Building Program

Baldwin Public Library
Birmingham, Michigan

As Revised
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Prepared with the assistance of

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Executive Summary

This building program offers a prescription for facility improvements designed to meet the expectations and recommendations of the Joint Library Building Committee as well as best library practices generally. The Committee crafted and documented their recommendations based on extensive research that included multiple forms of direct stakeholder input, first-hand examinations of peer facilities, and research of library science publications. The Committee is to be commended for their thorough-going and insightful work.

The building program recommendations grow the library from its existing area of 40,174 square feet to 49,015 square feet. The growth is in the space library's customers use in their individual and collective pursuits, the space needed for the staff to work efficiently, and the space the building needs to be a more enjoyable and functional environment. The program adds study rooms for adults and children, better public service desks and workrooms, a wider range of patron seating opportunities, and larger and more engaging spaces for children and teen library users.

The program calls for a building that welcomes patrons starting with an at-grade entry, graciously receiving the entire community as well as enabling those with mobility issues. The best of the library's rich legacy, the Grand Hall, is preserved by the building program and held-up as the palette from which the design of new spaces and the re-tasking of other spaces is to be drawn. Other fine spaces such as the lower level meeting rooms are also retained in their current form.

Efficiencies are created by relocating the computer instruction lab to a new "Information Commons" and by consolidating business office/administrative spaces. Additional space is not needed for larger hard copy collections. While the library will continue to acquire new materials, the growth will favor digital formats while the hard copy collection will actually decrease. Nor are additional desktop computers planned; the accelerating trend to mobile and laptop computing obviates that need.

The building program in its entirety is used as the project's operational specifications for the architectural design team. The program can also be modified to meet changes in expectations and resources. By detailing the full measure of needs and wants, the building program allows the effect of any contemplated revisions to be assessed as they relate to the total program.

The Joint Library Building Committee identified a number of alternate functions and features that were seen to have merit but fell outside the Committee's initial project scope. The Committee has referred to these alternates as wants. These alternates (wants) are identified in the program so that they may be considered for inclusion should the opportunity allow. Adoption of all the alternates (wants) would increase the program's gross building size by 4,075 square feet.

Program Overview

Guide to the Building Program

The building program document is a description in words and numbers of the service and operational requirements for the proposed library building. The program serves as the library's written instructions to the architect in beginning the design process. The program is concerned with how the building is to function rather than how it will look.

The architect will want to review the program with the library and consultant to insure a complete understanding of project requirements. Revisions may arise from that review. It is also possible that the library will revise its program requirements during the course of schematic design based on additional information, budget considerations, and/or new understandings resulting from the graphical representation of spaces. It is important that any revisions to the program be explicitly approved by the Library Board.

The estimated space requirements of the building program will be tested by the architect. The preparation of schematic plans including furnishing layouts should be the final arbiter of space requirements for the building.

The building program includes numerous sections grouped in three broad divisions:

Program Divisions

1. Program Overview
These sections provide overarching issues for the project and summary data. The Space and Seating Summary offers a quick summary of all space allocations.

2. Functional Area Descriptions
These sections provide the detailed description and requirements for each functional area of the building.

3. General Design Considerations
These are common library design requirements that should be considered in any library building project.

Specific Design Considerations

In preparing the program document a number of issues that affect the project across programmatic lines were identified. For this reason these issues are called to the planning team's specific attention. Some of the issues and concerns spring directly from the work of the Joint Library Building Committee. Some other issues are those of the library planner.

Library Needs Assessment
The Joint Library Building Committee has completed an extensive program of enquiry regarding the need for facility improvements at the Baldwin Public Library. This research includes a community survey, focus group discussions, a community forum, best practices research including on-site visits to outstanding peer libraries in Southeast Michigan, and a literature search to identify and summarize the latest thoughts and practices in library service and operation.

All of this research has been documented and supports the premise that facility and service improvements are needed for the Baldwin Public Library to keep pace with the interest and expectations of its constituents. In the opinion of this library planner the work of the Joint Library Building Committee has been comprehensive and thoughtful. The works breadth and level of understanding is commendable.

Welcoming, At-Grade Entry
The stairs, ramp, and dim, recessed entry are a concern to many in the community. The steps and lengthy ramp are a daily obstacle to those with mobility limitations, those with young children, and even the casual user. An affirmative, celebratory entry experience, at-grade, with immediate access to all public stairs, ramps, and elevators within the building's sheltering envelope, is desired.

Grand Hall, Its Use and Influence
Grand Hall is one of the signature design elements of the Baldwin Library and is to be preserved. The Joint Library Building Committee and the community have made clear that any expansion or renovation of the library should reflect the character and spirit of the Grand Hall.

While the character of the Hall could be maintained should the space be tasked to support different collections or functions, the current use of the space for the periodical and fiction collections is so harmonious that this Building Program recommends that those functions remain in place with an updating of furnishings, finishes, and fixtures as appropriate.

Study Rooms and Quiet Reading Space
The building program calls for 3 six-place study rooms and 3 two-place study rooms in the Information Commons area of Adult Services. It is also recommended that the seating in the Harry Allen Room be changed to include 2 four-place tables in lieu of the existing sofas and that it be considered a quiet reading / study space. In the experience of this planner, the public will make glad use of as many study rooms as the library cares to include in the project. The program provides for three two-place study nooks in the Youth Services department. Nooks are distinguished from study rooms in that they lack doors.

Youth Services
A strong, recurring request in the public's comments is for a larger, better laid-out Youth Department. The Building Program increases the Youth Services area from the existing of 4,420 to 7,583 square feet. This increase is attributable to many factors including: a more welcoming and engaging entry experience, additional shelving to support a badly over-crowded collection, the need to comply with the American with Disabilities Act requirements, a larger story room to support the department's dynamic series of

programs, proper spacing of furnishings to create a more open feel, additional seating, better shelving for the media collections, and improved staff work space.

Young Adult Services
The public identified the teen area as another high priority for additional space and function. Baldwin Public Library will soon implement an expansion of the teen area. The Building Program incorporates these plans entirely, doubling the Young Adult space from about 500 to about 1,040 square feet.

General Public Seating
The library as presently offers 135 general public seats. The building program recommends increasing the number of general public seats to 149. General public seating includes the study tables and casual seats located throughout the library. It does not include seating at computers or other equipment, seating in program rooms, lobby seating, or study room seating. When study room and quiet study seating is included the proposed building program seating count is 193.

The increase in customer seating reflects a strong trend among library users to regard their library as a center of community life, where people come together for all aspects of learning, study, and enriching diversion. One result of this trend is a tendency for patrons to stay longer on each visit, reducing seating turn-over and necessitating additional seating. Currently both the adult nonfiction area and the entire Youth department have very low seating capacities.

A worksheet that speaks to seating guidelines is included at the end of the building program.

Effective Use of Existing Space and Flexible Space Planning
The architect is charged with the effective utilization of existing spaces in the satisfaction of the library's programmatic requirements. In many ways that is an opportunistic endeavor, one addressed in the schematic design phase, matching space needs with existing resources. Efficiencies are sought in the uses of existing spaces. One opportunity is the relocation of the computer lab to the Information Commons area where, through location and appropriate design, it can serve both as an instructional lab and also as additional public computing venues when not used for classes. Another opportunity for efficiency is the consolidation of business office, administration, and support spaces.

Generically, a building program identifies functions and their space requirements without reference to specific existing spaces. That is true for this Building Program with several caveats. The Grand Hall is to continue to be used in its current or similar fashion in its current configuration. The lower level meeting rooms could/should continue to be used in their current form. Though the Building Program details their function separately, there is no reason the Technical Services and Information Technologies workrooms could not continue, with minor improvements, as two parts of a whole in their current location. All other spaces should be located per their inherent requirements and effective operation dictate independent of their current location or configuration.

Other imperatives include:

- The design of new and renovated spaces should be as open and as regular as possible to allow for future flexibility in their reconfiguration to reflect changing library service paradigms.

- The building's layout should avoid creating a need for additional staffing. Limiting public service areas to a single floor level would be optimum. Limiting public service to no more than two floors is imperative.

Collection Growth
Looking to the growing role of digital publishing, no increase in hard copy collection holdings is included in the Building Program. In the instance of adult print collections, a 10% decrease in hard copy holdings is anticipated. The Building Program utilized the following hard copy collection holdings projections in calculating shelving requirements.

All Adult Print:	10% decrease
Youth Print:	No increase
Media, Adult and Youth:	No increase

It is important to understand that the Program's shelving calculations also reflect other factors. By example, the shelving types recommended for recorded music and DVD's are different than what is currently employed. Also, the existing children's collection shelving is so crowded that a 12% increase in shelving capacity is critical to improve re-shelving efficiency and improve browsing by patrons.

Another shelving wrinkle to note involves the Grand Hall. Adult fiction collections in the Grand Hall currently occupy 118 sections of shelving. It is recommended both the large print collection and the creative literature collection (each approximately 20 shelving sections) be relocated to the Grand Hall. When the combined total of 138 sections of current shelving is reduced by 10% the result is 124 sections, 6 sections fewer than now found in the Grand Hall. The shelving in Grand Hall is now configured in an appealing configuration of ranges with 12 sections each. Adding two additional 12 section ranges allows for the inclusion of the large print and creative literature collections all the while matching the existing layout.

Public Computing, the Wireless Environment, and Device Re-Charging
The Building Program reflects the accelerating trend of customers bringing their own mobile device to the library to support their digital activities. The architects and their consultants are to take all appropriate actions necessary to make the building a welcoming environment for wireless data and communication applications, minimizing interference from structural steel, electrical systems, and other potential sources of interference.

The architectural plan is to provide power access at public seating throughout the building to support personal computing and personal device charging. Power at the public computer stations should also be configured to support the easy recharging of patrons' mobile devices.

Wayfinding, Signage, Clutter, and Lighting
The layout of the building and services should support intuitive wayfinding. A comprehensive signage plan is also required. It should be recognized that sometimes less is more in a signage plan. A clutter of signage often results in signage that is ignored. Clutter is larger issue of concern to the library. Crowded, long-lived institutions that have been added to over the years are prone to clutter. The Building Program identifies signage needs, places for postings, and provides venues for the effective organization of signage. The architectural team is encouraged to join in that enterprise and look for solutions to clutter propagation.

Lighting is a critical issue in libraries and a lighting model is required in the design development stage to demonstrate the adequacy of lighting solutions thought the building. A strong desire for more natural light has been expressed by the community and the library planning team.

Art
The architect is to work with the library planning team to identify existing pieces of art at the library that are to be preserved and to find appropriate locations for those works in the expanded and renovated building. Some examples of existing art include:

- the Marshall Fredericks sculpture outside the Library's entrance on Merrill Street
- the Glen Michaels' art work called Medieval Tapestry on the wall leading down to the lower level
- the Pewabic tile featured on the lower level
- the tiled fireplace in the Harry Allen Room

Security
The existing security camera system is to be integrated and expanded as needed in any building planning. Review camera locations with staff. A swipe card staff entry system should be maintained. A building security or "burglar" alarm system is desired. RFID theft detection panels will be needed at the public entrance.

