bid under a separate contract. Most of the shelving will be 84" high double-face shelving to accommodate the adult fiction and non-fiction, collection. A-V materials, large print and young adult items will be interspersed on shelving/display racks appropriate to these items. Collection capacity is 38,000. On shelf capacity of this collection is 30,400 volumes, 20% in circulation.

**Function:**

1. House the main adult collection of the library.
2. Provide browsing/display area for users.
3. Provide convenient access to shelving and materials by users and staff.
4. Incorporated with public seating to provide quiet and semi-quiet areas for reading and study.

**Relationships with other building areas:**

1. Circulation Desk and Information Service Desk
2. General User Seating

**ADULT OPEN SHELF COLLECTIONS**

Fiction Collection Area - 13,840 on-shelf volumes (24/shelf) [17,300 total]

Space must be provided in the fiction collection area for 48 - 84" H double-face sections. Each section is to contain 12 shelves - total 576 - 9" shelves.

Non-fiction Collection Area - 18,880 on-shelf volumes (24/shelf) [23,600 total]

Space must be provided in the non-fiction collection area for 66 - 84" H high double-face sections. Each section is to contain 12 shelves - total 792 - 9" shelves.

Video Cassettes - 2,400 on-shelf items [3,000 total]

100 - 9" divider shelves - 10 double-face sections 66" H.

Use "bookstore display" library shelving with extended lower shelves.

Audio Cassettes - 2,400 on-shelf items [3,000 total]

100 - 9" divider shelves - 10 double-face sections 66" H.

Use "bookstore display" library shelving with extended lower shelves.

Compact Discs - 1,000 on-shelf items [1,200 total]

40 - 9" divider shelves - 4 double-face sections, 66" H.

Use "bookstore display" library shelving with extended lower shelves.

Large Print Collection Area - 2,720 on-shelf items [3,400 total]  
(included in adult fiction/non-fiction)

120 - 9" shelves - 12 double-face sections, 66" H.

**Equipment:**

1. 8 step stools
2. 5 wastebaskets

**Shelving/Files/Storage Required:** See Public Requirements section.

**Design Requirements:**

1. In the preparation of specifications, Burroughs, Aetna and Library Bureau shelving should be used as the minimum standard acceptable.
2. To avoid inconvenience and confusion to users, the ranges should flow in a logical location pattern to enable systematic shelving of the collection and a logical numerical and alphabetical sequence of the material.
3. Grouping of ranges should allow for seating of either a formal or informal nature between blocks of ranges to allow a reader easy access to a chair or table and also to relieve the visual effect of too many shelving ranges together.
4. The shelving or stack areas should be broken with seating of various types so people may find it convenient to use books without carrying them a long distance for either study or leisure use. This also facilitates staff supervision.

5. The minimum aisle space between ranges is to be 36" clear for ranges on center. A 42" to 48" aisle is far more desirable.
6. Shelving ranges should be at least 15' in length and no more than 21' (nominal).
7. Double-face, free standing shelving is preferred over single-face wall mounted shelving in all public areas. The latter type may be used in work and office areas. Wall shelving may be necessary or desirable in certain areas of the building.
8. Double-face, free standing shelving can be used to achieve separation of service areas and still provide control of the room around the central service desk.
9. Some book store or face-forward type shelving may be used in the adult and children's areas and may affect the total numbers of conventional shelving eventually used. This issue should be explored further at time of design development.

SEE: Section on General Building Design Requirements - Shelving for information on shelving capacity and layout.

9.0 POPULAR BROWSING/PAPERBACK  
COLLECTION

750 Square Feet

9.1 PUBLIC COLLECTION SHELVING

590 Square Feet

**Description:**

This area features new or highlighted books on display (1,000 volumes) and a browsing paperback collection of 6,000 volumes - 30% in circulation.

**Function:**

1. Shelving/display of collections

**Relationships with other building areas:**

1. Circulation Desk
2. Entrance

**Equipment:**

**Shelving/Files/Storage Required:**

1. New books - 1,000 volumes - with 30% in circulation, 700 on-shelf volumes
2. Paperbacks - 6,000 volumes - with 30% in circulation, 4,200 on-shelf volumes.

Require 200 - 3' shelves, 20 double-face sections, 66" H, 10 - 9" shelves per section.

Face-out display and carousel shelving should be used here.

**Design Requirements:**

1. Use of face out/bookstore display units will affect shelving capacities and square feet.

## 9.2 USER SEATING

160 Square Feet

**Public Requirements:**      Occupancy - 4

4 lounge/casual seats

Consider adding some low benches in front of shelving units.

10.0 YOUNG ADULT COLLECTION AREA

340 Square Feet

10.1 PUBLIC COLLECTION

180 Square Feet

10.2 USER SEATING

160 Square Feet

**Description:**

This area will be designed for the needs of the young adult. The materials will be attractively displayed and a number of lounge type, attractive reading chairs will be available.

**Function:**

1. Shelving of young adult non-fiction and fiction collection with double spinner racks for paperback collection.
2. Comfortable seating and table for young adults.
3. Tack board for young adult events - library, community, nationwide and worldwide.
4. Display area for young adult materials.

**Relationships with other building areas:**

1. Children's area (12.0) - encourage patrons to flow back and forth.
2. Information Service Desk area.

**Public Requirements:**      Occupancy - 4

4 lounge chairs

**Shelving/Files/Storage Required:**

4,000 hardcover volumes (24/shelf)      3,200 on shelf volumes

2,000 paperbacks (30/shelf)      1,600 on shelf volumes

Projected: Bookstore type shelving with more display type shelving - 4,800 volumes on 126 - 9" shelves, 9 - 84" H double-face sections - 14 shelves per section. 2 spinner racks.

**Design Requirements:**

Lighting level - medium

Acoustic level - normal to noisy

1. This area should be located away from the children's section in an area of the adult collection.
2. Reading area for lounging, reading or conversation.



## 11.0 PUBLIC SEATING - ADULT

1,670 Square Feet

### **Description:**

This space will be combined with the open collection shelving area to provide seating space for 52 users throughout the adult nonfiction and fiction areas. A variety of seating types will be used. The exact mix of seating will be established during design development.

### **Function:**

1. Provide table seating for study and research.
2. Provide comfortable lounge seating for reading.
3. Provide private, quiet study areas.

### **Relationships with other building areas:**

1. Open Collection Shelving
2. Circulation and Information Service Desks

### **Public Requirements:      Seating for 52**

Shelving and seating should be arranged so that users will find it convenient to sit down with materials without having to search long distances for table seating or a chair.

Table seats	26 @ 30 sq. ft.	780 sq. ft.
Lounge - adult	6 @ 40 sq. ft.	240 sq. ft.
One-person typing rooms	2 @ 50 sq. ft.	100 sq. ft.
Two-person tutoring rooms	3 @ 50 sq. ft.	150 sq. ft.
Quiet study area	12 @ 33 sq. ft.	400 sq. ft.

### **Staff Requirements:      None**

### **Equipment:      None**

### **Shelving/Files/Storage Required:**

See Open Collection Shelving section

### **Design Requirements:**

1. Seating layout must be integrated with the open collection shelving
2. Table seating should not be arranged so as to create a "study hall" atmosphere.

3. There must be convenient access to both lounge and table seating in all parts of the public area.
4. The area should project an atmosphere of informality and comfort. It should have good visibility from the circulation and information desks and have few isolated pockets.
5. Lighting must be adequate to allow persons to easily see lower shelf items. Height of shelving and arrangement must not be dependent on the lighting layout.
6. Tutoring and quiet study rooms require glass in doors and walls for staff supervision. Tutoring rooms require adjustable blinds to insure the privacy and confidentiality required by the literacy program.

## **12.0 CHILDREN'S SERVICES**

**2,950 Square Feet**

### **Description:**

The children's area must contain easy-to-read, picture and juvenile, fiction and non-fiction book and magazine collections, a Public Access Catalog area and seating and tables for both young children and juveniles. It must also contain a service desk.

The entrance to the children's area should be located as close to the main library entrance as is practical.

The children's area will occupy approximately 2,950 square feet of floor area, including 250 square feet for story telling and related activities. A cable television connector is to be located near the activities area.

This area provides collections, services, and activities for children, their parents, and others needing children's materials, including some audio-visual items. Noise level in this area will be higher than in other parts of the library.

### **Function:**

1. Provision of children's services and collections.
2. Provision of children's programs and activities.

### **Relationships with other building areas:**

1. Multilingual area
2. Audio-visual listening and viewing stations
3. Exit/Lobby

### **Equipment:**

1. Tackable surface on one prominent wall, 15' minimum
2. Clock

### **Shelving/Files/Storage Required:**

See following related spaces.

### **Design Requirements:**

1. Children's areas must be designed so that children easily identify it as their part of the library. The furniture, equipment, colors, graphics and materials must be selected with both appeal and durability in mind.

2. Adults should find these areas accessible and easy to use.
3. This area should not be completely physically separated, but should connect or flow into other public space in the building so as to provide for flexibility of future arrangement both within and outside of this area. Definition of the space should be provided by adjacent walls and the use of shelving. Use of an alcove for the smallest users and their materials works well. The scale of this space should be sensitive to the size of its users.
4. Supervision and service will be provided from the Children's Service Desk. Good signage is particularly desirable here.
5. Acoustic control and ease of maintenance are primary concerns.

## 12.1 COLLECTION/SHELVING

1,650 Square Feet

### **Description:**

This space will display and store a variety of children's materials, requiring differing styles of shelving and storage. On shelf capacity is 23,000 volumes (total of 30,000 items) - 25% in circulation.

### **Relationships with other building areas:**

1. Public Seating (Children's)
2. Children's Service Desk

### **Public Requirements:**

All shelving sizes and types should be selected with children's needs in mind.

### **Shelving/Files/Storage Required:**

Picture Easy Book Collection - 3,750 on-shelf volumes (40/shelf) [5,000 total]

Space must be provided for 96 divider - 10" shelves, and 16 - 45" high double-face sections. Each section is to have six shelves.

Children's Fiction/Non-Fiction - 17,750 on-shelf volumes (30/shelf) [23,000 total]

Space must be provided for 600 - 9" shelves and 60 - 66" high double-face sections. Each section is to have ten shelves.

Paperbacks - 1,500 on-shelf volumes [2,000 total] in 13 carousel display racks - 36" in diameter.

Magazines - 50 titles

12 shelves - 45" high hinged-shelf magazine display and storage sections must be provided for children's magazines. 4 single-face, wall-mounted sections of shelving.

Reference - 1,500 on-shelf volumes (20/shelf)

Space must be provided for 78 - 10" divider shelves and 13 - 45" high double-face sections. Each section is to have 10 shelves.

Audio Cassettes                      750 on-shelf                      [1,000 total]

25 - 9" divider shelves - 5 single-face sections, with 5 shelves each.

Games	75	[125 total]	Staff to determine display.
Puppets	36	[50 total]	Staff to determine display.

## 12.2 PUBLIC SEATING - CHILDREN

900 Square Feet

### **Description:**

This space will provide seating in the children's area.

**Public Requirements:**                      Occupancy - 44

One - four-place table	- 1 @ 100 sq. ft.
Nine - one-place tables	- 9 @ 30 sq. ft.
Two - four-place tables	- 2 @ 120 sq. ft.
One Lounge seat - adult	- 1 @ 40 sq. ft.
Story Hour/Casual Seating Area	- 22 @ 10 sq. ft.
(22 seats) plus performance area	

### **Design Requirements:**

1. Provide for adequate conduit for future electrical and computer needs.
2. It is anticipated and desirable that older students will make extensive use of the seating and collection in the other portions of the library.
3. All seats need to be in view of service desk.
4. Storage area is needed near the story hour/activity area.