Ergonomics
Staff furnishings and millwork should allow for comfortably situated keyboards, monitors, and accessories that adjust to different users; floor treatments at public service desks that respond to staff spending many hours on their feet; light sources that reduce monitor glare. The architect is requested to consider people friendly solutions in selecting furnishings, fixtures, and finishes.

Library Circulation Control System
All circulation and materials processing/handling systems use RFID or Radio Frequency Identification technology. The library utilizes an automated materials sorting system that is detailed in the Circulation section of the building program.

Storm Shelter
The architect is to identify an area or areas of the building in which staff and customers are to assemble in severe weather.

Unassigned Space
Unassigned space includes areas of the building that are of common utility and do not serve a specific library purpose such as the entry and foyer, restrooms, general aisle space throughout the building, stairs, elevators, mechanical systems, and walls and partitions. A rate of 35% of the total gross building size for the building's unassigned or architectural space requirement is included at the end of the Space/User Seating/Technology Summary. This is a rate commonly necessary for multi-floor buildings that have been expanded by additions. Please note that two small existing storage areas on the lower level, the reference storeroom and a youth services storage closet, are included in the unassigned space.

Space/User Seating/Technology Summary

Functional Area	Square Feet	Table Seating	Casual Seating	Public Technology Stations	Other Seating
Exterior Book / Media Returns	Unassigned				
Entry/Vestibule/Lobby	Unassigned				benches
Restrooms	Unassigned				
Program Rooms	2,594				110 pgm room 40 pgm room
Circulation Desk Area	2,245			2 self-checks	
Youth Services	7,583	30	12	1 self-check 2 catalog stations 10 computer stations	40 story room
Popular Materials	388			1 catalog station	browser benches
Media Collections	1,104			1 catalog station	browser benches
Young Adult Services	1,040	15	6	4 computer stations 1 gaming console	
Information Commons and Adult Services Desk	3,084	32		1 catalog station 24 computer stations 1 microform station 1 typewriter	
Adult Fiction, Large Print, Creative Literature, Genre, Paperback, and Periodical Collections	3,987	36	26	2 catalog stations	
Nonfiction and Biography Collections	2,892	28		2 catalog stations	
Local History Room	382	8			
Adult Services Workroom	910				
Technical Services and IT Services	1,347				
Business, Administrative, and Friends Offices	2,085				10+ conf. room
Staff Room Area	644				
Receiving/Staff Entry	195				

Space/User Seating/Technology Summary (continued)

Functional Area	Square Feet	Table Seating	Casual Seating	Public Technology Stations	Other Seating
Facility Services	236				
Friends Storeroom	544				
General Storeroom	600				
Subtotal: Net Functional Space	31,860				
Unassigned Space: 35% of gross	17,155				
Gross Space Requirement 35% of gross	49,015	149	44	3 self-checks 9 catalog stations 38 computer stations 1 microform station 1 typewriter	110 pgm room 40 pgm room 40 story room 10+ conf room

Existing Library Space: 40,174 square feet

Seating Note: If the Café Alternate (Want) described on pages 62 and 63 is adopted, the seating totals should be changed to reflect the addition of 8 table seats and 3 casual seats.

Comparison: Existing Space Allocations and Allocations of the Building Program

Functional Area	Existing Net Square Feet	Programmatic Net Square Feet	% Change	Notes
Exterior Book / Media Returns	Unassigned	Unassigned	not known	
Automated Book Return / Sort Room	234	0	(- 234%)	Included in Circulation Desk Area
Entry/Vestibule/Lobby	Unassigned	Unassigned	not known	
Restrooms	Unassigned	Unassigned	not known	
Program Rooms	2,594	2,594	no change	Includes support spaces
Circulation Desk Area	1,407	2,245	+59.6%	Program includes larger automated sort room, better queue space, larger workroom, and other functions on public side of desk
Youth Services	4,420	7,583	+ 71.6%	Additional shelving, larger story room, better workroom and storage
Popular Materials	404	388	(- 4.0%)	
Media Collections	1,216	1,104	(- 9.2%)	Different shelving types
Young Adult Services	996	1,040	+ 4.4%	Per plan about to be implemented
Information Commons and Adult Services Desk	2,248	3,084	+ 37.2%	Includes study rooms and computer lab in both existing and program totals
Adult Fiction, Large Print, Creative Literature, Genre, Paperback, and Periodical Collections	3,987	3,987	no change	Large print and creative literature moved to Grand Hall
Nonfiction and Biography Collections	3,170	2,892	(- 8.8%)	Large print and creative literature moved to Grand Hall, use bottom shelves
Local History Room	382	382	no change	
Adult Services Workroom	404	910	+ 125.2%	More productive work space
Technical Services and IT Services	1,347	1,347	no change	Alternates (Wants) for these spaces would, if adopted, increase the combined space requirement to 1,750 net square feet (see pages 41 and 42),

(Continued)

Comparison: Existing Space Allocations and Allocations of the Building Program (Continued)

Functional Area	Existing Net Square Feet	Programmatic Net Square Feet	% Change	Notes
Business, Administrative, and Friends Offices	1,970	2,085	+ 5.8%	Both exclude "annex" but include existing Board room and kitchen
Staff Room Area	644	644	no change	Same location
Receiving/Staff Entry	Unassigned	195	not known	
Facility Services	236	236	no change	Same room
Friends Storeroom	544	544	no change	An alternate (Want) for this space would, if adopted, increase the space requirement to 700 net square feet (see page 49),
General Storeroom(s)	0	600	+ 600%	An alternate (Want) for this space would, if adopted, increase the space requirement to 1,500 net square feet (see page 50),
Subtotal: Net Functional Space	**26,203**	**31,860**	**+ 21.6%**	**Delta: 5,657**
Unassigned Space: **35% of gross**	**13,971**	**17,155**	**+ 22.8%**	**The existing unassigned is estimated as 34.8%**
Gross Space Requirement **35% of gross**	**40,174**	**49,015**	**+ 22%**	**Delta: 8,841**

Note: If all of the Alternates (Wants) identified on pages 62-64 are adopted, the Net Functional Space would increase by 2,649 square feet, the Unassigned Space would increase by 1,426 square feet, and the Gross Space Requirement would increase by 4,075 square feet.

Needs and Wants Review

The Joint Library Building Committee identified a number of facility improvements as either needs or wants. These tables identify the space implications of each improvement.

Needs

Action	Additional Space Required	Notes
Larger, better-laid-out Youth Room	+3,163 net square feet +4,866 gross square feet	Includes the public floor, story room, all staff areas, and storage
Larger, better-laid-out Young Adult Room.	+44 net square feet +68 gross square feet	This area is gaining 496 net square feet the winter of 2012/2013. Only 44 net square feet are added in the program based project.
More study rooms and quiet study areas.	+648 net square feet +997 gross square feet	Includes adult study rooms, youth study nooks, and Harry Allen room in lieu of Gryphon Room
More inviting main entrance	To be determined as part of the architectural solution	
Improved service desks, office areas and storage areas for staff.	+1,601 net square feet +2,463 gross square feet	Includes a new 600 sf general storeroom
More spacious, less cluttered layout, Better layout of collections	+201 net square feet +309 gross square feet	
Additional unassigned space for restrooms, hallways, etc.	+138 gross square feet	

Total additional net square feet = 5,657   Total additional gross square feet = 8,841

Wants

Action	Additional Space Required	Notes
Café	+510 net square feet +785 gross square feet	Add Alternate
Outside patio connected to the library	To be determined as part of the architectural solution	
More and/or larger restrooms	To be determined as part of the architectural solution	To be determined by code requirements
Library shop	+440 net square feet +677 gross square feet	Add Alternate
Street-level book drop	To be determined as part of the architectural solution	Negligible
Adult book shelving: bottom shelf	+456 net square feet +702 gross square feet	Return to not shelving materials on the bottom shelf in the Adult Nonfiction and Biography Collections
Technical Services and Information Technology workrooms	+403 net square feet +620 gross square feet	Provide additional space for the Technical Services and Information Technology workrooms
Friends' storeroom	+156 net square feet +240 gross square feet	Increase the size of the Friends' Storeroom
General storeroom	+900 net square feet +1,385 gross square feet	Increase the size of the General Storeroom
Shelving height: popular materials, young adult, and media collections	(-216) net square feet (-332) gross square feet	Increase the height of shelving from 66" to 72" for the Popular Materials, Young Adult, and Media collections (note: this is a deductive alternate)

Total additional net square feet = 2,649   Total additional gross square feet = 4,075

Relationship of Library Spaces

As a guide, the following core relationships are provided. Relationships within the individual spaces are described in the body of the narrative descriptions.

Building Area	Primary Relationship	Secondary Relationship
Exterior Book/Media Returns	Entry Circulation	
Entrance/Vestibule/Lobby	Cafe Program Rooms Circulation	Shop Youth Services Popular Materials
Restrooms General Public Youth Services Public Staff	Circ, Lobby, Program Rooms, Cafe Youth Services Desk Staff Room	Vertical circulation core
Café	Entry Popular Materials Restrooms	Shop Program Rooms
Library Shop	Entry, Café	Popular Materials
Program Rooms	Entry, Restrooms, Cafe	Youth Services
Circulation Desk Area	Entry Material Returns, Youth Services	Popular Materials Restrooms
Youth Services	Program Rooms Circulation	Popular Materials
Popular Materials	Entry, Circ, Café	Youth Services
Media Collections	Popular Materials	Young Adult Adult Services Desk
Young Adult Services	Adult Services Desk	Media Popular Materials
Information Commons and Adult Services Desk	Adult Collections Young Adult	Media Popular Materials
Adult Fiction, Large Print, Creative Literature, Genre, Paperbacks, Periodicals	Adult Services Desk	Circulation Popular Materials
Adult Nonfiction and Biography	Adult Services Desk	
Local History	Adult Services Desk	

Relationship of Library Spaces (Continued)

Building Area	Primary Relationship	Secondary Relationship
Adult Services Workroom	Adult Services Desk Adult Collections	
Information Technology Workroom and Technical Services	Receiving	
Business Office and Administration	None	
Staff Room Area	Staff Entry	
Receiving / Staff Entry	Staff Room, Technical Services	Facility Services Friends' Storeroom
Facility Services	Receiving	Storeroom
Friends' Storeroom	Receiving	
General Storeroom		Facility Services

Shelving and Display Summary

Notes

1. All shelving quantities are expressed as single- faced though most will be deployed as double-faced sections.

2. Due to varying shelving heights and shelving styles, the "# Existing Sections or Equivalents" is expressed roughly as the equivalent number of sections of the proposed shelving type so that the reader may make an "apple-to-apple" comparison.

3. Oversized and Folio volumes are to be integrated with the regular nonfiction. Shelving for the Dewey 700's classification and the end section of all other shelving ranges is to have 5, not 6, shelves per section.