## STORY HOUR/ACTIVITY AREA

250 Square Feet

### **Description:**

This space provides an activity and program area for children. The meeting room will be used for programs attracting large groups of children.

**Public Requirements:**                      Occupancy - 20 +

### **Staff Requirements:**

Provide cabinet storage for supplies, materials and equipment.

### **Equipment:**

<u>Equipment</u>	16 mm film projector
	Filmstrip projector
	Videotape recorder/player
	Videotape monitor
	Projection screen

<u>Seating</u>	20 children's stack chairs or floor pads
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### **Design Requirements:**

1. Area should be carpeted and allow for flexibility of seating and use. Arts and crafts activity could require floor clean-up too.
2. This area requires controlled lighting for showing of films.
3. Provide storage for chairs.
4. Area should be able to be open to children's general seating area for other uses.
5. Dimmer controls are needed for general lighting.
6. Acoustic controls are needed.

### 12.3 PUBLIC ACCESS CATALOGS (PAC) - 4 of 12

150 Square Feet

Four PAC stations must be provided. At least two are to be mounted on 29" high tables or other suitable surfaces. A chair and space for patrons to take written notes are to be provided for each PAC station.

#### **Relationships with other building areas:**

1. Children's Service Desk
2. Children's Collections

**Public Requirements:**                      Occupancy - 4

#### **Equipment:**

1. Four public access computerized terminals

#### **Design Requirements:**

1. Tables or countertop must provide room for writing.
2. Area should be of a design that minimizes the amount of wire and cable exposed to view.
3. Two stations must be for sit-down use.

### 12.4 CHILDREN'S SERVICE DESK

150 Square Feet

#### **Description:**

This will be the primary point of information and reading guidance to children and those parents who wish to assist their children.

#### **Function:**

1. Service assistance to children and others.

#### **Relationships with other building areas:**

1. Children's Collection

**Public Requirements:**                      Occupancy - 1 - 3

Two service points at public desk/bi-level counter; one at children's seating height.

**Staff Requirements:**                      Occupancy - 1 - 2

One work station at service desk.

**Equipment:**

1. Service desk/bi-level counter, with telephone and materials catalog terminal
2. Chair for desk
3. Work table or counter behind service desk

**Design Requirements:**

1. Good view of children's area from desk is required and service desk should be near entrance to area.
2. Service desk/bi-level counter should be modular and accommodate assisting children at their seating height.

**Shelving/Files/Storage Required:**

1. One - 4 drawer file cabinet
2. Two sections of single-face shelving 90" H, 11" D deep, seven shelves (behind service desk)
3. Two lockable storage cabinets

**12.5 STORAGE**

100 Square Feet

**Description:**

This area will serve as storage for children's equipment and miscellaneous supplies.

**Function:**

1. Storing of children's equipment and miscellaneous supplies.

**Relationships with other building areas:**

1. Children's Service Desk

**Shelving/Files/Storage Required:**

Staff to provide detail.



### 13.0 MEETING ROOM AREA

1,550 Square Feet

#### **Description:**

The meeting room area provides a vital resource to local community groups and organizations where alternative public meeting room space is severely limited. Library programs and events, often co-sponsored with local community groups, will be held in this area.

### 13.1 MULTIPURPOSE ROOM

1,250 Square Feet

#### **Description:**

This room will be used by the library and the public for meetings, speakers, films, programs, ethnic cultural events and special activities. Opening day receptions for art exhibits in the Gallery may spill over into this room. This will seat 100 adults comfortably in auditorium style, 40 in classroom arrangement with tables.

#### **Function:**

1. Library sponsored public programs for adults and children.
2. Public meetings or programs conducted by local organizations.

#### **Relationships with other building areas:**

1. Public Entrance
2. Public Restrooms
3. Lobby
4. Gallery

**Public Requirements:**                      Occupancy - 100

#### **Equipment:**

1. 110 stacking chairs - 10 extra
2. Ten 30 x 60 folding utility tables
3. One lectern with light and microphone holder
4. One portable voice-amplification system
5. One ceiling mounted projection screen, retractable
6. One clock
7. One portable hi-fi music system
8. One wall-mounted conference room board

### **Shelving/Files/Storage Required:**

1. Coat rack located at the rear/side of each area.  
- Package shelf with hooks.
2. Lockable storage - SEE 13.3

### **Design Requirements:**

1. Since the meeting room may be used when the library is closed, access should be provided to the room which does not require persons to move through the general library. Direct access to the library's public rest rooms is also desirable. Circulation Desk staff will supervise access to the room.
2. It is also desirable to situate the meeting room so that large groups of children can move from the children's area into the meeting room for special events.
3. Conduit or cable duct will be provided to bring cable, telecommunications, computer connections to this area. Floor outlets, flush capped, should be located in speakers area and projection location.
4. The floor must not slope and consideration must be given to providing a slightly higher ceiling height so that films can be projected over the heads of the audience.
5. The room must not be of irregular shape which would require an unusual or difficult or inefficient seating arrangement.
6. Acoustical treatment in this room is important to keep programs and meetings from disturbing general activities in the library. Appropriate door hardware must be used to prevent the noise of door closing from disrupting meeting room activities.
7. If there are windows, adequate light screening must be provided to permit daytime film viewing.
8. Entrances must be to the rear of the rooms to avoid disruption of programs by latecomers.
9. Provide for adequate ventilation for large groups.
10. Since small groups may wish to meet simultaneously, this room should be dividable into two separate rooms by an acoustically baffled folding accordion wall.

### 13.2 FOOD SERVICE AREA

150 Square Feet

#### **Description:**

This is a food preparation area for meetings, programs, art receptions, ethnic cultural events and special activities.

#### **Relationships with other building areas:**

1. Meeting room
2. Gallery

#### **Public Requirements:**

1. Double sink with 6' - 8' long countertop with backsplash and lockable cabinets under and over counter.
2. Microwave
3. Stove
4. Refrigerator

#### **Design Requirements:**

1. Good ventilation is required.
2. Area must be screened from meeting area.
3. Good in and out circulation of users is important.

### 13.3 STORAGE

150 Square Feet

#### **Description:**

This is a lockable room to be used primarily for the Multipurpose Room for storage of A-V and other equipment, sound systems, chairs, folding tables and lectern.

#### **Design Requirements:**

1. This space should open directly into the meeting room.
2. Excess secure storage is also to be provided for undefined future items.

## 14.0 - 18.0 NON-PUBLIC AREAS

### 14.0 STAFF WORKROOM/OFFICES

2,150 Square Feet

#### 14.1 OPEN OFFICE/WORK STATIONS

1,500 Square Feet

#### **Description:**

This non-public area provides work and processing space for library staff. A variety of work spaces and functions occur here to maintain the congenial relationships which connote the San Benito County Free Library staff. A majority of employees will have behind the scenes work stations from which to perform technical work when they are not engaged in "on-the-floor" public service activities. Open landscape architecture using movable panels are employed here to facilitate both privacy and staff interaction when appropriate.

#### **Function:**

1. Work space
2. Storage

#### **Relationships with other building areas:**

1. Administration Office Area
2. Collection shelving
3. Storage room
4. Delivery/loading dock
5. Magazines/Newspapers

**Staff Requirements:**      Occupancy - 0 - 13

<u>Type/Activity</u>	<u>Work Stations</u>
Cataloging	1
Processing	1
ILL	1
Literacy	1
Extension Services	1
Circulation	2
Children Services	2
Information/Reference	2

## Equipment:

### Work Station 1. Cataloging:

- Double pedestal desk (existing unit to be re-used)
- Secretarial posture chair
- Wastebasket
- Telephone
- CD-ROM microcomputer based cataloging work station with printers (existing units to be re-used)
- 2 - 60 drawer shelf list card file cabinets
- 2 - 35 drawer shelf list card file (existing units to be re-used)
- Electronic typewriter
- Typing stand (existing unit to be re-used)

### Work Station 2. Processing:

- Sink and work counter with built-in storage drawers
- Double pedestal desk (existing unit to be re-used)
- Secretarial posture chair (2)
- Wastebasket (2)
- Electronic typewriter (2)
- Typing stand (2)
- Work tables 3' x 10' (existing unit to be re-used)

### Work Station 3. Inter-Library Loan

- Double pedestal desk (existing unit will be re-used)
- Secretarial posture chair
- Wastebasket
- Telephone
- Microcomputer work station with modem and printer (existing unit to be re-used)
- 2 drawer file cabinet

### Work Station 4. Literacy

- Double pedestal desk (existing unit will be re-used)
- Executive arm chair
- Visitor's arm chair
- Wastebasket
- 4 drawer file cabinet (existing unit will be re-used)
- Telephone
- Microcomputer work station with printer

Work Station 5.      Extension Services

- Double pedestal desk (existing unit to be re-used)
- Single pedestal desk (existing unit to be re-used)
- Secretarial posture chair (2)
- Wastebasket (2)
- Telephone
- Typing stand (existing unit will be re-used)
- Electronic typewriter (existing unit will be re-used)
- Microcomputer work station with printer
- 4 drawer file cabinet
- Work table 3' x 10' (existing unit will be re-used)

Work Station 6.      Circulation

- Double pedestal desk (2) (existing units will be re-used)
- Secretarial posture chair (2)
- Wastebasket (2)
- 3 drawer file cabinet (existing unit will be re-used)
- Telephone
- Microcomputer work station with printer
- Electronic typewriter
- Typing stand (existing unit will be re-used)

Work Station 7.      Children Services

- Double pedestal desk (2) (existing units will be re-used)
- Secretarial posture chair (2)
- Wastebaskets (2)
- 4 drawer file cabinet (2)
- Telephone
- Microcomputer work station with printer
- Visitor's arm chair

Work Station 8.      Information/Reference

- Double pedestal desk (2) (existing units will be re-used)
- Telephone
- Wastebasket (2)
- 2 drawer file cabinet
- 3 drawer file cabinet (existing unit will be re-used)
- Microcomputer work station with printer
- Work table 3' x 5' (existing unit will be re-used)
- Secretarial posture chair (2)

#### **Shelving/Files/Storage Required:**

1. 5 double door storage cabinets
2. 6 - 3" shelves, 9" D - at each station
3. In process shelving needed for 3,000 items - see 13.2

#### **Design Requirements:**

1. The entrance to the workroom will be directly accessible from the administration office area and magazines/newspapers.
2. Acoustical planning is necessary as this will be a moderately high activity area.
3. Layout should be able to be changed easily.
4. Work stations and shelving should be designed to provide for near and proper handling and temporary storage of materials moving through this area on book trucks. Allow span for storage of 6 book trucks.
5. Electrical, phone and/or computer outlets are required at 7 desk stations. Actual number and locations to be determined during design development.
6. Natural light and view would be desirable.
7. Double switch light fixtures so light level can be reduced when staff members are using computers, reducing lighting by 50%.

#### 14.2 COLLECTION SHELVING

400 Square Feet

#### **Shelving/Files/Storage Required:**

Eighteen sections of double-sided, free standing or 36 sections of single-face 84" high wall shelving. 10" deep shelving, seven shelves to a section. CAPACITY: 6,000 on-shelf volumes.

Two cabinets for covered storage.

#### **Shelving/Files/Storage Required:**

1. 5 double door storage cabinets
2. 6 - 3" shelves, 9" D - at each station
3. In process shelving needed for 3,000 items - see 13.2

#### **Design Requirements:**

1. The entrance to the workroom will be directly accessible from the administration office area and magazines/newspapers.
2. Acoustical planning is necessary as this will be a moderately high activity area.
3. Layout should be able to be changed easily.
4. Work stations and shelving should be designed to provide for near and proper handling and temporary storage of materials moving through this area on book trucks. Allow span for storage of 6 book trucks.
5. Electrical, phone and/or computer outlets are required at 7 desk stations. Actual number and locations to be determined during design development.
6. Natural light and view would be desirable.
7. Double switch light fixtures so light level can be reduced when staff members are using computers, reducing lighting by 50%.

#### **14.2 COLLECTION SHELVING**

400 Square Feet

#### **Shelving/Files/Storage Required:**

Eighteen sections of double-sided, free standing or 36 sections of single-face 84" high wall shelving. 10" deep shelving, seven shelves to a section. CAPACITY: 6,000 on-shelf volumes.

Two cabinets for covered storage.



### **Design Requirements:**

1. Layout of space may require part or all of the shelving to be made free standing to provide better access or desirable separation of work areas.
2. Location of the work stations will determine in part the shelving locations - discuss with staff and consultant.
3. Work stations could expand into this area in the future.
4. Possible future use of compact shelving would require a floor load of 250 lbs. per square foot.
5. Access to delivery/loading area is necessary.

### **14.3 STORAGE ROOM**

250 Square Feet

#### **Description:**

This area will serve as storage for library equipment and miscellaneous supplies.

#### **Function:**

1. Storing of library equipment and miscellaneous supplies.

#### **Relationships with other building areas:**

1. Staff Work Areas
2. Delivery/Loading Area

#### **Shelving/Files/Storage Required:**

1. 60 lineal feet of 90" high, 24" deep, adjustable warehouse type wall shelving.

15.0 ADMINISTRATION OFFICE AREA

950 Square Feet

15.1 RECEPTION/SECRETARIAL AREA

250 Square Feet

**Description:**

This is a work/reception area for administrative offices.

**Function:**

1. Work space
2. Visitor seating
3. Storage

**Relationships with other building areas:**

1. Business entrance
2. County librarian's and assistant director's offices

15.11 COMPUTER WORK STATION

150 Square Feet

Desk work station for administrative secretary.

**Staff Requirements:**          Occupancy - 1

**Equipment:**

1. Photocopier
2. Telephone
3. Four chairs for visitors
4. Microcomputer with printer
5. Adding machine
6. Postage meter/scale

**Shelving/Files/Storage Required:**

15.12 FILES/COPIER

100 Square Feet

1. Four - 4-drawer file cabinets
2. One copier
3. Counter for mail preparation/sorting with cabinets above and below

## 15.2 COUNTY LIBRARIAN'S OFFICE

250 Square Feet

### **Description:**

Office of the head librarian.

### **Function:**

1. Meet with staff, public, others
2. Plan, evaluate, direct
3. Quiet work area

**Staff Requirements:**          Occupancy - 1

Work desk station  
Computer station at credenza

### **Equipment:**

1. Double pedestal desk and executive arm chair
2. Credenza
3. Telephone
4. Personal computer
5. Small conference table with three chairs
6. Tack board on one wall
7. 3 upholstered lounge arm chairs and end table

### **Shelving/Files/Storage Required:**

1. 12 - 3' shelves, 9" D - 1 single-face section, 90" high
2. Two 4-drawer file cabinets

### **Design Requirements:**

1. Glass viewing access to the public service area.
2. Office should be capable of sound and sight privacy, when needed.

## 15.3 ASSISTANT DIRECTOR'S OFFICE

150 Square Feet

### **Description:**

This space will be occupied by the assistant director.

**Function:**

1. Administration activities
2. Location for small meetings and communications

**Relationships with other building areas:**

1. Public Service Areas

**Staff Requirements:**                      Occupancy - 1

**Equipment:**

1. 1 - double pedestal desk and executive arm chair
2. 2 - side chairs, pull up, castors or sled based
3. Telephone
4. Tack board on one wall
5. Personal computer

**Shelving/Files/Storage Required:**

1. 2 - four-drawer legal file cabinets (or lateral files or credenza)
2. 7 - 3' shelves, 9" D - 1 single-face section, 90" H

**Design Requirements:**

1. Must have convenient access and view to public areas.
2. Office should be capable of sound and sight privacy, when needed.

**15.4 CONFERENCE ROOM**

300 Square Feet

**Description:**

This is a small group meeting area for library use.

**Relationships with other building areas:**

1. Public Entrance
2. Public Restrooms
3. Circulation Desk

**Public Requirements:**                      Occupancy - 12

**Equipment:**

1. Write-on board, 4' x 6'
2. Display space on one wall
3. Slide projector
4. Overhead projector

**Design Requirements:**

1. Lighting should be adjustable
2. One wall should be designed for tack surface/projection.

## 16.0 STAFF FACILITIES

300 Square Feet

### **Description:**

#### Staff Room

The meal break area is the room in which library personnel can eat their meals and relax while on break. It is to be equipped with limited kitchen and vending facilities, tables, chairs, a telephone for use by library personnel, and a first-aid couch with screen. The telephone is to be connected to the library exchange but no toll calls from it are to be allowed; it is to be located and acoustically isolated so that it can be used for private conversations.

Restrooms are to be adjacent to the staff room. This area should be located conveniently to the staff entrance and staff work areas.

### **Function:**

1. Rest and eating area for staff
2. Toilet and storage facilities for staff
3. Area for emergency and illness situations
4. Preparation of meals

### **Relationships with other building areas:**

1. Staff Entrance
2. Staff Work Areas

**Public Requirements:**       None

### **Design Requirements:**

1. Proper acoustical treatment is necessary as this will not be a quiet area.

## 16.1 CLOSET/LOCKERS

Unassigned

### **Description:**

The lockers and the closet for staff located adjacent to staff workroom or break room.

### **Function:**

1. Provide coat and personal storage facilities for staff.

**Relationships with other building areas:**

1. Staff Workroom
2. Staff Meal/Break Area

**Staff Requirements:** 0

**Equipment:**

1. Near lockers; large staff bulletin board.

**Shelving/Files/Storage Required:**

1. 20 wall coat lockers.
2. Closet, minimum of 6' with hanger bar and package shelf.

**Design Requirements:**

1. Generally, the above activities are best located in a staff corridor.

**16.2 MEAL/BREAK AREA**

300 Square Feet

**Relationships with other building areas:**

1. Staff Work Areas
2. Staff Restroom

**Staff Requirements:**

Meal/break area      Occupancy - 8

**Equipment:**

1. Microwave oven
2. Refrigerator/freezer (10 - 12 cu. ft.) with icemaker
3. Double sink with disposal
4. Trash container
5. 2 - 42" L x 42" W x 29" H tables, each seating four
6. 2 - 24" L x 24" W x 16" H side tables
7. 2 table lamps
8. 2 lounge chairs (single)
9. Wall-mounted bulletin board
10. Utility waste basket
11. Telephone

**Shelving/Files/Storage Required:**

1. Countertop with backsplash and cabinets under and over required for meal/break area.

**Design Requirements:**

1. Adequate ventilation, including exhaust fan, is required for meal/break area.
2. Carpet floor covering for this area.

**16.3 RESTROOMS**

Unassigned

**Description:**

Restroom facilities for staff.

**Relationships with other building areas:**

1. Workroom/offices
2. Administrative offices

**Equipment:** By code

**Shelving/Files/Storage Required:**

1. Package shelf
2. Coat hook



## 17.0 DELIVERY/LOADING DOCK

300 Square Feet

### **Description:**

A service entrance for use by staff, maintenance and delivery personnel must be provided.

This service entrance is to be located as close as is practical to the staff workroom, and the mechanical and electrical rooms. The entrance is to be equipped with a door bell which is to be audible in the staff workroom and staff break area.

This will be a secure lockage room convenient to staff work areas used for the receipt and sending of mail and deliveries. Staff may enter here when library is closed to the public. Janitor will use this area extensively.

### **Function:**

1. Receiving mail and deliveries
2. Staff entry
3. Maintenance activity

### **Relationships with other building areas:**

1. Workroom/offices
2. Mechanical/electrical area

### **Design Requirements:**

1. Provide for access through wide door equipped with a security window.
2. Entrance is to be protected from precipitation and wind by a canopy.
3. Install door bell which is audible in staff workroom and staff break room.
4. Access to bookmobile parking area is required.

## 17.1 DOCK

Unassigned

### **Description:**

This area provides a loading/unloading platform for bookmobile and general shipping and receiving.

**Relationships with other building areas:**

1. Delivery/receiving room

**Public Requirements:**

1. Area is to be outside main structure but covered.

**17.2 BOOKMOBILE PORT**

Unassigned

**Description:**

This facility provides overnight parking and daily loading space for the bookmobile.

**Function:**

1. Storage of vehicle

**Relationships with other building areas:**

1. Dock

**Design Requirements:**

1. Electrical outlets are required in the port and lighting for night time work.
2. This is outside the main structure but covered.

**17.3 DELIVERY/RECEIVING ROOM/STORAGE ROOM**

300 Square Feet

**Description:**

General storage room for books, supplies, seasonal decorations and delivered items awaiting disposition.

**Relationships with other building areas:**

1. Dock
2. Bookmobile port

**Shelving/Files/Storage Required:**

1. Warehouse shelving
2. Standard book shelving, 12" D - 3 single-face sections, 90" H.

## 18.0 CUSTODIAL AREAS

200 Square Feet

### **Description:**

This is a combination of work space and storage areas for the custodian, situated preferably near the mechanical room and delivery entrance. The space will provide for the storage of internal cleaning and consumable supplies and mop and vacuuming and yard care equipment.

### **Function:**

1. Storage and work space for custodian.

### **Relationships with other building areas:**

1. Mechanical room
2. Delivery/loading dock
3. Public service area
4. Staff workroom/offices

## 18.1 WORK AREA/SUPPLIES

150 Square Feet

### **Description:**

The custodian will perform minor equipment repairs here and store supplies and equipment needed to maintain the building

**Staff Requirements:**            Occupancy - 1

### **Equipment:**

1. 1 - work bench, 6' x 30", 38" high
2. Floor sink

### **Shelving/Files/Storage Required:**

1. 4 - sections storage shelving, 3" W x 90" H, adjustable 20" deep shelves
2. 2 - storage cabinets

**Design Requirements:**

1. Entrance should be provided from corridor to avoid disturbance of public or staff.
2. Custodial closet near meeting room/public entry is desirable.

**18.2 YARD ROOM**

50 Square Feet

**Description:**

This space provides storage for yard equipment, including fuel.

**Design Requirements:**

1. Provide access directly from the outside near staff entrance.
2. Must meet fire code for inflammable storage.

**NON-ASSIGNED AREA**

5.730 Square Feet

**Description:**

This area equals 20% of the programmed spaces and provides the necessary building area for mechanical, structural requirements, restrooms and general in-building circulation of public and staff.

## **GENERAL BUILDING DESIGN REQUIREMENTS**

## BASIC DESIGN CRITERIA

There are a number of basic elements, which a well-conceived and functional library, should include. Design alternatives should be measured by these general requirements.