Collection	# of Existing Sections or Equiv.	# of Proposed Sections	Height	Shelves Per Section, with base	Depth of Shelf	Other Units	Notes	Square Feet
Adult Collections								
Popular Materials								
New Books	7	9	66"	4	10"		Sloped shelves	108
Hot Picks	4	5	66"	4	10"		Sloped shelves	60
Book Club	4	5	66"	4	10"		Sloped shelves	60
Topical Displays	0					2	Display units on casters	100
Total	**15**	**19**				**2**		**328**
Young Adult								
Print – New	1	1	66"	5	10"			12
Print	21	21	66"	5	10"			252
Audio Books	1	1	66"	5	10"			12
Magazines, current and back issues	2	2	66"	4	12"		periodical shelving	24
Video Games	1	1	66"	5	6"		slanted, slotted shelves	12
Total	**25**	**26**						**312**
Media								
CD Music	10	10	66"	4	10"		bin style shelves	120
DVDs - New	1	1	66"	5	6"		slanted, slotted shelves	12
DVDs	52	52	66"	5	6"		slanted, slotted shelves	624
Video Games	1	1	66"	5	6"		slanted, slotted shelves	12
Audio Books – New	1	1	66"	5	6"		slanted, slotted shelves	12
Audio Books – MP3	1	1	66"	5	6"		slanted, slotted shelves	12
Playaways	1	1	66"	5	6"		slanted, slotted shelves	12
Audio Books	20	20	66"	5	6"		slanted, slotted shelves	240
Total	**87**	**87**						**1,044**

Shelving and Display Summary

Collection	# of Existing Sections or Equiv.	# of Proposed Sections	Height	Shelves Per Section, with base	Depth of Shelf	Other Units	Notes	Square Feet
Adult Collections - continued								
Fiction, Large Print, Genre, PB, Periodicals								
Fiction, Large Print, Creative Literature, Genre, PB	158	142	90"	7	10"		This utilizes the existing Grand Hall shelving and adds one full range in that style	1,704
Current Magazines and Newspapers	**24**	**24**	66"	4	12"		periodical shelving	**288**
Total	**182**	**166**						**1,992**
Nonfiction and Biography **Note: the base shelf is currently left empty but NOT IN THE PROGRAM**								
Nonfiction – includes all Oversize and Folio volumes	190	150	84"	6	10"			1,800
Biography	29	26	84"	6	10"			312
Total	**219**	**176**						**2,112**
Reference								
General Reference	42	42	84"	6	12"			504
Total	**42**	**42**						**504**
Local History / Genealogy								
Local History	13	13	84"	6	12"		This utilizes the existing shelving in the Harry Allen Room	156
Total	**13**	**13**						**156**

Shelving and Display Summary

Collection	# of Existing Sections or Equiv.	# of Proposed Sections	Height	Shelves Per Section, with base	Depth of Shelf	Other Units	Notes	Square Feet
Youth Collections								
Central Zone								
New Books	6	6	66"	4	10"		display shelves - confer with staff / consultant	72
Topical Display	0					2	confer with staff and consultant	100
Magazines – Current and Back-Issues	6	6	66"	3	12"		periodical shelving	72
Reference	5	5	66"	4	12"			60
Parenting	2.5	3	66"	5	12"			36
Award Winners	2.5	3	66"	5	12"		Sloped shelves	36
Audio Books – includes new	4.5	5	66"	5	6"		Sloped shelves	60
Playaways	1.2	2	66"	5	6"		Sloped shelves	24
DVDs– incl. new	15.6	18	66"	5	6"		Sloped shelves	216
Video Games	1.4	2	66"	5	6"		Sloped shelves	24
Music CDs	2	3	66"	4	10"		bin style shelves	36
Book/CD Kits	3	4	66"				2 rods for hanging bags per section	48
Leap Pad Kits	1	2	66"				2 rods for hanging bags per section	24
Total	**50.7**	**59**				**2**		**808**
Young Child Zone								
Board Books	2	3	48"	3	12"		Bin style shelves	36
Concept Books	2	3	48"	3	12"			36
Picture Books	48	54	48"	3	12"			648
Discover Books	4	5	48"	3	12"			60
Fairy Tale Books	8	9	48"	3	12"			108
Total	**64**	**74**						**888**
Elementary Zone								
Fiction	39	44	66"	5	10			528
Paperback Series	11	13	66"	5	6			156
Battle of Books	2	3	66"	5	6			36
Nonfiction	66	74	66"	4	10			888
Biog. – incl. new	13	15	66"	4	10			180
ESL / World Lang.	3	4	66"	4	10			48
Illustrated Shorts	2	3	66"	4	10			36
Total	**136**	**156**						**1,872**

Functional Area Descriptions

Parking and Exterior Site Features

Parking

Since Baldwin is an urban library, all parking is provided either on-street or in near-by municipal parking structures.

Vehicle Circulation Issues
- drop-off/pick-up lane at the front entry
- path for driver's side book return
- path for delivery vehicles to receiving area

Entry Area
- a well-lit flag pole
- racks for 20 bicycles
- 2 benches for those waiting for rides
- 2 trash receptacles
- return slot for after-hours access to the automated return/sort system
- digital monitor visible to those approaching the entry for the posting of hours of operation, announcements and event notices

Patio

As the site plan permits provide an outside patio for the use of both library and café patrons. Consult with library management to resolve materials security considerations.

Site Landscaping and Lighting

Attractive but easily maintained plantings are desired. Lighting is required for public and staff safety at the parking area(s), public entries, site margins, and at the staff entry. Lighting is also needed to complement and highlight the building's feature elements, especially the public entry area.

Refuse

A screened enclosure is needed for trash and recycling receptacles. Identify a location convenient both for staff and for pick-up.

Signage: The library's name prominently visible from all approaches and lit at night
                         Digital monitor at entry

Adjacencies   Primary: Entry: Drop-off Lane
                                          Deliveries: Staff Entry, Receiving

Exterior Book/Media Returns

Square Feet: unassigned

Function and Design Issues

Drive-up Returns

The library wishes to consider two large, drive-up curbside return boxes, one for books and one for media. The returns should ideally be located on the driver's side. The returns should provide convenient staff access for emptying the returns and bringing the contents into the building.

The design team should also investigate the feasibility of a conveyor return that integrates a drive-up, driver's side return with the automated return/sorted system if the site plan and traffic codes allow. The drop exterior should be sheltered from the weather and illuminated.

Walk-up Return

A return slot that conveys material directly to the automated sort system is to be located in a sheltered location immediately adjacent to the library entry. The sort equipment is described in the Circulation Desk section of the building program.

Signage: Walk-up Return: "Returns" with venue for user instructions
                  Drive-up Return(s):   Library Logo, book return, media return

Adjacencies: Primary: Entry
                                  Circulation Desk / Automated return/sort system room

Engineering Issues

Security:	keyed returns

Entry/Vestibule/Lobby

Square feet: unassigned

Function and Design Issues

This area provides a welcoming entry for the public to the library facility. The entry is to provide an at-grade entry for patrons, with all stairs, ramps, and elevators associated with the entry to have an at-grade presence, and all to be within the building envelope.

The entry/vestibule/lobby is to provide access to the library's primary meeting rooms outside of the library's regular operating hours while maintaining a secure perimeter for the library proper. When the library is closed meeting room users should have access to restrooms, drinking fountain, public elevator, and other common amenities.

The entry experience is to provide for:

- an entry vestibule to minimize air infiltration
- interior bench for patrons waiting for rides
- sign visible from the curb indicating open/closed
- automatic lateral door openers
- walk-off system for shoe soil
- bi-level drinking fountain
- lighted, flush wall display case
- dedication plaque and donor recognition system for wall
- lobby monitor to display library events calendar and promotions
- janitorial closet with mop sink, snow melt, floor signs, snow shovel, and broom
- theft detection panels on library side of lobby
- possibly, a welcome desk

Signage: Illuminated exterior name of library
Sign visible from the curb indicating open/closed
Dedication plaque and donor recognition system for wall
Monitor to display events calendar and promotions

Adjacencies: Primary: Circulation, Program Rooms, Café
Secondary: Youth Services, Popular Materials, Shop

Engineering Issues

Computer Outlets:	one in the lobby for the undefined future
	one for the events display monitor
	one for theft detection panels
Electrical Outlets:	convenience outlets in lobby and vestibule
	door openers
	theft detection panels
	customer counter
	interior of display case
	events display monitor
Security:	theft detection system
Other	illuminated display case

Restrooms

Square feet: unassigned

Function and Design Issues

- 3 public restrooms (men, women, assisted/family) on the primary public floor.
- 2 public restrooms (men, women) on the lower level.
- 1 single occupant public restroom on the second floor.
- 1 family restroom is to be located in the Youth Services department.
- 1 single occupant staff restroom by the staff room.
- Whenever possible public restrooms are to be located so there is a clear line-of-sight from the restrooms to a staffed public service desk.

Restrooms should provide:

- Views to the interiors of the restrooms are to be screened when the doors are opened
- Automatic restroom door openers would be desirable
- Package shelves by sinks
- Automatic fixtures (wired, not battery operated) for toilets, urinals, lights, hand blowers
- Keyed deadbolts (no thumb latch) for all public restroom doors for use during periods of vandalism
- Stalls should be spacious, well lit, and include coat hook and package shelf
- Changing tables in all public restrooms
- Toilet paper, Sanitary product, and soap dispensers per direction of library
- Vandal resistant, easy care floors and walls
- Floor drain
- Access panels to any valves located in wall cavities
- The Youth restroom is to provide an adult sized toilet and two sinks, one at adult height, one at child height. This restroom should be visible from the Youth public service desk. A nursing area is to include a comfortable chair for mother and infant and a second chair for a toddler sibling.

Signage: per ADA requirements

Adjacencies:
General Public	Entry, Program Rooms, vertical circulation core
Youth Services Public	Youth service desk
Staff	Staff work areas and staff room

Engineering Issues

Electrical:	convenience outlets only
Security:	keyed deadbolt locks without thumb locks
plumbing:	drinking fountains floor drains access panels to any valves located in the wall automatic fixtures - public restrooms
HVAC:	superior ventilation

Program Rooms

2,594 square feet plus unassigned

Function and Design Issues

The program rooms provide space for library and community sponsored programming. The rooms should be able to operate independently from the library proper, allowing community sponsored events to start before and run past normal library operating hours. When the library is closed the program rooms should have access to restrooms, drinking fountain, public elevator, and other common amenities.

Pre-Assembly Space (Unassigned)

Flexible space is needed for persons attending programs at the library to gather prior to the beginning of activities and during breaks in the programming. Confer with staff and consultant to further define this space.

Main Program Room (Lower Level Meeting Rooms) **(1,871sf)**

The room should seat 110 people in rows of chairs or 50 at tables and be rectangular in shape with a level floor. The room is to divide into 2 portions for concurrent activities (discuss proportions with library). Plenum partitioning is required above a dropped ceiling for sound suppression when the room is divided. All programmatic capabilities are to be available to both portions of the room. This may require duplication of features in some circumstances.

The room should provide a wide range of media and technology support in each component of the room. The architects and their electrical or media consultant are requested to carefully explore these requirements with the library staff and library consultant.

- telephone, data, power, cable television outlets at frequent wall and flush floor locations
- Wi-Fi service
- in-room public address system
- ceiling mounted projection screens
- teleconferencing capability
- ceiling mounted computer and video out-put projection
- tack strip around the room
- sound system
- media control closet
- lighting controlled to allow for different levels and zones of illumination
- independent HVAC controls
- clocks

Other features shared by both portions of the room are to include:
- kitchen with counter, full size refrigerator, microwave, stove, dishwasher, 2 deep sinks with disposal, keyed cupboards.
- Media control closet – including sound, display, video recording, and camera equipment
- coat alcove or room with coat rods and package shelves
- storage for folding tables, stacking chairs, table/chair dollies, media carts, lecterns, easels, and programming accessories

Program Room Two (currently the Jeanne Lloyd Room) **(723 sf)**

The room should seat 40 people in rows of chairs or 20 at tables and be rectangular in shape with a level floor. The room should provide a wide range of media and technology. The architects and their electrical or media consultant are requested to carefully explore these requirements with the library staff and library consultant.

- telephone, data, power, cable television outlets at frequent wall and flush floor locations
- Wi-Fi service
- in-room public address system
- ceiling mounted projection screen
- teleconferencing capability
- ceiling mounted computer and video out-put projection
- sound system
- clock
- media control closet
- lighting controlled to allow for different levels and zones of illumination
- independent HVAC controls

The room should provide:
- coat alcove or room with coat rods and package shelves
- storage for folding tables, stacking chairs, media carts, lecterns, dollies and programming accessories
- a counter with sink and under-counter refrigerator

Signage: review with staff
                        signage to allow posting of room schedule at room entry

Adjacencies   Primary: Entry, Café, Restrooms
                            Secondary: Youth Services

Engineering Issues

Telephone Outlets:	
Computer Outlets:	Review with library staff and consultants
Electrical Outlets:	
Plumbing:	Emergency telephones in each program room

Circulation Desk Area

2,245 square feet

Function and Design Issues

The circulation desk is the first point of contact for most library users. Library users come to the circulation desk to check-out materials, return books and pay fines, register as a borrower, and ask for directions. Staff at this desk provide the central point of control for the entire library. A diverse collection of customer service features are provided on the public floor near the circulation desk.

Building Directory (40 sf)
- obvious to all entering the building and in a location to allow customers to have a general view of the building interior

Customer Information Center (120 sf)
- a recessed alcove or distinct area that pulls together these component elements
- 3 bins for the distribution of bulk materials
- keyed cupboards or closet with shelving for the storage of copying supplies and handouts
- recessed, wall-mounted literature racks
- 2 keyed bulletin boards

Self-Check (80 sf)

As customers approach the circulation desk on their way out of the library they should find a counter or stand for 2 self-check circulation stations.

Public Reshelving Area (50 sf)

Provide space and an attractive location for public access to 3 book carts with materials waiting reshelving.

Self-Serve Reserves (60 sf)

Provide 4 sections of 66" shelving for patron reserves. The shelves should be able to be filled from behind by staff from their work area.

Circulation Desk (545 sf)
Provide a queuing mechanism so that customers intuitively and cooperatively form a single line to approach the circulation desk stations. The circulation desk is composed of 3 public service stations 2 at standing height, 1 at ADA height. The desk design is to create an identity for each station. The desk should be modular and avoid the monolithic image that so often characterizes service desk design. Pass-throughs at both ends of the desk should allow the easy movement of staff and book carts from behind the desk to the public floor. Floor treatment should reflect long hours spent by staff standing behind the desk. When considering the design of the circulation desk area it is important to note the need to control clutter. The desk should provide shielding of all cabling and equipment.

Each station is to include:

- computer
- monitor, adjustable
- keyboard, adjustable
- RFID scanner
- receipt printer
- telephone
- shared cash register visible to all stations

- task chair or wheeled stool
- shared security gate control station
- pedestals for shelves/storage
- shield backs of equipment/cabling
- under-counter cable system
- 2 sections of shelving for ILL holds

Circulation Workroom (805)
A room with convenient access to the front desk and reshelving area should provide:

- 5 staff workstations each with task chair, microcomputer, telephone, drawers and shelves.

- Mail Station – a standing height counter with scale, postage meter, shelves above the counter, and storage for mailers, labels, and other mailing supplies.

- Interlibrary Loan Station - a standing height counter with shelves above the counter and storage for mailers, labels, and other mailing supplies.

- Delivery Bins – a low shelf with room for 2 bins and open floor space with room for 2 stacks of bins (1 empties, 1 loaded). Locate for easy access for daily removal by delivery personnel.

- Shared features
    - 1 mending work table with task chair
    - tagging cart
    - 4 sections of shelving
    - 3 four-drawer lateral files
    - 3 free-standing supply cabinets
    - shredder, freestanding

    - 2 bulletin boards
    - staff mailboxes
    - safe
    - clock
    - 1 LAN copy/printer station
    - room for 4 book carts
    - counter with sink

Automated Check-in / Sort Room (545 sf)
- an area adjacent or near to the Circulation Desk enclosed to limit noise and clutter transference
- a 7 bin sorter, conveyor equipment, and a seated computer control station
- The materials walk-up return slot by the building entry conveys materials to this room. The distance between the return slot and the sorter room is to be kept to a minimum. If possible provide a windowed view of the sorter's machinations for the public in the vestibule.
- a work counter with 1 manual check-in station (computer, RFID reader), telephone, public address controls, cupboards for supply storage, 1 large returns bin
- room for 12 book carts
- 2 sections of shelving for snags
- large cabinet with disc cleaner

Signage   Building directory, customer service center, book returns, reserves, self-checks, recently returned, circulation desk, workroom

Adjacencies   Primary: Entry, Materials Return, Youth Services
                  Secondary: Restrooms, Popular Materials

Engineering Issues

Telephone Outlets:	1 at each public service station 1 at check-in station 1 at each staff work station
Computer Outlets:	1 at each self-check unit 1 at each public service station 1 at each check-in workstation 1 at each staff work station
Electrical Outlets:	1 at building directory 2 duplex at each self-check unit 1 duplex at each public copier 2 duplex at each public service station 2 duplex at each check-in workstation 2 duplex at each staff work station
Public Address:	confer on location for primary control

Youth Services

7,583 square feet+ unassigned

Function and Design Issues

The Youth department provides the collections and services designed for library users from birth through early middle school as well as parents, teachers, and other care givers. The Youth staff provides reader's guidance, reference, and programming services sought by these users. The workroom provides space for program preparation, collection development, and completion of other off-desk duties.

The Youth department should have a sense of identity and a sense of separation from the adult portions of the library. The seating and collections are to be grouped in three major zones; Central, Young Child, and Elementary.

Central Zone (1,923 sf + unassigned)
- Entry Experience – Provide an engaging entry portal that celebrates children of all ages and their interests while avoiding the use of tired or overly childish themes. Within the entry area provide:
    - 3 to 5 large bulletin boards or tackable surfaces
    - Parking area for 6 strollers
    - 4 young child Playschool style shopping carts (a tradition)
    - 20 coat pegs at child heights
- Public Service Desk
    - the desk design should match the youthful feeling of the room
    - 2 seated staff stations each with computer, telephone, pencil/box/file drawers, 1 LAN printer
    - room for 2 book carts
    - easy egress for staff to get to public floor
- large tackable wall for display
- 1 aquarium
- 1 self-check circulation station with space for patron books and belongings
- collection shelving
- 3 study nooks for tutoring pairs, small group collaboration, and individual study. These nooks should create personal space without the use of doors but dividers and other means of creating distinct spaces.
- 10 computer workstations, 4 for young children and 6 for elementary children. The computer stations should each seat two users.
- 2 public catalog stations
- 1 LAN printer station with printer, print release station, and pay station
- brochure rack
- family restroom
- clock

Young Child Zone (1,418 sf)
- collection shelving
- 1 four-place child-height table
- 4 adult soft seats chairs for parent or parent with child seating
- 4 child soft seats
- An activity / emergent literacy area for very young children, visible from the public service desk and part of the department's open landscape. This space could include the following, review the concept with the staff during the design process.
    - educational manipulative discovery pieces
    - 2 small tables for game and puzzle activity

- o 4 cubbies for game storage and 1 puzzle storage cubbie
- o 4 wall or stack end panel mounted manipulative boards
- o 1 flannel board with attached or adjacent storage for story pieces
- o 1 puppet theater with bin for puppet storage
- o 1 play house
- o 1 doll house
- o 1 Lego table
- o window seats as plan permits

The Elementary Zone (2,412 sf)
- collection shelving
- 4 casual seats
- 8 two-place study tables on casters to allow the tables to be grouped and moved as needed by both patrons and staff.

Youth Program Room (820 sf)
The Youth program room provides a special space for storytelling, crafts, and other group programs. The room should seat 20 children on a carpeted floor with 20 parents in chairs. Concurrently provide room for 2 craft tables on resilient flooring. Also include the following features:

- viewing window for caregivers outside of the room
- telephone, data, power, cable television outlets at frequent wall and flush floor locations
- public address system
- ceiling mounted projection screen
- sound and video presentation capabilities
- lighting controlled to allow for different levels and zones of illumination
- tack wall surface around room
- A counter with cupboards, microwave, refrigerator, and two sinks. A portion of the counter and one sink is to be at child-height
- closet for table/chair storage
- clock
- Note – supply storage is provided by a jointly accessed storeroom shared with the Youth workroom and is described in that section.

Youth Services Workroom (600 sf)
- 4 staff workstations each with task chair, microcomputer, telephone, drawers /shelves; scanner
- 1 LAN printer
- 2 work tables with task chairs.
- counter with a large, deep sink and crane-necked faucet
- 5 sections of shelving
- 2 storage cabinets
- 2 four-drawer files
- 2 bulletin boards
- staff mail boxes
- 4 book carts
- clock

Storeroom (410 sf)
A storeroom for craft supplies and display pieces is to be located off the workroom with a connecting door to the Youth Program Room. The room is to include
- 16 sections of 84" shelving with 12 inch shelves
- 4 sections of 84"industrial shelving with 16 or 18 inch shelves
- 2 storage cabinets
- Counter for Accucut machine and slotted storage for dies
- 80 square feet of floor space for storage of larger objects and carts.