1. Highly visible, accessible location. To be well used, the library facility must be located near the center of its population, to be frequented by the greatest number of citizens. Since most users of the library will come by private vehicle, location on major traffic routes and accessibility from major thoroughfares is important. Access to the library requires adequate immediately available on-site or adjacent public parking. The relationship of the on-site parking to the public entry of the building is important.
2. Open flexible floor plan. To facilitate the arrangement of the library's activities and allow for any potential future rearrangements, the building should be free of interior load bearing walls and closely spaced columns. The simplest and most functional design shape for a library is in the form of a rectangle(s), desirable with standard modules or clear spans of at least 30 feet in length. The interior elements of the library will not remain fixed, but will be adjusted as services change. Elements within the building requiring partitioning should be grouped together.
3. Library to be single floor at grade. It must be possible to enter at ground level through a single public entrance which is highly visible and well situated to the general area activity with convenient access to parking.
4. Adequate floor space. Adequate space must be provided for the materials collection, adequate table and leisure seating and sufficient area for the staff to perform its public service function as well as behind the scenes responsibilities. Because of the growth in use of audio-visual and computer materials in the public library there will be space provided to accommodate the accumulation of library materials in these formats and related equipment. It is also desirable to have exhibit and display space for library use as well as for traveling shows. The building should allow for a reasonable rate of internal expansion, particularly in the collection shelving area so that the growing accumulation of library materials will not force an arbitrary reduction of public reading areas or staff work areas.
5. Logical relationship of functional areas. The building should be planned and arranged so that the functional areas of activities are properly related to one another for most intelligent use of the building by the library staff. While the aesthetics of the building are important, the actual function of the building must be kept uppermost in mind at all times; where the function and aesthetics are in conflict, the function must take precedence so an architectural detail does not become a point around which use or service in a specific area of the building must revolve for the life of the building.

6. Appealing building environment. In both its interior and exterior appearance, the library must project an inviting and attractive atmosphere for the staff working there and the public visiting. It should be well lighted and properly cooled and heated during changes of the seasons. The furnishings must be comfortable and attractive in appearance. Materials of which the building is constructed and finished should be attractive, durable, and easy to maintain.
7. Potential for future building expansion. The architect should identify future on-site expansion area of at least 30%. This space would be added to the general public services area and associated staff service areas.

### **Access for the Disabled**

This library must meet all local and state code requirements regarding access by the disabled. The requirement of the federal Americans with Disabilities Act - Public Law, 101-336 must also be met.

### **Flow Patterns - People and Materials**

The intent of this section is to identify the building areas which people, traffic and the movements of materials will come to and originate from.

#### People Circulation

Lobby/Information/Circulation - All persons using Information/Reference Services and the materials collection will pass through these areas. This will be the heaviest user circulation area.

Browsing/A-V Areas - New materials, non-print and paperbacks

Children's Area

Information Area

General Adult Collection/Seating Area

Meeting Room - Sporadic outside user circulation



### Materials Collection

Circulation Counter Area - The greatest out and in circulation of library materials by users will take place at this point.

Staff Workroom - All materials being added to the library collection will be delivered via the delivery entrance to these areas and then on to the appropriate materials shelving in the library.

Staff/Delivery Entrance - Access to staff workroom needed.

### **Ceiling Height**

The major areas of the building should have ceiling heights which permit complete use and rearrangement of 84" high library shelving. The minimum height should be kept above 8'6" - 9'0". The extension of light fixtures, signs, etc. into the clear area above shelving should be evaluated in all proposed designs.

### **Floor Load**

Normal 84" high library shelving requires a floor live load specification of 150 lbs. per square foot.

To handle the considerable present and future collections of the library, 100% of the building will need a floor load capacity of 150 lbs. per square foot.

### **Bay Sizes**

Libraries to be organized efficiently and to permit inevitable rearrangements are designed with column placement and the resulting bay size as an important consideration. Dimensions should be based on the 36" long library shelf, allowing several additional inches per range for uprights and end panels. A double-face section of 10" deep shelves is approximately 22" deep. Aisles in public areas should be a minimum of 36" clear, preferably 44" to 48".

It is desirable if there can be in the public area, the establishment of the best bay module is an important early consideration. Bays of 25 ft. to 33 ft. represent a desirable minimum distance to consider.

## LOCAL DESIGN REQUIREMENTS

A new library, serving a broad range of users, providing a variety of print and non-print resources, and utilizing new technologies for public service and daily operations, must provide for diversity of building areas to satisfy these needs and uses. The following local design requirements were developed as a result of interviews and discussions with San Benito County Free Library and community representatives.

The design of this library must:

- Provide a single, at-grade public entrance with easy access to on-site parking.
- Present an attractive and friendly atmosphere which invites a person to enter and make use of the available services and resources. Enticing special areas, especially for children and families, should be included.
- Provide a covered patio area at main entrance.
- Create a patio or courtyard for programs and/or interior activity area for children.
- Provide open, flexible internal "growth spaces" which are easily adaptable to evolving technologies and changing service patterns.
- Give precedence to function over aesthetics in the process of creating the most effective, efficient library.
- Plan for heavy use by children and families, particularly the multilingual.
- Locate high traffic use areas (children's, new books, fiction, paperbacks, current periodicals) together and lower traffic areas (reference, research, non-fiction and study) together.
- Incorporate or move the existing trees on the site as part of the landscape plan.
- Provide drive-up access to exterior materials/book return.
- Create privacy for supervisors in the facility.
- Provide a variety of meeting room space: 2 person, conference, large groups.
- Provide a separate art display room.

- Create a defined young adult area.
- Provide more face-out/special display of materials for all ages.
- Building and foreign language area should reflect Southwestern and Hispanic culture.
- The building must provide for:
  - High quality and sufficient light throughout the library.
  - Acceptable acoustical levels with quiet areas.
  - A comprehensive interior and exterior signage system.
  - Good sight lines and interior visual control.
  - Restrooms which are accessible and visible.
  - Roof with proper pitch and drainage, uncomplicated and trouble free.

## EXTERIOR

### Parking

Immediately accessible public parking is critical to the maintenance of a high level of library use. The minimum parking dedicated to library use should be 3-5 spaces per 1,000 square feet of gross library building area. Provide for a 28,650 square foot facility:

- 110 on-site parking spaces are minimally adequate for public
- 13 additional parking spaces for staff

The library will open 6 to 7 days per week from mid-morning to mid-evening. The heaviest period of use will generally be from 3:00 p.m. to 9:00 p.m. during school year, 10:00 a.m. to 6:00 p.m. in the summer.

There must be at least six library parking spaces designated as quick turnover (30 minute limit) adjacent to the library entrance.

Dedicated library handicapped parking, 5 spaces or local code, whichever is greater, shall be provided as close as practicable to the entrance.

Secure, well-lit parking space for library staff must be provided for immediately adjacent to the staff entrance.

The layout of, entrance and exit from the parking lot should be simple and aid in the ease of access to and use of the library. Pedestrian safety must be provided for since many young children will be moving through the area. Designated walkways from all sections of parking area must be provided.

There should be no, or very limited use of, islands in the parking lot. Use heavy, easily repaired bumperguards to protect wall, columns, etc.

Any ramped roadway or inclined drives should be properly surfaced for traction of vehicles during wet weather.

Any landscaping done in the parking area should be provided with an irrigation system.

An adequate directional sign system must be included in the design of the parking area. All direction, stop and yield signs are to be included in the construction documents.

Concrete, not asphalt, curbs must be used to avoid the need for constant repair.

Functional, attractive bicycle racks for 15 bicycles designed to permit locking by owner are to be provided in the immediate area to the public entrance.

Moped and motorcycle parking is to be provided separately from bicycle parking and immediately accessible to the street without conflicting with pedestrian traffic. This requires a concrete pad; kickstands will sink into warm asphalt (minimum 3 - 4 cycles).

The delivery area must be located away from public parking so that light delivery vehicles which will move in and out of this area on a daily basis will not have to traverse public parking areas and related traffic. Provide access directly from a service drive of ample width and turning radius.

### Public Plaza

As an amenity to those using the library, an attractive, small plaza area adjacent to the entrance should be considered. Good view of building interior is required. No mirror glass at this point.

Plaza amenities could include:

Benches

Trash receptacles

Art work - mosaic, sculpture. More discussion required.

Weather protection - sun screens, wind breaks - covered portico is wanted.

### Sidewalks

Must be pitched away from the building for proper drainage but should not be used for drain run-off from roof.

Do not locate scuppers over walks, entrances, bicycle racks, etc.

### Materials/Book Return(s)

A curbside materials/book return is needed, but it must meet certain characteristics. It should be reached by car away from the main entrance and walkway; for example, it could be accessible by a separate crescent drive.

This curbside book return must be on the driver's side of the car and may not be an easy arrangement. Also, the curbside book return should be close to the building so staff can retrieve the returned materials with minimal exposure to weather. The book return structure would be about four by six feet, sized to accommodate a rolling book bin similar to Kingsleys receiving cart (Demco, 1991, p. 538, P141-6863). On the exterior side of the book return would be a projecting neck, car-window high, through which materials would be deposited.

A curbside book return separate from the building could have a fire-retardant box on wheels that could be pulled into the building.

It would be desirable to have a second book return near the entrance for pedestrians to use. It should be under a covered walkway to protect customers, staff and materials from weather. Staff prefers that it not be connected to the building.

Book returns should be compatible with building design and should be well identified.

Book returns could be built free standing, using the same material that is on the building exterior.

### Roof

The design of the roof should facilitate drainage away from entrances, walks and parking. Complicated roof designs -- many angles, surfaces, dormers, vaults, etc. -- should be avoided.

Selection of materials and design should accommodate easy, economical maintenance and replacement.

Design of building should not permit unauthorized access to the roof.

Safe staff access to all portions of the roof must be provided.

Adjacent to this roof access area, provision should be made for the mounting of radio and television antennas and a satellite receiving dish. This will require mounting pad, pole attachments and conduit into the building to viewing and receiving areas.

### Landscaping

The landscaping planning is to provide a pleasant appearance, but the plan is not to be complex and trees and shrubs designated must be of an appropriate variety and require minimum care.

No stones, gravel or other loose, hard cover materials are acceptable.

Approaches to the building must be attractive and well lit.

Low maintenance landscaping is preferred.

Mature tree height should not obscure the building as building requires good visibility from street.

Shrubs and trees should be a minimum of 15' from curb.

Use polyethylene under wood chips and provide redwood retaining curbs to contain chips.

Terrace slopes or sod to prevent washing.

Incorporate or move existing trees in area of expansion.

Hard surface (exposed aggregate concrete) under overhangs and other shady areas. Hardy, natural landscaping surrounding the building should be considered.

Provision for a flag pole is to be included with steel cable lanyards which lock.

#### Exterior Sign(s)

An attractive illuminated exterior sign(s) will be designed for the library by the architect, or under that the architect's direction, and will be constructed under the general contract. Text of the sign is to be determined.

The sign(s) should attract the attention of pedestrians and motorists alike and effectively announce the presence of the library.

Certain sign designs might serve as the symbol or logo of the library.

Sign may indicate if the library is open or closed. Hours open sign at point of entrance should be readable from the drive way drop off point.

#### Exterior Materials

All exterior materials should be of permanent or durable finish with no frequent painting, staining required. High quality masonry is most desirable.

Vandal resistant fixtures should be considered to facilitate clean-up and repair.

### Exterior Lights

Lights should enhance the building exterior and the immediate vicinity. The posts for outside lighting should be round, not square, to discourage vandalism.

The public entrance, staff and dock/service door areas should be well-lighted at night for safety and utility.

Lights should be controlled by time clock/photo electric cell to provide proper automatic switching.

Review light plan with staff and consulting librarian. The posts must be located safely away from backing or turning cars.

Light fixtures should be of a design to resist breakage by objects such as rocks, etc. Moderate cost and ease of replacement must be considered.

### Utility Outlets

Weatherproof outlets for water and for electricity must be of vandal proof design and located on all major exterior sides and in major parking lot areas to provide for maintenance and special functions. Also in bookmobile port.

### Antennas/Cables

Satellite Antenna: Provision should be made, preferably on the roof of the library, for a large satellite receiving dish 6' to 8' in diameter. Minimally, this will require a properly supported pad with screening from ground level and surrounding buildings. Provide conduit to the building video distribution system and easy roof access for service staff. Equipment will be provided through a separate contract, but design must be coordinated with installer. Additional conduit should be provided for roof mounted FM and video antennas.

A separate conduit for the cable television connection must be provided.

### Building Security

Designer should pay attention to the reduction of vandalism and provision of a high level of security for persons and property at all times.



## Refuse

Design should incorporate a sheltered, screened, secure refuse area. Locate close to staff/delivery entrance.

## INTERIOR

The organization and design of the interior spaces is critical to the efficient operation of the library and the effective delivery of public library services. It is important that the public using this facility is provided with a logical, functional layout of the materials collection and services so that they can gain easy access to all that is available. Lighting, signage and natural circulation patterns all contribute to this end. Attention to flexibility and recognition of the fact that the relocation of collection and activities within the building will be an ongoing process is of primary concern. The flexibility required must also guide planning of partitioning, electrical, lighting and communication distribution systems throughout the building.

An experienced, qualified and owner approved interior designer should be used throughout the project.

All construction must conform to local building codes and Public Law 504 regarding handicapped access. New regulations should be reviewed.

The building should be designed on the module principle. The module or bay spacing must be as large as the budget will allow and must take into consideration the standard library shelving length of three feet. Certain areas (such as the lobby, circulation, entrance area and meeting room) may require free spans in excess of regular building module selected. The bay size must recognize the requirement for 4' clear aisle widths and provide for efficient layout of shelving. Review with staff and consulting librarian.

Circular or angled (non-90 degree) partitioning may require more gross area to accommodate a functional linear interior layout and should be avoided.

No well-developed building design which does not show a complete layout of all programmed shelving, furniture and equipment will be reviewed or considered for approval.

No interior load bearing walls will be accepted. The interior walls must allow for flexibility in the future use and arrangement of the building. Where columns are necessary, an effort must be made to place them in such a way as to avoid interference with traffic, visibility or equipment and furniture arrangements.

All floors to be completely capable of supporting fully loaded free-standing 90" high book stacks. Minimum floor loading must allow for 150 pounds per square foot and 200 pounds per square foot when used for compact shelving. Local building code may require a greater capacity.

There will be no grade changes on a floor level -- no ramps, no risers, no pits.

## Entrances

There will be only one main public entrance/exit to the library service area, at ground level, and ramped for wheelchairs and the handicapped. The entrance must be visible and easily accessible from the parking lot and sidewalk. The entrance should be located to protect the doors from wind and weather; energy saving should be considered. Automatic sliding door openers are desirable and should be studied by the architect with recommendation as to reliability and maintenance costs.

A reliable traffic counter should be built in at the entrance. Electric eye or gate counters are inaccurate as they do not count every individual passing through.

A staff/delivery entrance should be provided with direct access to the workroom/offices and staff locker area. It is desirable that the door be situated away from the main public entrance to avoid confusion. It must provide the staff exiting at night a secure, well-lighted and immediate access to the staff parking area.

All emergency exits will be equipped with alarm devices and be mounted flush with exterior walls and have no exterior hardware.

An overhang with proper drainage at each entrance is desirable to keep rain and wind from the immediate doorways. A pick-up area sheltered from weather should be provided.

All doors must be wide enough to permit standard size wheelchairs.

Doors in staff workroom and storage areas should be 36" wide and be equipped with a magnetic hold device.

## Floor Load Capacity

Floor Load Capacity - The library should be designed to accommodate weight of 150 pounds per square foot. A selected area of approximately 400 square feet should be designed for 200 pounds per square foot to accommodate possible future addition of compact shelf storage units. Discuss with library staff and the consulting librarian.

## Column Spacing

The column spacing in library areas must be such that shelving ranges can be installed parallel to either the major or minor building axis. The desirable minimum is 20 feet on center spacing.

The building should be designed on the module principle. The module or bay spacing must be as large as the budget will allow and must take into consideration the standard library shelving length of three feet. Certain areas (such as the lobby, circulation, entrance area and meeting room) may require free spans in excess of regular building module selected. The bay size must recognize the requirement for adequate aisle widths and provide for efficient layout of shelving.

### Accessibility to Handicapped People

In general, the library building and site must be made accessible to handicapped patrons by conforming to the requirements of ANSI A117.1-1986, Providing Accessibility and Useability for Physically Handicapped People, and the CAC, Title 24. See also "Proposed Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities," Federal Register, January 22, 1991. Additional special requirements are discussed below.

Minimum clear spaces of 3'6" from the sides and 4'0" from the ends of shelving ranges are to be provided. An area containing tables for use by handicapped people is also to be provided.

One of each of the following items is to be made accessible to and usable by handicapped people:

Public access catalogue terminal

Personal computer work station

Microfiche reader/printer

Microfilm reader/printer

Public telephone

Drinking Fountain

In the sections pertaining to the above items, requirements are given for mounting them, for maintaining clear space around them, etc. These requirements can be overridden, if necessary, to make the items accessible to and usable by the handicapped. The general location of the items, however, cannot be changed.

### Library Collection Security

The library book and materials collections may be protected through the use of a Checkpoint Security System. The system is to be installed so that only the building entry/lobby area, community meeting room, public restrooms, and service rooms (mechanical, electrical, etc) are outside of the protected area.

The system is to be located as close to the circulation desk as is practical and within line-of-sight of it. The building/system interface is to be designed so that the system is as unobtrusive as possible.

### Lighting

The new facility should be designed to fully utilize as much natural lighting as possible. Adequate artificial and natural light should be given particularly close attention in the areas where good lighting is most difficult to achieve, such as in the book collection area.

Light is of major importance. There must be a carefully planned combination of controlled natural and artificial lighting with no glare at table top or reading level. Good, uniform lighting is required. Building lights should be key controlled for staff supervision. Heat build-up caused by lights is a concern.

A common mistake in design is to base lighting layout on the shelving and furniture layout. The latter will change in many ways through the years. The lighting design should accommodate this without moving or adding fixtures. The placement and relocation of high, 84" to 90" high, book stacks should be accommodated by the lighting plan. Attention must be given the light on lower shelves and "shadowing" created by the placement of these tall shelving units.

The library requires that it be possible to conveniently inspect local installations using major lighting systems/fixtures being proposed.

The architect and required illumination engineer must work very closely with the library representatives and consulting librarian to provide high quality lighting of an acceptable level throughout the library without glare or shadowing.

The architect will provide and review with library representatives a reflected ceiling plan to insure complete flexibility in lighting and floor layouts.

Design of ceiling areas and fixtures used should prevent heat buildup problems, particularly in staff work areas.

Required sustained lighting levels in the building will be as follows:

General public shelving areas -- minimum of 30 foot candles sustained at 30" above the floor level.

Study tables, carrels -- 50 foot candles at 30" from the floor.

Microfilm, video viewing areas -- 30 foot candles.

Information desk -- 70 foot candles at desk top.

Circulation counter -- 50 foot candles at desk top.

Public access computer catalog -- 70+ foot candles at 30" from the floor. will be reduced to 45 - 50 foot candles.

Office/Workrooms -- 70 foot candles at desk and table height.

Interior lights should be restricted to fluorescent fixtures using white long-life tubes. Incandescent fixtures should be restricted to staff break room for residential atmosphere, closets, and other limited uses. Special effect lighting and fixtures should be kept to a minimum. the variety and types of tubes and bulbs needed must be kept as few in number as possible to facilitate stocking and replacement. Parabolic fixtures have worked well in libraries. A combination of incandescent for special effects and display lighting and fluorescent lighting will be provided in the meeting room and gallery area with rheostatic controls.

Lighting levels in the open public areas should be of such a type and so arranged that the required light level can be achieved regardless of the arrangement of shelving or seating. Total flexibility of room arrangement wall to wall is an essential requirement.

Night lighting and exterior lighting should allow safe egress for staff and facilitate building security. Twenty-four hour path lighting should be provided in all major areas of the building with switching provided at the control panels. Exterior lights should be controlled by an astronomical clock in the case of parking and ground lights and electric photo-cell switch in the case of security lighting.

Emergency lighting system to be provided in all areas of the building, particularly in exit areas as required by area building code. Recharging battery powered emergency lights must be installed in each work room area.

It is necessary that replacements for all tubes, bulbs, lighting fixtures and other lighting equipment be available locally.

Fixtures and lens must be adequately anchored and secure.

Ease of retubing lights is essential. There must be adequate clearance between down lens panels and shelving and other fixtures.

No cylindrical or recessed lighting fixtures are to be used in any area where patrons or staff are working. Spotlight fixtures are not to be used in any area where patrons or staff are working. Spotlight fixtures are appropriate only for the high lighting of specific display areas.

In non-public stack areas, lighting may be integrated as a part of the book stack unit and, except for main aisles, may be provided with individual switching for each range aisle.

Task lighting for both staff and public use may be considered. However, general lighting should not be less than 30 foot candles.

Dimmers are required in conference and multipurpose rooms and areas designated for video, CRT and microcomputer use. Also in microform areas and staff break room.

Public area lighting is to have proper switching located in the circulation workroom. Circuit breakers are not satisfactory. The system installed must be properly labeled with permanent labels. The switches should control a sufficiently large area so that the buildings lights may be turned off with speed and ease. Multiple tube fixtures in office, work and conference areas may be double switched to allow half or all of the tubes in each fixture to be turned on so that the light level can be varied. Individual rooms must have switched lighting.

Special attention must be given to tasks located on building perimeters to insure that the location of the light source provides the designated level of illumination.

Switch locations and fixtures selected will be reviewed with staff and consulting librarian prior to final approval.

### Electrical Service

There will be adequate electrical service provided for both present and relocated equipment and particularly the addition of audiovisual and microcomputer equipment. Consideration should be given to providing evenly spaced runs of conduit and floor outlets in work areas and in the vicinity of public service desks and medial service areas, creating a grid for complete flexibility.

All floor outlets are to be flush mounted and capped. None are desired in public areas.

Conduit must be properly anchored or isolated to avoid carrying mechanical system vibration.

The electrical system should be capable of providing 220 volt service for heavy equipment in specified locations and should be planned for a minimum of 25% increase in capacity.

### Public Access Catalog

The library will have an automated public access catalog. These terminals will require strategically located stands in the public area and counters or desks in the staff service or work areas. Number and locations will be designated in design development. Conduits to all of these points will be required.

Catalog stands must be set at lower level in the children's area and similar provision must be made for handicapped users in the adult section.

Staff and consulting librarian will provide information of locations and quantities during the design process.