Signage: youth services, public service desk, collections, range guides, a changeable signage venue at each computer and media station, program room, workroom

Adjacencies: Primary: Program Rooms, Circulation
                     Secondary: Popular Materials

Engineering Issues

	Public Floor and Service Desk	Workroom	Program Room
Telephone Outlets:	1 at each public service desk station	1 at each staff workstation 1 at counter	Architect and consultants' to review requirements with staff in design development
Computer Outlets:	1 at each public service desk station 1 at each public catalog station 1 at each computer workstation 1 at each LAN printer 1 at each study table and study nook	1 at each staff workstation 1 at each worktable 1 at LAN printer	Architect and consultants' to review requirements with staff in design development
Electrical Outlets:	2 duplex at each public service desk station 1 duplex at each public catalog station 1 duplex at each computer workstation 1 duplex at each LAN printer 1 duplex at payment machine 1 duplex at each study table and study room	2 at each staff workstation 1 at LAN printer 2 duplex each at worktable 1 duplex at workroom counter 2 duplex at storeroom counter	Architect and consultants' to review requirements with staff in design development
Plumbing:	Restroom	Sink at counter	Sinks at counter

Collection Shelving

Youth Collections

Central Zone

Collection	# of Existing Sections or Equiv.	# of Proposed Sections	Height	Shelves Per Section, with base	Depth of Shelf	Other Units	Notes	Square Feet
New Books	6	6	66"	4	10"		display shelves - confer with staff / consultant	72
Topical Display	0					2	confer with staff and consultant	100
Magazines – Current and Back-Issues	6	6	66"	3	12"		periodical shelving	72
Reference	5	5	66"	4	12"			60
Parenting	2.5	3	66"	5	12"			36
Award Winners	2.5	3	66"	5	12"		Sloped shelves	36
Audio Books – includes new	4.5	5	66"	5	6"		Sloped shelves	60
Playaways	1.2	2	66"	5	6"		Sloped shelves	24
DVDs– incl. new	15.6	18	66"	5	6"		Sloped shelves	216
Video Games	1.4	2	66"	5	6"		Sloped shelves	24
Music CDs	2	3	66"	4	10"		bin style shelves	36
Book/CD Kits	3	4	66"				2 rods for hanging bags per section	48
Leap Pad Kits	1	2	66"				2 rods for hanging bags per section	24
Total	**50.7**	**59**				**2**		**808**

Young Child Zone

Collection	# of Existing Sections or Equiv.	# of Proposed Sections	Height	Shelves Per Section, with base	Depth of Shelf	Other Units	Notes	Square Feet
Board Books	2	3	48"	3	12"		Bin style shelves	36
Concept Books	2	3	48"	3	12"			36
Picture Books	48	54	48"	3	12"			648
Discover Books	4	5	48"	3	12"			60
Fairy Tale Books	8	9	48"	3	12"			108
Total	**64**	**74**						**888**

Elementary Zone

Collection	# of Existing Sections or Equiv.	# of Proposed Sections	Height	Shelves Per Section, with base	Depth of Shelf	Other Units	Notes	Square Feet
Fiction	39	44	66"	5	10			528
Paperback Series	11	13	66"	5	6			156
Battle of Books	2	3	66"	5	6			36
Nonfiction	66	74	66"	4	10			888
Biog. – incl. new	13	15	66"	4	10			180
ESL / World Lang.	3	4	66"	4	10			48
Illustrated Shorts	2	3	66"	4	10			36
Total	**136**	**156**						**1,872**

Popular Materials

388 square feet

Function and Design Issues
The Popular Materials area includes high demand adult collections primarily intended for browsing.

Catalog Station (40 sf)
- 1 public catalog station

New Books (128 sf)
- collection shelving
- 2 browser benches

Hot Picks (60 sf)
- collection shelving

Book Club (60 sf)
- collection shelving

Topical Display   (100 sf)
- collection shelving

Signage: Each collection, signage venue at public catalog station

Adjacencies: Primary: Entry, Café, Circulation
                     Secondary: Youth Services

Collection Shelving

Collection	# of Existing Sections or Equiv.	# of Proposed Sections	Height	Shelves Per Section, with base	Depth of Shelf	Other Units	Notes	Square Feet
New Books	7	9	66"	4	10"		Sloped shelves	108
Hot Picks	4	5	66"	4	10"		Sloped shelves	60
Book Club	4	5	66"	4	10"		Sloped shelves	60
Topical Displays	0					2	Display units on casters	100
Total	**15**	**19**				**2**		**328**

Engineering Issues

Computer Outlets:	1 at each public catalog station
Electrical Outlets:	1 duplex at public catalog station convenience outlets

Media Collections

1,104 square feet

Function and Design Issues

This area provides for the display and browsing of the adult media collections.

- collection shelving
- browser bench(es) as warranted by layout
- 1 catalog station

Signage: Each collection, range guides

Adjacencies: Primary: Popular Materials
Secondary: Adult Services Desk, Young Adult

Collection Shelving

Collection	# of Existing Sections or Equiv.	# of Proposed Sections	Height	Shelves Per Section, with base	Depth of Shelf	Other Units	Notes	Square Feet
CD Music	10	10	66"	4	10"		bin style shelves	120
DVDs - New	1	1	66"	5	6"		slanted, slotted shelves	12
DVDs	52	52	66"	5	6"		slanted, slotted shelves	624
Video Games	1	1	66"	5	6"		slanted, slotted shelves	12
Audio Books – New	1	1	66"	5	6"		slanted, slotted shelves	12
Audio Books – MP3	1	1	66"	5	6"		slanted, slotted shelves	12
Playaways	1	1	66"	5	6"		slanted, slotted shelves	12
Audio Books	20	20	66"	5	6"		slanted, slotted shelves	240
Total	**87**	**87**						**1,044**

Engineering Issues

Computer Outlets:	1 at public catalog station
Electrical Outlets:	1 duplex at public catalog station

Young Adult Services

1,040 square feet

Function and Design Issues

The Young Adult area should be defined by the layout of furnishings and building elements rather than walls to create an identifiable space with a bright, open, relaxed atmosphere. Elements that might be used in crafting this effect include signage, graphic art, banners, display pieces, overhead pieces, and furniture style. The architect and interior design team will want to explore these issues with teen customers, the staff and consultant.

- The layout and style of furnishings selected are to allow for impromptu changes to reflect changing preferences and functions
- The design team is to work with Baldwin teens in the development of interior treatments and furnishing selections of this space
- collection shelving
- 4 computer workstations
- 1 game console table with wall-mounted flat panel monitor
- 3 wheeled three-place tables
- 1 six-place collaborative study piece
- 6 comfortable seating pieces
- tackable or magnetic wall surfaces for display materials

Signage: Each collection, range guides

Adjacencies: Primary: Adult Services Desk
Secondary: Media, Popular Materials

Collection Shelving

Collection	# of Existing Sections or Equiv.	# of Proposed Sections	Height	Shelves Per Section, with base	Depth of Shelf	Other Units	Notes	Square Feet
Print – New	1	1	66"	5	10"			12
Print	21	21	66"	5	10"			252
Audio Books	1	1	66"	5	10"			12
Magazines, current and back issues	2	2	66"	4	12"		periodical shelving	24
Video Games	1	1	66"	5	6"		slanted, slotted shelves	12
Total	**25**	**26**						**312**

Engineering Issues

Computer Outlets:	1 at each computer station 2 at game console location
Electrical Outlets:	1 duplex at each computer station 1 duplex at each customer seat or table 2 duplex at game console location

Information Commons and Adult Services Desk

3,084 square feet

Function and Design Issues
The information commons brings together the digital and print resources intended for research. Staff at the Adult Services desk assists the public in person and by telephone, in locating materials or information in all adult collections and in the use of information technologies.

Adult Services Desk (200 sf)
- 2 seated staff stations each with computer, telephone, pencil, box, and file drawers. Provide treatments to limit the sound transference of staff conversations and interactions with patrons to other portions of the Information Commons.
- controls for study room door strikes
- easy egress for staff to get to public floor
- back counter with 4 sections of 45" shelving, 1 LAN printer, 1 fax station, a 15 drawer card file for Eccentric index, and four file drawers for local information

Public Catalog (40 sf)
- 1 public catalog station

Reference Collection and Seating (704 sf)
- 4 two-place tables
- collection shelving

Study Rooms (600 sf)
- 3 two-place glazed study rooms
- 3 six-place glazed study rooms
- 1 Quiet Room: the **Harry Allen Room** is to be purposed as a Quiet Room for individuals seating contemplative space. See that section titled **Local History Room**

Copy/Printing Center (160 sf)
- a defined area or recessed alcove
- 1 photocopier with side table
- 1 print release station
- 2 LAN printers
- card/cash payment station
- venue for the posting of printed instructions

Public Floor Computing (480 sf)
- 12 computer workstations
- The layout should create a sense of relaxed personal space. Do not locate the public computers in a pass-thru space with general circulation at the users' backs.

Technology Lab (630 sf)
- When not in use for training, the Technology Lab should open-up widely though the use of pocket doors or similar treatments so that the entire Lab is available for public use. Any fixed walls of the Lab should be glazed (glass) to ease supervision.
- 1 instructor's station at the head of the space
- 12 public workstations
- layout to allow easy movement for instructor through the room
- 1 ceiling mounted digital output projector
- 1 white board
- Indirect, controlled lighting system
- clock
- 1 keyed storage cabinet

Microform Room (270 sf)
- a room glazed for observation by staff and with controlled lighting for ease of viewing images
- 1 microform reader/scanner/printer with microcomputer
- 1 enlarging viewer
- 1 typewriter
- 8 film/fiche storage cabinets

Signage: Adult Services Desk, each collection, range guides, signage venue at each catalog station and public computer, study rooms, microform room

Adjacencies Primary: Adult Collections, Young Adult
Secondary: Media, Popular Materials

Collection Shelving

Collection	# of Existing Sections or Equiv.	# of Proposed Sections	Height	Shelves Per Section, with base	Depth of Shelf	Other Units	Notes	Square Feet
General Reference	42	42	84"	6	12"			504
Total	**42**	**42**						**504**

Engineering Issues

Telephone Outlets:	1 at each adult services desk station and fax
Computer Outlets:	1 at each adult services desk station 1 at adult services desk LAN printer 3 at print center 1 at each public catalog station 1 at each public computer station 1 at all study tables and study rooms
Electrical Outlets:	2 duplex at each adult services desk station 1 duplex at adult services desk LAN printer 3 duplex at print center 1 duplex at each public catalog station 1 duplex at public computer station 1 duplex at each study tables and study room
Other	study room door controls at adult services desk

Adult Fiction, Large Print, Creative Literature, Genre, Paperback, and Periodical Collections

3,987 square feet

Function and Design Issues

This area provides for the public's reflective reading and quiet study while using the fiction, large print, creative literature, genre, paperback, and periodical collections.

- collection shelving
- 14 lounge chairs
- 4 three place sofas
- 6 four place tables
- 6 two-place tables (to replace 4 round four-place tables displaced by the addition of the large print and creative literature collections and the two resulting additional shelving ranges.)
- 2 public catalog stations

Signage: Each collection, range guides

Adjacencies: Primary: Adult Services Desk
Secondary: Popular Materials, Circulation

Collection Shelving

Collection	# of Existing Sections or Equiv.	# of Proposed Sections	Height	Shelves Per Section, with base	Depth of Shelf	Notes	Square Feet
Fiction, Large Print, Creative Literature, Genre, PB	158	142	90"	7	10"	This utilizes the existing Grand Hall shelving and adds two full range in that style	1,704
Current Magazines and Newspapers	**24**	**24**	66"	4	12"	periodical shelving	**288**
Total	**182**	**166**					**1,992**

Engineering Issues

Computer Outlets:	1 at each public catalog station
Electrical Outlets:	1 duplex at each public catalog station 1 duplex at each study table

Adult Nonfiction and Biography Collections

2,892 square feet

Function and Design Issues

This area provides for the public's reflective reading and quiet study while using the nonfiction, biography, and large print collections.

Some specific portions of the nonfiction shelving and seating are to be laid-out in a "neighborhood" configuration, bringing a focus to high-use portions of the collection and breaking the monotony of the shelving arrangement. The staff will provide guidance in what specific areas of the collection are to receive this treatment.