### Computer Circulation Control System and Public Access Catalog.

#### Location of Terminals

Circulation Desk Area	- 3
Information Desk	- 1
Workroom/Offices	- 2
Children's Desk	- 1
Public Access	- <u>15</u>
	25

### Microcomputers

#### Locations:

Information Desk/CD-ROM/Database Search	- 1
Workroom	- 2
Public Access	- 3
CD-ROM	- <u>2</u>
	7



### Heating/Ventilation/Air Conditioning

Heating and air conditioning with proper control is essential, with particular attention to quiet operation.

The architect will investigate the potential for use of passive solar heating and project its feasibility in terms of both capital and operating costs.

Controls, vent locations and any other mechanical elements must not conflict with the complete flexibility of arrangement of shelving, furniture or equipment. Review with staff and consulting librarian.

Thermostats in all building areas must be secure from adjustments by unauthorized personnel. Placement of all thermostats should be done in conjunction with shelving/furniture layout and reviewed with library representatives and consultant. Avoid placing in area struck by sunlight.

There should be an electrostatic filter and humidity control system. Summer humidification must not require boiler operation. All air introduced into the building must be filtered.

No license shall be required to operate any of the mechanical equipment in the building.

Exterior air conditioning and other mechanical equipment must be secure and screened.

Adequate ventilation must be provided to all seating and lounge areas.

Entire building will be designated non-smoking.

Kitchen cooking area requires an exhaust fan.

All hardware and mechanical items specified and maintenance service should be available locally.

The equipment room housing the heating and cooling equipment should be accessible for outside maintenance repairs. This area and equipment housed here will expand with building.

In addition, the HVAC system must be designed to maintain the building under positive pressure at all times. At a minimum, each room must be a heating and cooling zone. These rooms include, but may not be limited to, the following:

Staff workrooms  
Conference room  
Staff break room  
Restrooms  
Community meeting room

#### Plumbing/Water Control and Security

Design and specification of these systems must ensure that the library will not be susceptible to future water problems or damage.

Drainage systems must be adequately sized and one way valves incorporated to prevent back-up.

Roof drains must be properly protected from blockage.

There must be no water or drain lines run over major book storage area.

#### Fire Protection

Sprinkler system or other fire suppression systems shall be consistent with local codes. Architect shall review options with library planning committee and consulting librarian.

Any design of a zoned sprinkler system must acknowledge the damage that water can inflict upon paper materials, computers and other items.

Fire and smoke detection alarms should be connected to a central dispatcher.

#### Mechanical Systems/Utilities

A mechanical room is to provide the point of entry into the building for the potable water, fire water, and natural gas pipelines. It is also to have located in it all of the mechanical equipment, such as but not limited to HVAC equipment and the hot water boiler, other than the equipment which must be located outside the building either to satisfy code requirements or to insure its proper performance. All fire protection and mechanical system controls are also to be located in it.

The mechanical room must contain ample space for the maintenance of the equipment and utility systems contained within it (minimum 2 feet). At least one wall of the mechanical room must be an outside building wall; a utility door is to be located in that wall. The utility door is to be capable of being opened only from inside the mechanical room and is

to be of sufficient size to accommodate the largest piece of equipment or subassembly installed in the mechanical room.

A welding outlet, an adequate number of power tool receptacles, and a telephone are to be provided in the mechanical room. A floor drain equipped with sand and grease traps is also to be provided. Access to the roof will be through the mechanical room.

An electrical room is to provide the point of entry into the building for the electrical service lines. All of the electrical equipment, with the exception of the service transformer, is to be located in it. The service transformer is to be located outside the building.

The electrical room must contain ample space for the maintenance of the equipment contained within it. A floor drain and a telephone jack must be located in it.

A telephone room is to provide the entry into the building for the telephone lines and the television cable. It must contain ample space for wire and equipment maintenance and must be equipped with a floor drain and a telephone jack.

Access to the mechanical, electrical, and telephone rooms from inside the building is to be provided through lockable steel doors. The electrical and telephone room doors must be of sufficient size to accommodate the largest piece of equipment or subassembly installed in the respective rooms.

Equipment must have adequate clearance for maintenance purposes -- minimum 2 feet. Provide adequate access to outside for the removal of heavy equipment.

### Windows

Sun angles for the annual cycle must be carefully studied and compensated for with overhangs, screens, etc. Windows should be located if possible so as to be exposed to winter sun and shaded from the summer sun.

Selected windows providing an inviting view of the interior from street or sidewalk are desirable.

Glass used should be adequately glazed for reduced cooling loss and frames should include a thermal break design. The use of stained glass in appropriate areas may be considered.

Window location must not affect layout and use of shelving, furniture and equipment.

Windows should not be located in areas where proper security cannot be provided.

Selected windows in all major public and staff areas should pivot or open to allow ventilation in the event of mechanical failure. These windows should be equipped with a keyed lock (one key fits all) or other device to allow for staff control.

Caution should be exercised in the use of clerestory windows and skylights because of maintenance cost and the problem of sun control.

Maintenance and replacement costs should be considered on all designs selected. Standard available sizes must be used.

### Doors

All interior doors must be a minimum width of 36" and be provided with a glass panel for control and safety and "hold open" devices.

Workroom and staff area doors where there will be movement of book trucks and equipment on carts must be protected with stainless steel or similar kick plates.

Doors into staff offices and work areas may remain open much of the time so placement with regard to the view from the public service desks and other spaces must be considered and screening provided if necessary.

Door swings must be coordinated with the shelving and furniture layout and the circulation patterns. Wall cavity (sliding) doors may be considered in tight areas where the door may be closed occasionally.

Meeting room doors must be equipped with buffers or closing devices which reduce the sound of closing to an absolute minimum.

### Floor Coverings

Carpet is required in virtually all public and staff areas. The only non-carpeted areas are in the entry foyer, toilet areas, mechanical room and any extremely high traffic areas or work spaces such as custodial closets, storerooms and loading area.

Non-carpet areas and recommended floor coverings are:

- Entrances/circulation desk public area -- quarry tile or brick pavers
- Restrooms, public and staff -- ceramic or quarry tile
- Custodial storage/mechanical -- concrete
- Staff lounge -- carpet
- Staff room/kitchen -- ceramic or quarry tile

Carpet specified should be of a high quality, commercial grade wool or high density, low pile acrylic fiber. Material and colors should be selected with low maintenance and the ability to mask soilage in mind. The most durable high quality carpet which can be afforded should be used since the cost of recarpeting this building will be very expensive and should be delayed as long as possible.

The ease with which worn carpet areas can be replaced and the future replacement of all of the original carpet (ease of removal) should be considered.

Carpet layout should facilitate zoned replacement in high traffic public areas. Provide the library with a proposed seaming diagram for approval.

The use of carpet tile in high traffic areas -- corridors, staff workroom -- may be considered.

Carpet specification should include a 5% overrun to be stored for repair, limited replacement.

If a pad is used, it must be thin and dense with little compression so that heavy book trucks will roll easily. Carpet may be installed without pad with a direct gluedown using a quick release glue.

Carpet is to be included in the total general construction budget with specifications prepared by the architect but materials and installation may be bid on a separate contract by owner as a cost savings. Architect should make a recommendation.

Consider use of an under carpet wiring system for telephones, computers and electrical service.

#### Telephone/Intercom/Public Address

The telephone/intercom system will require adequate conduit for use of a combined system within the building, serving all staff and public service points.

There will be a capacity for 3 - 4 outside lines required.

Each service desk is to be wired for outside telephone connection. Consult with staff and consulting librarian on the exact number and location.

Anticipated telephone location:

Circulation desk	- 2
Information desk	- 2
Children's librarian's desk	- 1
Circulation workroom	- 1
Staff workroom	- 2
County Librarian's Office	- 1
Assistant Director's Office	- 1
Staff break room	- 1

Phone system should have capability of paging staff in areas of the building, if any, which is not covered by the public address system.

The central answering point for the library will be at the circulation desk and will include a phone answering device which gives the hours the library is open. A properly designed phone system may cost more initially, but should result in staff efficiency and better service.

One to two pay phones for public use should be installed outside in patio area.

NOTE: More discussion is required by library staff with appropriate communication consultants to determine the best internal telephone system which will be purchased from the equipment budget.

Public address system to the main service points within the building will be on separate controls. It will have a 60 watt mono amplifier, with four inputs (standard jacks) and individual low impedance volume controls. It must include output jacks for driving tape recorders and booster amps. A microphone and off/on zone switches would be provided at the circulation desk

The speakers will be arranged in zones (depending on the plan of the building zones will be determined in by library staff and consulting librarian. Example:

- a) Meeting room
- b) Public service areas
- c) Staff areas

The speakers will be of sufficient quality to transmit high quality mono music throughout the building and, for this purpose, will be interconnected with appropriate systems in the circulation services workroom.

The meeting room sound system will be separate and specified as media equipment to be purchased from the project equipment budget.

### Restrooms

Public restrooms should be accessible and easily supervised. Accessibility from the main entrance is necessary.

Durable, easy to maintain materials such as ceramic tile should be used.

Separate facilities for the meeting rooms should not be necessary if public restrooms can be reached from the meeting room without requiring access into the library proper during hours when the library may be closed for public service.

Staff restrooms will be conveniently located in the area to which staff are assigned and regularly working and visually and acoustically screened from these areas.

Public restrooms should be equipped with electric hand dryers which may require separate 15 amp service. Provide for paper towels in staff restroom.

Soap dispensers must drain into lavatory bowl.

Faucets must shut off when hand pressure is released.

Women's restroom should be equipped with coin-operated sanitary napkin dispensers and disposal units in stalls.

Provisions for handicapped should be made in all public restrooms.

Changing counter for diapering children in all public restrooms.

Adequate ventilation is required.

### Materials/Finishes/Colors

A public building, such as the library, is frequently caught in the dilemma of high public use, with some abuse, and a low budget available for maintenance and capital improvements. Therefore, it is essential that building materials and finishes be selected with an emphasis

on long-term attractive durability requiring minimal upkeep. This may mean a higher initial cost in some cases; however, the architect must be prepared to justify his recommendations beyond the aesthetic factors. Since the colors used in the building also relate to the color and finish of the building fixtures, the interior designer working on the shelving and furniture layout, selection and specifications should be involved in these discussions. All materials, finishes and colors selected must be reviewed and approved in writing by the County Librarian and library staff.

Doors, counter fronts, outside corners, etc will take a beating and should be protected with caps, plates, moldings etc.

Vinyl wall coverings are preferable to painted surfaces in all high traffic areas and semi-gloss is preferred to flat paint finishes.

Counter tops receive a great deal of abrasion and should be surfaced with an extremely durable material such as granite, Corian or one which can be refinished or inexpensively replaced.

Glass within reach will be fingered and require constant maintenance.

Anything children could conceivably climb on, around or over, they will.

#### Computer/Video/Broadcast Distribution Systems

Conduit for coaxial cable for both computer and video distribution in the building should be provided in the following areas: Discussion - The utilization of flat wire under carpet wiring systems.

Audio-visual area

Circulation area

Information area

Children's area

Staff workrooms

A high quality broadcast system vhf/uhf receiving system antenna should be mounted on the building and provision made in the building design for possible microwave and/or satellite receiving antenna with wiring to the meeting room, children's, circulation and information areas.



In addition to sound, video and telephone wiring, cable should be installed for computer automated circulation and data base use in the information and circulation desks.

If any areas of the building are inaccessible from reasonable visual control by staff, wiring should be installed for possible video surveillance of these areas.