- collection shelving
- 6 two-place tables
- 4 four-place tables
- 2 public catalog stations

Signage: Each collection, range guides

Adjacencies: Primary: Adult Services Desk
                 Secondary:

Collection Shelving

Collection	# of Existing Sections or Equiv.	# of Proposed Sections	Height	Shelves Per Section, with base	Depth of Shelf	Other Units	Notes	Square Feet
Nonfiction – includes all Oversize and Folio volumes	190	150	84"	6	10"			1,800
Biography	29	26	84"	6	10"			312
Total	**219**	**176**						**2,112**

Engineering Issues

Computer Outlets:	1 at each public catalog station
Electrical Outlets:	1 duplex at each public catalog station
	1 duplex at each seat and study table

Local History Room

382 square feet

Function and Design Issues

Local history materials are provided to patrons in the Harry Allen Room. Other local history, reference, and serial items that are either irreplaceable or in fragile physical condition are in a closed stacks location.

The room is also intended to provide quiet study space for those who desire a more contemplative environment. Policies regarding the demeanor of those wishing to occupy the space are to be posted to make clear the room's conditions of use.

- existing collection shelving
- existing display cases
- 2 four-place tables

Signage: Name of room
Venue for effective posting of room policies

Adjacencies: Primary: Adult Services Desk
Secondary:

Collection Shelving

Collection	# of Existing Sections or Equiv.	# of Proposed Sections	Height	Shelves Per Section, with base	Depth of Shelf	Other Units	Notes	Square Feet
Local History	13	13	84"	6	12"		This utilizes the existing shelving in the Harry Allen Room	156
Total	**13**	**13**						**156**

Engineering Issues

Computer Outlets:	None
Electrical Outlets:	a duplex at each table as permitted by existing conditions

Adult Services Workroom

910 square feet

The workroom provides workspace for Adult Services staff to complete their many duties when not providing direct public service.

- 7 staff workstations each with task chair, microcomputer, telephone, drawers and shelves.

- Department head office with view to workroom to include a workstation, task chair, microcomputer, telephone, side chair, bulletin board, 3 sections of shelving, and 1 four-drawer file.

- shared features
  - 1 work table with task chair
  - 4 sections of shelving
  - 3 four-drawer lateral files
  - 3 free-standing supply cabinets
  - 2 bulletin boards
  - Staff mailboxes
  - clock
  - 1 multi-function copy/print station
  - room for 7 book carts
  - counter with sink, refrigerator, coffee maker

Signage   Adult Services Workroom

Adjacencies   Primary: Adult Services Desk, Adult Collections
                  Secondary:

Engineering Issues

Telephone:	1 at each staff workstation and office
	1 at counter
Computer Outlets:	3 at multi-function copy/print station
	1 at each staff workstation and office
	1 at counter
Electrical Outlets:	3 duplex at multi-function copy/print station
	2 duplex at each staff workstation
	1 duplex at refrigerator
	2 duplex at counter

Technical Services Workroom

606 square feet (1,347 sf in combination with Information Technology)

Note: Technical Services and Information Technology share a common larger space. Each department's area is identified by the layout of furnishings.

Function and Design Issues

The workroom provides space for departmental staff to plan and to complete the intellectual and physical preparation of materials for the library's collections.

- 1 standing-height receiving workstation with 2 book carts adjacent

- 2 staff workstations each with task chair, tackable surfaces, task lighting, microcomputer, bar code scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks.

- 2 staff workstations each with task chair, tackable surfaces, task lighting, 2 upper cabinets, microcomputer, bar code scanner, telephone; pedestal drawers and files, shared typewriter, and room to accommodate 2 book trucks.

- 1 RFID workstation with task chair, tackable surfaces, RFID pad, microcomputer, scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks.

- 1 volunteer/scanning workstation with task chair, tackable surfaces, microcomputer, flatbed scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks.

- 1 glazed department head office to include a workstation, task chair, task lighting, 2 upper cabinets, microcomputer, telephone, side chair, bulletin board, and 3 four-drawer files.

- Shared workroom equipment
  - 6 sections of shelving
  - 3 free-standing supply cabinets
  - 2 bulletin boards
  - 6 staff mail boxes
  - clock
  - counter with sink and storage cupboards
  - room for 18 book carts
  - printer/copier station

Please note that a programmatic alternate or want has been identified that, if accepted, would grow the Technical Services Workroom from the 606 square feet identified here to 980 square feet, an increase of 374 square feet. This and other alternates (wants) are described on pages 62-64.

Signage: Technical Services

Adjacencies: Primary: Receiving

Engineering Issues

Telephone Outlets:	1 at each workstation and counter
Computer Outlets:	1 at each workstation and counter
	3 at print station
Electrical Outlets:	2 duplex at each workstation
	2 duplex at counter
	3 duplex at print station
Plumbing	sink at counter

Information Technology Workroom

741 square feet   (1,347 sf in combination with Information Technology)

Note: Technical Services and Information Technology share a common larger space. Each department's area is identified by the layout of furnishings.

Function and Design Issues
The Information Technology Department provides support of all technology and media applications throughout the library. The Technical Services and Information Technology Departments now share a larger, combined space and that relationship could continue with minor modifications.

Workroom (678 sf)

- 2 staff workstations each with task chair, microcomputer, telephone, additional work surface

- 1 video editing station with task chair, microcomputer, telephone, additional work surface

- 2 equipment implementation stations – large worktables for the preparation of computers, printers, and other equipment. A very large peg board should flank these stations

- 1 Glazed department head office with workstation, task chair, microcomputer, telephone, side chair, bulletin board, 2 sections of shelving, and 1 four-drawer file.

  - Shared workroom equipment
    - 6 sections of shelving of deep industrial shelving
    - 3 free-standing supply cabinets
    - 1 bulletin board and 1 white board
    - 6 staff mail boxes
    - clock
    - room for 3 equipment carts
    - station or counter with 3 printers (1 is a continuous feed form printer)

Server Room (63 sf)
Glazing should provide a view from the workroom into the systems room. Provide 2 fixed racks for mounting digital equipment. Allow the racks and system equipment workstation to stand free from the wall to allow cable servicing. Provide a voice telephone set in the room.

The telephone system is run from the City system but the library's punch board should be located in the server room.

Provide controlled electrical service and independent HVAC service. Allow room for 3 UPS boxes. Confer with staff during design development for specific environmental and electrical requirements.

Distribution Closets (unassigned)
Provide the data distribution closets identified as required during the design development phase of the architectural planning.

Please note that a programmatic alternate or want has been identified that, if accepted, would grow the Information Technology Workroom from the 741 square feet identified here to 770 square feet, an increase of 29 square feet. This and other alternates (wants) are described on pages 62-64.

Signage: IT Workroom

Adjacencies: Primary: Receiving
                  Secondary:

Engineering Issues

Telephone:	1 at each staff workstation
Computer Outlets:	2 at printer station 1 at each staff workstation
Electrical Outlets:	4 duplex in department head office 3 duplex at printer station 2 duplex at each staff workstation 4 duplex at implementation stations

Business Office and Administration

2,085 square feet

Function and Design Issues
The business office and administration area provides for the general operation of the Library. It should be located so that it is easy to find for visitors.

- **Outer Office area (555 sf)**

    o   Shared: 2 visitor chairs, coat rack, clock

    o   Administrative Assistant workstation with task chair, microcomputer, telephone, 3 three-drawer lateral files

    o   Bookkeeper's workstation, microcomputer, telephone, 2 four-drawer lateral files, 1 side chair, 1 section of shelving

    o   Graphic Artist's workstation, microcomputer, telephone, 2 four-drawer lateral files, 1 side chair, 1 section of shelving,

    o   Friends' workstation, microcomputer, telephone, 3 four-drawer lateral files, 1 storage cabinet, 1 section of shelving

- **Offices (440 sf)**

    o   Assistant Director's office with workstation, microcomputer, telephone, printer, 2 three-drawer lateral files, 2 side chairs, bulletin board, and 3 sections of shelving.

    o   Director's office should provide a workstation to accommodate a microcomputer, printer, telephone, and an additional work surface. The office also includes a credenza, 2 four-drawer lateral files, 2 side chairs, project table with 4 chairs, 3 sections of shelving, bulletin board, coat closet.

- **Delos Board Room (490 sf)**
  A room for staff and board meetings. It should include a conference table to seat 10, seating for 6 visitors, power and data ports at the table, and a flat screen monitor for presentations. A small kitchen is to include counter with sink, refrigerator, dishwasher, coffee pot, microwave, cupboards.

- **Mail/Copy Center (420)**
    o   copier/printer/fax station and sorting table
    o   1 work table or island station with layout space
    o   1 work table for a laminator, paper cutter, and a comb binder
    o   4 five-drawer lateral files (business, graphic, and personnel files)
    o   2 supply storage cabinets
    o   2 sections of shelving for copier papers
    o   1 small floor safe
    o   12 departmental and staff mail boxes
    o   Supply closet with 6 sections of deep shelving

- **Secure Records Closet (180 sf)**
  - the room is to be locked for file security
  - 4 four-drawer lateral files
  - 8 sections of deep industrial shelving for banker box files, confirm shelving dimensions with staff

Signage: Administrative Offices

Adjacencies Primary: none
Secondary:

Engineering Issues

	Staff	Conference Room	Mail / Copy Center
Telephone Outlets:	1 at each staff workstation and office	Architect and consultants' to review requirements with staff in design development	1 at multi-function copy/print station
Computer Outlets:	1 at each staff workstation and office	Architect and consultants' to review requirements with staff in design development	1 at LAN printing station 1 at copy/fax station 1 at File Room table
Electrical Outlets:	2 duplex at each workstation and office	Architect and consultants' to review requirements with staff in design development	2 duplex copy/fax station 2 duplex at multi-function copy/print station
Plumbing:		sink at kitchen counter	

Staff Room Area

644 square feet

Function and Design Issues
These spaces provide for the personal needs of staff.

Entry Area
- 24 parcel lockers
- Staff restroom
- Coat rack

Dining and Lounge Area
- 2 four-place tables
- 4 lounge chairs
- 1 sofa
- magazine rack
- bulletin board
- occasional tables/lamps
- desk with telephone

Kitchen Area
- counter with above and below cupboards
- double sink with disposal, goose-neck faucet, spray nozzle
- 2 full size refrigerators
- stove
- 1 microwave
- coffee maker
- toaster
- dishwasher

Quiet Room
A separate room in the staff room area offers a reclining chair with occasional table, and lamp in which staff may rest quietly or regain their composure.

Signage: Staff Room

Adjacencies   Primary: Staff Entry
                    Secondary:

Engineering Issues

Telephone Outlets:	One
Electrical Outlets:	stove, microwave, refrigerators, dishwasher, disposal counter: convenience outlets and toaster oven, coffee maker, can opener lamps
Lighting:	lamps as well as ceiling fixtures
HVAC:	exhaust of cooking odors
Plumbing:	Sinks, dishwasher, refrigerators

Receiving/Staff Entry

195 square feet

Function and Design Issues

A loading dock appropriate for both step vans and tractor-trailers leads to an exterior passage door well lit and sheltered from the elements to provide for delivery services. This windowed door will also serve as the staff entry. An exterior call button / intercom communicate with the Technical Services workroom.