### Graphics/Signage

The architect is required to develop a comprehensive standardized sign system for the building and prepare a layout and proposed designs to review with the County Librarian and consulting librarian.

Attractive, contemporary and very legible, easily revisable signage of both directional and informational character should be an integral part of the interior design.

Graphics should be incorporated into the design of all public areas and a specific and coordinated sign and labeling system should be integrated with the building graphics system designed by the architect, bid as part of the general contract.

Discuss with the library staff and consulting librarian the feasibility of a floor standing collection and services directory(s), "You are here".

### Display Areas/Fixtures

Display cases must be free standing and easily movable by two persons.

The display of art work by hanging from wall tracks should be considered in designated areas, lobby, meeting room, art gallery, etc. More space or capacity for traveling displays is needed.

Display cases must be side, not top lighted, and have lockable access.

A large information kiosk for the posting of public notices, show cards, etc., should be considered for the inside entrance area.

Picture hanging rails, unobtrusive and a part of the design should be located at 6' heights throughout the public areas including meeting rooms and at 5' heights in the children's area. Staff must be consulted at time of preliminary design for exact location and quantity.

Tack board will be provided in designated public and staff areas. Where desirable, a fabric or vinyl covering may be provided.

### Clocks

Clock outlets should be provided in all general staff workrooms, staff break area, meeting room and in general public areas as final plan determines necessary for easy visibility.

Clocks selected should be highly legible and easily set and maintained. Battery operated clocks are the least expensive alternative.

The clock allowance will be provided in the general contract and it is recommended that the clocks be specified prior to construction bids and no alternatives be accepted.

### Shelving

Library shelving is a major factor in the design and budget of this building since the shelving will also require the greatest amount of attention in layout and also constitutes the single most costly equipment item which will be specified and bid under a separate contract.

The decision to use metal or wood shelving must be resolved as a matter of both budget and aesthetics. For durability for finish and ability to maintain the required loads only the highest quality shelving should be used.

In preparation of specifications Wilson and Library Bureau shelving should be used as the minimum standard acceptable.

The range shelving heights for type use are:

		<u>Shelving Depth</u>
		(Actual shelf depth = 1" less)
45"	Reference	10" - 12" deep
45" to 66"	Children's Area	9" - 12"
66" to 84"	Young Adult	9"
84"	Adult Area	9"
84"	Magazine Storage	12" with 6 dividers
84"	Storage/Non-public	10"
84"	Newspaper Storage	15"

Shelving capacities: Assuming an average lineal foot per shelf capacity of 8 volumes and a standard three foot shelf, working capacity of 24 volumes:

Single-face section 84" high with 6 shelves	144 volumes
Double-face section 84" high with 6 shelves each side	288 volumes
Single-face section 84" high with 7 shelves	168 volumes
Double-face section 84" high with 7 shelves each side	336 volumes
Single-face section 66" high with 5 shelves	120 volumes
Double-face section 66" high with 5 shelves each side	240 volumes
Single-face section 45" high with 3 shelves	72 volumes
Double-face section 45" high with 3 shelves each side	144 volumes

Bound materials, reference books, and oversized books and audio-visual items may reduce these capacities by 20 to 40%.

### Shelving Layout

Shelving must be arranged so as to provide both public and staff with a logical pattern and easy access to fiction and non-fiction section. Review with staff and consultant.

Shelving must be arranged in such a fashion that the aisles may be easily controlled or under view of the information services or circulation desk staff so that assistance can be given to those who obviously require it.

Shelving ranges shall be broken up with patches of seating of various types so that users will find it convenient to sit down with materials without having to search long distances for table seating or chairs.

Main aisles should be 5 feet wide with side and stack aisles 36" to 48" wide.

Shelving ranges should be at least 15 feet in length and no more than 21 feet. Spacing of shelving ranges should be at least 5' 6" on center. Preferably, for ease of access, the aisle should be closer to 48" than 36".

Paperbacks should be shelved in non-wire attractive racks or face out bookstore type shelving. Large uncataloged paperbacks, car quarterlies, home decorating, gardening books may be displayed in record type bins.

Oversized materials (folios) will be interfiled with regular sized materials.

Double-face, free standing shelving is preferred over single-face wall mounted shelving in all public areas. The latter type may be used in work and office areas.

### Millwork

Custom built millwork should be kept to a minimum. Whenever possible, standard furniture and furnishings should be used, particularly where future additions may be made; for example, record bins.

Storage cabinets in the staff workroom and elsewhere should be free standing and able to be moved, rather than built-in and all work counters and tables should be free-standing. Circulation/information desks must be movable.

Cabinetry in the staff lounge and multi-purpose room areas should be made out of standard size and able to be removed and relocated, if necessary, without major disruption to the walls on which the cabinets are mounted. The extensive use of wall mounted cabinetry of drawers and shelves is both expensive to construct and inefficient in terms of its ongoing function and should be avoided.

### Furniture

In addition to appearance and scale, furniture, study carrels and chairs should be selected with utility and long term durability in mind. Proper reinforcement and replacement of components including covering is a prime consideration. Standard stock items and finishes should be specified.

Fabric is preferred as a cover instead of vinyl. All wood finish chairs may be considered.

Single study carrels or tables are preferred over larger tables, except in selected locations.

Partitions used in landscaping office and work spaces and information desk and similar areas should be standard modular-designed units rather than custom built.

Movable furniture and equipment must be equipped with carpet casters.

## Equipment

Audio-visual, circulation and computer telecommunication equipment will be included in the project budget. The library will acquire the appropriate items through the County purchasing process; however, the architect will be responsible for the provision of necessary space, power and related furniture.

Microcomputers: This equipment will be located in general public service areas, and staff workrooms and offices. Microcomputer locations present and future will be identified on all furniture and equipment layout drawings.

The following provision will be made:

- Sufficient voltage and outlets for computer, terminal, modems, etc. Minimum four-plex for each station and phone line.
- Clean power free of surges or spiking. Transformer or other regulatory devices will be needed.
- Proper grounding and anti-static control in immediate areas and particularly in carpeted areas.
- Light control, away from windows and natural light glare. Foot candle range at computer station -- 30-60. Task lighting for writing may be needed.
- Security of equipment -- locate in lockable rooms. Use locking anchoring devices. Place so as to be visible to staff. Locate away from exterior windows and doors.
- Acoustics -- Most printers make operating noise. Use sound enclosures or consider quiet ink jet printers in open area locations.

Each public computer station should be at least 4' in length, 30" deep and 26" keyboard height, capable of seating two users.

Each staff microcomputer station should be mounted on an easily moved, castored computer stand unless other requirements are given.

## Special Features

The architectural design of the building should accommodate the following features:

Exit Alarm: To be provided on all public exits other than main exit entrance. Panic hardware to be used with battery or electrically operated alarm which can be turned off with a key.

Fire Alarm: If possible, fire alarm system should be tied into local fire department. Heat and smoke sensing devices must be provided for throughout the building. Provide light and other appropriate warning devices for the handicapped.

Security Alarm: An overall system must be employed to detect unauthorized entry and movement within the building when closed and connect with the local police department or security service. Areas housing A-V and computer equipment should receive special attention using such devices as motion detectors. Staff workroom, safe, offices, bill changers must also be protected. Do not alarm outside door to delivery area so that authorized deliveries can be made when building is closed. Do alarm inside door from this area.

Acoustics: The modern public library is no longer the silent institution of years past. Substantial noise is generated by a heavy flow of users, equipment and activities. Since an open design increases the potential for noise, careful consideration must be given to the acoustical materials of this building. White noise may be used but no Muzak. Critical sound operation points are:

- Restrooms
- Staff break room
- Multipurpose room
- Children's area
- Circulation desk area

Locks: A building schedule which is as simple as possible should be prepared by the architect and reviewed with the staff and consulting librarian. System should be based on staff need for access to the building and interior areas to perform their respective duties. The need for a large number of keys and constant access to a key case must be avoided. Zoned master and grand master keys should be used.

Plants: An amenity to the building is plants in several public areas. It is desirable that the architect provide easy-to-maintain planters in the new facility, with built in irrigation, if possible.

Energy Saving Design/Devices: There is a strong interest in making this building as energy efficient as possible by incorporating state-of-the-art technology in the design process and providing for the possibility of adding energy saving devices in the future, for example,

passive solar panels. The new library facility should be designed with energy efficiency as one of the major concerns. This concern should be reflected in the relationship of the building to its environment and the type of materials used in the structure.

Any costly technical provisions should be identified by the architect in planning/design discussions and the estimated cost of construction and payback period be evaluated in writing to the Library.

Operations and Maintenance: The facility should be designed to minimize operations and maintenance expense. As an example, light fixtures and bulb types should be kept to a minimum, standardized and be of a normal, easily available type.

## FINANCIAL ANALYSIS

A preliminary capital outlay project budget for the proposed facility with cost justifications. Costs are justified based upon consultation by the architect with personnel from the county and city planning departments and by the county to develop the initial schematic design, and the consultant's prior experience with projects of a similar nature.

### San Benito County Free Library Preliminary Project Budget - June 17, 1991

Land purchase and site improvements	\$1,655,000
Library programming services	14,000
Architectural design services:	
- Initial schematic design	25,000
- Design development drawings and specifications	225,000
- Reimbursable expenses	8,000
Construction at \$90.00 per square foot - 28,650 sq. ft.	2,578,000
Construction contingency (15%)	386,000
Furnishings, fixtures and shelving at \$13.00 per square foot and movable equipment	375,000
Construction management:	
- Architectural oversight	62,000
- Special building inspection and related building issues	10,000
- Soils and materials testing	30,000
Development fees	200,000
Geotechnical reports	5,000
Title, appraisal and legal work	15,000
State Project Administration Fee	<u>25,000</u>
TOTAL ESTIMATE PROJECT BUDGET	\$5,613,000



## **APPENDICES**

**APPENDIX A**      **BUILDING SPACE NEEDS SURVEY**

**APPENDIX B**      **OUTLINE PLAN FOR MULTILINGUAL COLLECTION  
AND SERVICES**

**APPENDIX C**      **SUPPLEMENTAL PROGRAM INFORMATION  
(provided during the design process)**

# **APPENDIX A**

**San Benito County Free Library**

## **BUILDING SPACE NEEDS SURVEY**

DAVID SMITH  
Consulting Librarian

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130 Holly Road  
Hopkins, Minnesota 55343  
612-933-0199

DATE: March 15, 1991

RE: **LIBRARY SPACE NEEDS SURVEY - SUMMARY**  
**SAN BENITO COUNTY FREE LIBRARY**

In March of 1991, data was collected at the request of the consulting librarian, through an eight question survey, regarding library space needs. Nineteen forms were available for evaluation, fifteen from staff members, two from literacy tutors, one from a contract worker and one from a Friend of the Library. Information from such a survey can be invaluable in determining the course the building project should take. Below is a summary of most often stated survey responses. A complete tabulation of survey responses can be found in the Appendix section of the San Benito County Library Building Program.

The general lack of space throughout the current facility, limited parking places for the public and staff, lack of space for expanded shelving and the lack of adequate seats for users were the most often listed physical limitations of the library. Also receiving multiple mention were inadequate spaces for tutoring activity, the need for more and better storage spaces, the inadequate work and office spaces for staff, the absence of quiet/study areas for users, access problems for persons with disabilities, the need for a materials security system and the inadequacy of the current staff break room which also serves as a work space.