The passage door opens to a receiving room which includes:

- 3 sections of industrial shelving
- 120 square feet of floor space for boxes
- 2 two wheeled trucks
- 1 book cart
- 1 mail truck

Signage: Receiving (large exterior sign)

Adjacencies   Primary: Technical Services, Staff Room
                  Secondary: Facility Services, Friends' Storeroom

Engineering Issues

Electrical Outlets:	convenience outlets
HVAC:	climate control
Other:	call buzzer or phone for deliveries

Facility Services

236 square feet

Function and Design Issues

This space provides for facility services office and work space, equipment, cleaning supplies, shelving parts, and building supplies. The workroom should provide for

- 1 staff workstation, microcomputer, telephone
- 2 stacked plan files
- 1 four-drawer lateral file
- 1 key case
- 5 keyed storage cabinets
- 1 hanger strip for brooms and mops
- 2 work benches
- 1 cabinet for flammable materials
- 6 sections of industrial shelving
- 1 mop sink (floor unit)
- open floor space for moveable equipment
- See also – custodial closet described in the Entry/Vestibule/Lobby section earlier in the program.

Signage: Facility Services

Adjacencies   Primary: Receiving
                    Secondary: Storeroom

Engineering Issues

Telephone Outlets:	
Computer Outlets:	Per existing
Electrical Outlets:	
HVAC:	
Plumbing:	

Friends Storeroom

544 square feet

Function and Design Issues

This space provides space for receiving, sorting, and storage of book sale donations. The room is to provide furnishings and equipment per the Friends' recommendations.

Please note that a programmatic alternate or want has been identified that, if accepted, would grow the Friends Storeroom from the 544 square feet identified here to 700 square feet, an increase of 156 square feet. This and other alternates (wants) are described on pages 62-64.

Signage: Friends

Adjacencies   Primary: Receiving
                    Secondary:

Engineering Issues

Telephone Outlets:	
Computer Outlets:	Per Friends' recommendations
Electrical Outlets:	

General Storeroom

600 square feet

Function and Design Issues

This space provides space for clean storage of building supplies, equipment, parts, shelving parts, seasonal displays, and other items not needed for current use. The storeroom is to provide two work tables with chairs and shelving as specified.

Please note that a programmatic alternate or want has been identified that, if accepted, would grow the General Storeroom from the 600 square feet identified here to 1,500 square feet, an increase of 900 square feet. This and other alternates (wants) are described on pages 62-64.

Signage: Storeroom

Adjacencies   Primary:
                    Secondary: Facility Services

Engineering Issues

Telephone Outlets:	1 at a work table
Computer Outlets:	1 at a work table
Electrical Outlets:	2 duplex each work table other convenience outlets

General User Seating Worksheet

The State of Wisconsin has established a general user seating guideline that is frequently utilized in other states. The Guideline may be found in a publication titled <u>Public Library Space Needs: A Planning Outline / 2009</u>. "General, undesignated reader seating" as described in the Wisconsin manual includes seats at tables and casual seats. It does not include seating at computers or other equipment, seating in program rooms, lobby seating, or study room seating.

The Wisconsin seating guideline is based on a library's total service population rather than its jurisdictional population. The 2012 total jurisdictional population for the Baldwin Public Library is 35,350 based on the 2010 Census counts for Birmingham and the three contracting communities.

Jurisdictional Population

Birmingham	20,103
Beverly Hills	10,267
Bingham Farms	1,111
<u>Bloomfield Hills</u>	<u>3,869</u>
Total Population	35,350

The library's service population includes those non-jurisdictional customers that also are authorized to use the Baldwin Public Library. An estimate of the service population can be developed using the percentage of total circulation to non-jurisdictional customers. In the most recent reporting year non-jurisdictional borrowers accounted for 11% of the library's total loans. Given the jurisdictional population of 35,350, this level of non-jurisdictional loans suggests a service population of 39,719, including 4,369 non-jurisdictional borrowers. Please note that these calculations exclude interlibrary loan circulations.

Service Population

Service Population	Service Population	% of Total Circulation and Implied % of Service Population
Library Jurisdictional Population	35,350	89 %
Non-jurisdictional Population	4,369	11 %
Total Service Population	**39,719**	**100 %**

The estimated service population of 39,719 suggests that 3.6 seats be allocated for every 1,000 persons in the total service population or **143 general user seats** (3.9 x 39.719).

Wisconsin Seating Standards: Service Population 39,719

Population	Seats per 1,000 Population
1,000	22.50
2,500	14.25
5,000	10.00
10,000	7.00
25,000	4.50
50,000	3.00
100,000	2.25

General Building Design Considerations

This section provides recommendations regarding specific design considerations, building components, and equipment requirements.

The public library provides an array of services to a varied constituency. The library service paradigm and service methods can be expected to change with some frequency, now and in the future. An open, flexible structure that can respond to changing needs is very important.

Public libraries also present a number of very specific programmatic requirements. Building design must respond to these needs to allow effective, efficient operation of the library.

The public library is a significant and permanent representation of a community's values. The building's design should engender a sense of permanence and pride. A warm atmosphere should invite the public to enter and feel at ease using the services and resources provided.

Even though aesthetics are very important, the actual function of the facility must be the overriding consideration. Programmatic needs and operational costs must be a constant concern. Durability and ease of maintenance justify a higher initial investment to reduce ongoing operational costs.

The building and its furnishings shall comply with all applicable codes, laws, ordinances and other legal requirements. Particular attention should be called to the Americans with Disabilities Act, which has very specific requirements and general requirements applicable to public libraries.

Regulations of the Americans with Disabilities Act affect the design, construction, and modification of all public buildings. The architect is responsible for ensuring strict compliance with both the letter and the spirit of the ADA as enacted and as subsequently interpreted.

Exterior Issues

Aesthetics

The building should reflect the community's sensibilities and be compatible with the context of its location.

Public Access

The single public entrance should be highly visible from all approaches. Approaches should be provided for users arriving by automobile or motorcycle, bicycle, by foot, and for drop-off traffic. Curb cuts must be provided from parking areas and public streets. A ground-level entrance assures ease of access for all users and facilitates staff functions.

Parking

Since Baldwin is an urban library, all parking is provided either on-street or in near-by municipal parking structures. Racks for bicycles will be provided near the entrance. Racks should be located so as not to impede pedestrian traffic. A drop-off area, set back from traffic flow, should provide for the short term parking of two vehicles.

Landscaping

The landscape plan should provide a pleasant setting for the building. The plan should be simple in layout and in the number of varieties specified. All plant varieties are to be hardy and requiring a minimum of care. Approaches to the building and the parking lot should be an integral part of the landscape plan.

Exterior Signage

Consistent with local ordinances and requirements, provide illuminated signs visible from all approaches to announce the library's presence and a digital monitor for announcements at the building entrance. Signs should be provided to identify the book and media returns. All signage will be designed by the architect, or under the firm's direction for inclusion in the general contract.

Exterior Materials

All exterior building materials should have a permanent or durable finish as to not require frequent painting, staining, or other maintenance. The use of wood should be kept to a minimum.

Exterior Lighting

The public entrance, flag pole, staff entrance, service and emergency exits should be well lit at dusk and at night. Lighting is also needed to complement and highlight the building's feature elements. All exterior lighting should be controlled by photocells. Fixtures specified should use long-life lamps. Any bollard lamps employed should be vandal-resistant and parts should be available locally or through a regional distributor.

Utility Outlets

Keyed outlets for water and electricity should be located on all sides of the building. Hose bibs should be self-draining.

Security

The landscape, building, and lighting plans should seek to reduce vandalism and to enhance the personal safety of public and staff.

Interior Issues

Design Structure

The building should be designed on the module principle consistent with 42" shelving aisles. The bay must be as large as the budget allows and must reflect the three foot standard library shelving module. Some program areas such as the entrance area or meeting room may call for bays different from the standard module.

No interior load-bearing walls will be accepted. Interior walls must allow for flexibility in the future configuration of services. When necessary, interior columns should be placed for minimum interference with circulation, visibility, and furnishing layouts. All floors must be capable of supporting fully-loaded 92" high book stacks. Minimum floor loading must provide for 150 pounds per square foot.

Lighting

Lighting levels in public libraries are a significant issue that must be systematically addressed by the architect. A combination of controlled natural lighting and artificial lighting should provide appropriate, glare free illumination for the standing browser and seated reader. Abundant natural lighting is important to the library's customers. Special care is to be taken to prevent veiled reflection or glare in areas where monitors or microform equipment is in use.

Lighting levels should be as follows:

> Public study areas - 30 to 40 foot candles measured horizontally at desk top level. Ambient lighting may be augmented by task lighting where appropriate.

> Public service counters/desks - 50 foot candles measured horizontally at work surface.

> Shelving ranges - 6 foot candles minimum measured vertically at 12" off the floor and 30 foot candles maximum measured vertically at any height to achieve approximately a 5 - 1 maximum to minimum ratio across the entire stack face.

> Microfilm, video viewing areas – review with library staff.

> Staff workrooms/offices - 50 foot candles average measured horizontally at desk height.

> Conference or study rooms - 30 to 40 foot candles measured horizontally at desk top level.

> Large meeting rooms - 40 foot candles average with all lights on, separate controls for lighting of podium area at front of room. Lighting should be controlled or switchable to produce 2 foot candles for note taking during media presentations. Note-taking light should not spill onto projection screen or monitors.

Fluorescent fixtures with electronic ballasts should be used for ambient lighting. Metal halide or high pressure sodium lamps should be used with caution because of their poor color rendering and consistency, warm-up time, and potential for glare. Occupancy sensors should be considered for infrequently used spaces. Special effect lighting is only appropriate for display areas. The variety of fixtures and lamps must be kept to a minimum to simplify the supply, inventory, and maintenance processes. Incandescent fixtures are only appropriate for closets and similar applications.

Fixture layout in the public areas should whenever possible, provide the required lighting level regardless of shelving or seating arrangements. Independence of lighting levels and furnishing layouts is a desired goal. Ease of lamp replacement is important. All fixtures should be easily accessible using ladders.

Twenty-four hour path lighting should be provided in all major areas of the building. Emergency lighting is to be provided in all areas of the building to meet or exceed code requirements. A master switching panel is to be located in the staff areas of the public service desk or workroom. Use of circuit breakers for this purpose is not appropriate. Each major area of the building is to be separately controlled and the controls permanently labeled. A master switch should provide that the entire building's lights may be switched with ease. Individual room lighting must be switched or motion controlled.

Electrical Service

The number and location of all electrical outlets will be reviewed with the library planning team to determine adequacy. Adequate electrical service will be provided for both present and future configurations of equipment. Evenly spaced runs of wall, counter, and floor outlets should be provided in work rooms, public service desk areas, media areas, and catalog areas to create maximum flexibility. Flush, capped floor outlets are to be provided in a grid that enables planned deployment of equipment as well as flexibility for future needs.