Assets of the present building included good display cabinets and areas, good access to restrooms and a comfortable and attractive ambience in interior spaces. Meeting room spaces, the separation of adult and juvenile areas, the gallery space, the special Spanish section and the helpful and good staff were also mentioned.

The current library location was generally considered to be adequate although one person felt that new growth was happening elsewhere and another felt that the nearby courthouse was not an especially attractive association for the library as most visitors to the courthouse are either going to court or paying taxes. Fourteen survey participants described the parking situation as very inadequate and troublesome. The absence of parking for handicapped persons, the limitations of one-hour metered spaces and problems with staff parking were also mentioned.

Expanded tutoring space, the provision of separated study and lounge areas, expanded reference services, a larger foreign language area, a centralized and larger circulation

desk area were identified most often as areas and services needing attention and improvement in expanded library spaces. Also receiving multiple mention were these issues: a space for Friends of the Library activities, an automated circulation system, more variety in public seating, an expanded and separate children's services, less tall book shelving, expanded open hours, an expanded California Collection and more equipment for public use such as computers, typewriters, copiers and A-V resources.

New collections and services listed by survey participants included an expansion of services for any growing ethnic group, public access computers and typewriters, handicapped accessibility, a young adult area, a separate children's area with space for activities and the employment of a children's librarian with related work space.

Two new library or technological trends dominated participants' attention. They were: the need for an automated circulation/cataloging system and the provision of a materials security system. Four persons listed more computer resources equipment as a need.

In staff members' work areas, more typewriters/computers at work stations, a work area for bookmobile activity, more general space, more work space for part-time employees and more room for book trucks were listed most often as needed improvement. For in the building in general, more work room, more storage capabilities and a larger/separate break room were priorities for staff areas.

Other general comments concerning space needs and planning included provision of space for internal expansion over the next 10 to 20 years and design that would allow limited numbers of evening and weekend staff to serve the public well. Three persons felt that carpeted areas would reduce noise problems and three others called for adequate and flexible electrical and telephone capabilities to meet new and expanding needs.

#### **Selected comments:**

"The lack of off-street dedicated parking is the single biggest detriment to the current location. Lack of potential building expansion is second."

"We have very limited space in every area of the library. Everything needs expansion and as the population of the county grows, we will need to expand that much more."

"We need an area for story time . . . children need an open and light space, near books, with comfortable mats on which to sit."

"The literacy program needs privacy for the tutors and students. The program is growing and there is no place to tutor."

"We need to have an automated system at the circulation desk. This would greatly speed up the activity to check out materials to patrons."

## Building Space Needs Survey - Tabulation

Fifteen staff members, two tutors, one contract worker, and one Friend of the Library participated in a survey of space needs, present and future. Results from the nineteen forms are tabulated below.

Needs, concerns, and issues receiving multiple mention are followed by a number in parenthesis indicating the number of similar responses.

### 1. Describe the general physical limitations of the present Library building.

General lack of space (8)	Lack of programming space
Inadequate parking (7)	Display space needed
More user seats needed (6)	Lack of music room
Crowded shelving-more space needed (6)	Need cultural/ethnic areas
Inadequate tutoring space (4)	More automation needed
No storage areas (3)	Need computerized circulation
No quiet/study areas for users (3)	Shelving units bracing
Inadequate work/office spaces for staff (3)	Sliding doors needed
Handicapped inaccessible (2)	Lack of windows
Inadequate staff break room (2)	More electrical hook-ups/capacity needed
Lack of materials security system (2)	Inadequate noise reduction
Too small children's area	Garage for bookmobile
No young adult area	Additional check-out station
Need typewriters/computers for public	Need separate & enhanced media area

### 2. Describe the strengths or assets of the present building which should be retained or enhanced.

Good display cabinets and areas (3)	Skylights
Restroom facilities/good access (3)	Windows
Comfortable feeling/attractive (3)	Office space-crowded but well organized
Good meeting room location (2)	One level building
Conference room (2)	Good visual supervision to most building areas
Separate adult & juvenile areas (2)	Good signage - bilingual
Gallery space (2)	Open, airy reading room
Spanish section/expand (2)	Enclosed entry
Good staff members/helpful (2)	Good lighting in stacks
ILL service (2)	Good cleaning maintenance
Good book selection	

### 3. Comment on the present library location and access to parking.

Limited/inadequate parking (14)	Lack of expansion potential
Location - ok (11)	Water at curbside when it rains
Location - inconvenient due to parking/new growth is elsewhere (4)	Need bus stop or 'dial-a-ride'
No handicap parking (4)	On earthquake fault

**4. Identify the user area and services which are not adequately provided for and what needs to be done to correct these deficiencies.**

Study & lounge areas separate from general seating (7)	More conference rooms
Tutoring rooms/more tutoring space (4)	More accessible periodicals
Central/larger circulation service area (4)	Friends of the Library space
Expanded reference services/area (4)	Materials security system
Larger foreign language area (4)	More display areas
Young adult area (4)	More event areas
Expanded/separated children's area (3)	Story time area in children's spaces
More varied seating (lounge/wired carrels) (2)	Parking and accessible interior spaces for handicapped persons
Automated circulation (2)	Expanded large print area
Expanded California Collection (2)	Video and cassette collections
Less tall book shelving (2)	Expanded/separate space for media center
Expanded open hours (2)	More books
More attention on children's services/hire librarian (2)	
More public computers/typewriters/copiers/AV equipment (2)	

**5. What new library collections and/or services should be provided or considered in an expanded public library facility?**

Expanded services for any growing ethnic group (3)	Friends of Library space/room
Handicapped accessibility (2)	CD-ROM services
Young adult area (2)	Quiet study area
Public access computers and typewriters (2)	Listening room for tapes, cassettes, etc.
Separate children's area/programming space (2)	Security system
Children's librarian and office (2)	Genealogy research room
Literacy program services	Young adult librarian
Cultural room	Bookstore display racks
More reference librarians	Musical compact discs
	Juvenile paperbacks
	Storage room

**6. What new library or technological trends should be considered in the long range planning for and improvement of the public library?**

Automated circulation/cataloging (10)	New media formats (CD's)
Materials security system (9)	Expand outreach services through use of automated systems on delivery vehicles
Computers (more, personal, equipment) (4)	Microfiche
Enclosed toy use area	Seeing-impaired devices and resources
Hearing-impaired phone devices	
Automatic doors	

**7. What improvements should be made to staff areas which would provide for increased efficiency and better service to the library's users?**

**a. For Staff: In your work area, individual and immediate department:**

More typewriters/computers at work stations (4)	Adequate table space
More space (3)	Larger/separate break room
Bookmobile work area (3)	Automated check-out system, consolidated
Work space for part-time employees (3)	Storage behind circ desk
More room for book trucks (2)	More shelving
More room for new books	Separate book repair room/area
Blackboards in tutoring areas	More telephones
More ILL space with phone/computer	File and supply storage
	Parking/garage for bookmobile

**b. In the building in general**

Larger office/more work room (5)	Sufficient electrical outlets
More storage (5)	Work areas for support staff (friends and volunteers)
Larger/separate staff break room (2)	
Better staff entrance	
Functionally designed staff areas (good heat, light, electric, and phone service)	

**8. Other comments which will aid in library facility space needs assessment and expansion planning.**

Plan for adequate electrical & phone service with expansion & flexible capability (3)	More staff needed for larger library
Carpeting throughout the library for noise reduction (3)	Inviting entrance design
Larger office for head librarian (2)	Need facility appropriate for limited staff at night/weekends
Young adult area needed (2)	Centralized storage area for supplies
Centralized check-out point (2)	Variety of storage facilities needed
More/private literacy tutoring areas needed (2)	Better access to magazine back issues
	Warm, open environment
	Need space for new technologies
	Need room for internal expansion over next 10-20 years

## **APPENDIX B**

**San Benito County Free Library**

### **OUTLINE PLAN FOR MULTILINGUAL COLLECTION AND SERVICES**



## **OUTLINE PLAN FOR MULTILINGUAL COLLECTION AND SERVICES**

### **I. Mission**

The San Benito County Free Library, in order to perform its vital role in the community, provides materials and services to help county residents obtain information meeting their personal, educational, professional and recreational needs and enrich their lives with an appreciation for cultural diversity. Special emphasis is placed on featuring current high demand, high interest materials in a variety of languages and formats for persons of all ages. The library also serves as a clearinghouse for current information on community services, agencies and organizations and assists students in meeting the educational objectives of their formal courses of study.

In order to respond to the county's growing cultural diversity, the library recognizes the need to reach out to all of the county's citizens. Patterns of service may thus be different from many of those traditionally offered by the library. Incorporation of traditional and non-traditional services into the library's basic plan of service truly implements the philosophy of responding to every citizen's information needs.

### **II. Policy**

To fully complete the mission of the San Benito County Free Library, it is necessary to provide materials and services in languages other than English to non-English speakers and to those who wish to learn or practice a language. Since San Benito County is a community of diverse ethnic groups, it is important that their needs be recognized as a factor in collection development.

### **III. Plan**

The multilingual collection shall consist of books, periodicals, newspapers, recordings, videos, pamphlets and other non-print materials. The multilingual collection development plan provides a systematic approach to the acquisition of materials by establishing both long and short term goals. This plan defines the purpose of the library's multilingual collection, criteria for selection and de-selection of materials and the role of the multilingual collection committee. It also considers the changing needs and shifting population of the community.

#### **IV. Purpose of Collection**

The multilingual services area of the library shall serve as a principal resource collection for the library in a foreign languages, including Spanish. The multilingual section serves all San Benito County residents, as well as the entire Monterey Bay Area Cooperative Library System and California. Circulating materials in languages other than English are provided for informational, educational and recreational purposes. Reference materials in languages other than English are located in the multilingual services area.

The library's adult Spanish language collection consists of informational and popular non-fiction and fiction materials to meet local community needs. Literary works of noted Hispanic authors are also included in the collection, as well as Spanish language reference materials.

Young adult materials in languages other than English are purchased when available and appropriate and located in the multilingual services area.

The library's juvenile multilingual collection is located next to the adult multilingual collection. The juvenile Spanish and other language collections serve to meet the local community needs.

#### **V. Criteria for Selection of Materials** (Criteria are given equal weight)

- a. Population statistics of people for whom English is a second language.
- b. Population statistics of people for whom English is not a second language.
- c. Select items of potential interest to patrons being served.
- d. The quality of the materials.
- e. Cost and physical makeup the materials.
- f. Technical quality in selection of non-print materials.
- g. The County Librarian will determine the multilingual materials budget based on knowledge of community, population statistics, demographics and library use.

## **VI. Languages Collection Committee**

The multilingual collection committee consists of library staff assigned to develop the multilingual collection and community members representing particular ethnic events. The committee has the responsibility of recommending specific subject areas for purchase. The committee further has the responsibility for reviewing the multilingual collection development plan and revising it annually as needed.

The committee is appointed by the County Librarian.

## **VII. Five Year Plan**

To insure planned acquisition, growth and maintenance of multilingual collection, recommendations are made by the multilingual collection committee who will assess population statistics every five (5) years to determine which languages will be targeted annually for purchase, based on established criteria. This plan includes the scope and purpose of the collection and provides for acquisition and weeding of materials in languages other than English on a systematic basis over a five-year period.

## **APPENDIX C**

**San Benito County Free Library**

### **SUPPLEMENTAL PROGRAM INFORMATION**

(provided during the design process)