Electrical service to the systems room for digital equipment closet should be provided from a grounded, independent breaker panel. Uninterrupted power supply equipment will be provided as necessary by the library.

Architects should review with the library planning team to identify equipment that may require special fixtures or power requirements. Theft detection system electrical service and wiring conduit should be provided at the circulation desks and the entrance/lobby.

All supply and breaker panels shall be permanently labeled. Breaker panels shall be keyed.

Heating/Ventilation/Air-conditioning

Adequate heating and air conditioning with proper control is essential, with particular attention to quiet operation. Controls, vent locations and other mechanical elements must not conflict with the complete flexibility of the furnishing layout. Review all locations with the library planning team. Full use of the existing HVAC system should be made.

Thermostats must provide zoned control for all public areas and independent control for individual rooms. Thermostats in public areas must be secure from tampering. Special attention should be paid to small rooms such as study rooms or microcomputer and media labs.

No license shall be required to operate any of the mechanical equipment. All equipment, panels, pumps, and supply piping shall be permanently labeled. All mechanical service, hardware, and mechanical equipment should be locally available.

Entrances

There will be only one public entrance/exit, at ground level with no barriers to those with disabilities. Automatic lateral door openers shall be provided. These entries should allow staff operation by swipe card outside of regular hours of service.

Doors

All exterior doorways should have an overhang with proper drainage to keep snow and rain from the immediate area. They should be at ground level, with flush thresholds, and present no obstacle to wheeled carts. All interior doors should be at least 36" wide. Closer, kick-plates, and hold-back hardware for all doors should be reviewed with the library planning team. All passage doors shall have a lite for safety.

Windows

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

Selected windows in all public and staff areas should open to allow ventilation in the event of mechanical failure. Window hardware should allow only staff operation. Windows should be located if possible to admit winter sun and be shaded from the summer sun. Glare from sunlight is to be avoided.

Window lites should be non-glare or tinted and should be insulated or triple glazed. All frames should include a thermal break design.

Materials/Finishes/Colors

Public libraries are high traffic buildings and, like other public buildings, subject to some abuse. Libraries also have little money for maintenance and replacement. Because of this dichotomy the materials and finishes selected during construction should emphasize durability, long life, and low maintenance. Any higher initial costs may be justified by the reduction in operating costs as well as the aesthetics.

A holistic approach should be used in selecting colors used in the building to include building fixtures, furnishings, carpeting, and all other surfaces. This is most easily accomplished by including the project's interior designer in all of these discussions. All materials, finishes, and colors selected must be reviewed by the library planning team.

Doors, counter fronts, outside corners, and so on will take a beating and should be protected by caps, moldings, plates, or other hardware.

Counter tops receive significant wear and should be surfaced with extremely durable materials.

Children will climb on, knock over, run into, or pull down any furnishings and fixtures to which they have access. Stability and rounded corners are required characteristics in furnishings and fixtures.

Carpeting should be used in the entire building except in the entry, lobby, rest rooms, mechanical and store rooms, custodial areas, and any extremely high traffic areas.

Carpet specified should be a high quality, commercial grade of high density. Carpet for computer rooms should be anti-static. Materials and colors should be selected for low maintenance and the ability to mask soiling. Carpet should be glued to slab. A pad should be specified only in single purpose child storytelling areas. If carpet tiles are used the adhesive employed should allow lifting and replacement of tiles.

Examples of appropriate floor coverings for non-carpeted areas:

- Entrance, lobby, restrooms - Ceramic tile, quarry tile, brick pavers.
- Custodial, storage, mechanical, receiving, garage- sealed concrete
- Storage closets, service corridors - resilient tile

Telephone

Telephone service to the building and its terminating block should be located in an area suitable for the installation of a local telephone system processor. Two duplex electrical outlets should be provided at this location. The library may select and acquire a telephone system processor and telephone sets separately but all internal wiring for telephone service throughout the building is to be included in the general contract. The architect must review with the library planning team locations specified for telephone service. Telephones for public use should be installed in the lobby and meet all ADA requirements.

Local Computer Systems

Network Systems Room
- A closet will be provided to house central computing equipment. It will be sized to provide room for a network equipment rack(s) appropriate in size to house patch panels and hubs or switches defined by the number of planned computer installations in the building
- It will be located with consideration to cabling requirements
- This closet will be placed on a separate, grounded electrical circuit
- It will have cable management equipment to control cable from entry point to patch panel
- The closet will have a locking door, appropriate ventilation and lighting
- It will be composed of non-conductive materials
- It should be environmentally controlled. Temperatures cannot be allowed to exceed 80 degrees Fahrenheit and humidity levels should not exceed 60%. Supply air to the closet should be filtered.

Cabling Backbone
- Multi Mode Fiber Optic Cable (FDDI) will be used as a "Backbone" to connect installations on multiple floors of one building, in connected buildings, or when cable runs exceed 300 feet.

Cabling
- Category 6 (minimum), unshielded twisted pair (UTP) cabling shall be used. Plenum cable will be provided as needed based on construction characteristics of the planned building.
- Cabling will be warranted for 10 years from installation
- All cable troughs or other support will provide for cable to be supported by permanently attached supports at intervals close enough to ensure no visible sag. All equipment attached to walls must be secured properly.
- Cabling will be terminated in the Communications closet at a patch panel.
  - Patch panel will be flat faced with RJ-45 Cat6 jacks and will support at least a 25% increase in connections to have room for growth.
  - Patch panels will be provided in multiples of 24, to support the number of cable drops specified in building plan + 20% to allow for expansion
- Cabling will be terminated in wall-mounted plates with space for numbering of outlets.
- Floor mounted outlets will be terminated in such a way as to be flush to the floor with cover or gate to shield plug from kicking or other damage
- Outlets to be terminated in pre-wired furnishings will be done to the specification of the furnishing manufacturer
- Cable terminations and Patch Panel terminations will be numbered in a consistent way. The workstation terminations will be color-coded using orange to indicate a data outlet.
- 2 copies of a cable map showing locations and number of each cable drop will be provided at completion of the project
- Cables will be tested to meet the Gigabit over Ethernet standard. Documentation of all tests will be provided at the completion of the project.

Emergency Systems

A comprehensive security system should provide detectors on all external doors and motion detectors in strategic internal locations. The system should be tied to the Police or security service panel as appropriate. External arm/disarm controls should be located at both the staff and main public entrances. The main system panel should be located in the circulation staff area. The panel should be able to indicate which device or zone has been tripped.

A fire alarm system should be provided and tied to the Fire Department's panel if possible. Product of combustion and heat sensing devices should be located as appropriate. The main panel should be located in the circulation staff area and be able to indicate which device or zone has been tripped.

A building-wide public address system is requested in the building program. It is referenced in the Circulation Desk Area section of the program.

Emergency exit doors should be equipped with either exit alarms or electromagnet devices that hold the doors closed except when released by the fire alarm's activation or when specifically overridden. The electromagnets can be wired not only to the fire alarm system but also to the burglar alarm panel so that the panel's zone bypass switches can be used to switch the electromagnets as well.

Signage/Graphics

Signage should be utilized throughout the building to provide direction and to identify major service areas, individual offices, and specific functions or features. A general building directory is required. Signage for each shelving range is also included in the project's scope. The signage should be attractive, legible, and an integral part of the interior design. Signage selected should be allow the signage to be serviced or produced locally. Stack signage should be able to be modified on site.

Clocks

Clocks should be provided in all general staff workrooms, staff room, meeting room, and in general public areas as necessary for easy visibility. A central clock system is required.

Furnishings

The architect should work with the library planning team to determine the type and quantities of existing furnishings that may be used in the new facility, especially workrooms and storage areas. Moveable furniture is preferred to fixed millwork with the exception of primary public service desks.

Shelving

Most people come to the library to use the collections. Their library experience can be determined in great part by the shelving that organizes and displays the collection, by the layout and appearance of the shelving itself. Shelving may represent the largest expenditure the library will make for equipment or furnishings.

Sway-braced or welded metal frames with wood end panels are recommended. Back-stop bands are always required when appropriate. Review preferences with library planning team if canopy tops are to be installed. If selected, canopy tops may be metal for 84" and taller shelving; all other heights should use wood tops.

Shelving Layout

Shelving must be arranged to provide the public a logical sequence and flow for each collection. Shelving must be arranged to provide staff at the primary and children's public service desks a clear line of sight and the maximum visual supervision of aisles in the shelving layout. This is to aid both patron assistance and security.

Shelving ranges should be at least 15 feet in length (5 sections) and no more than 21 feet in length (7 sections). Double faced, free-standing ranges are preferred over single-faced, wall-mounted shelving in public areas. Single-faced shelving is most useful in an office or workroom setting. Main aisles should be 60 inches wide and side aisles 42 inches in width.

Millwork

Custom millwork should be kept to a minimum. Standard furniture and furnishings available in modular units should be used whenever possible to enable response to changing service needs and future expansion.

Storage cabinets and counters in staff workrooms should be free-standing and modular. They should be able to be moved without major disruption to the walls whenever possible.

Furniture

Furniture selection should emphasize durability and maintenance as well as appearance. Strength of construction and the ability to replace components should be a prime consideration. Standard, stock items should be specified.

Budget permitting, a small inventory of replacement parts and materials should be included in the specifications. It is helpful to provide this additional stock so that replacements will be from the dye lots or manufacturing runs. The following items and amounts are recommended:

Wall Coverings	3 percent
Ceiling Tile	3 percent
Carpet	3 percent
Vinyl Tile	3 percent
Wall Base Trim	3 percent
Ceramic Tile	3 percent
Paint	5 percent
Upholstery	3 percent

Tables and table chairs should be constructed of wood and/or other very durable materials.

Upholstery that can be removed on site is advantageous.

Partitions used in office landscaping should be standard, modular units rather than custom units.

Moveable furniture and equipment must be equipped with carpet casters.

The library planning team should be allowed to inspect and evaluate furnishing selections whenever possible prior to approval.

Equipment

The library will independently acquire through its own purchasing procedures media, circulation, computer and office equipment and these costs are part of the total project budget. The architect will be responsible for the provision of the necessary space, power, cabling, and related furniture.

Locks

Swipe card access throughout the building is desired.

Book Drop

The drive-up book and media returns should deposit in a fire-rated room. Each return slot must be well signed and at a convenient height for both automobiles and vans. Locked depository units should be specified. The interior lobby returns should deposit into the check-in/reshelving area. Separate returns are provided for books and media items to minimize damage to media items. The returns should be installed at a height above the interior floor that permits use of depressible carts beneath the returns. When use is heavy the carts may be replaced with a fire-resistant pad.

Display Fixtures

Public bulletin boards for display of public notices should be flush-mounted and provide a locking glass cover. Brochure racks should be flush-mounted or recessed, free-standing units.

Program Alternates (Wants)

The Joint Library Building Committee identified a number of functions and features that were seen to have merit but fell outside the Committee's desired project scope. The Committee often refers to these alternates as Wants. These alternates are listed here so that they may be considered for inclusion should the opportunity allow. Full programmatic descriptions follow for the Café and Library Shop.

Functional Area	Net Square Feet
Café	510
Library Shop	440
Return to not shelving materials on the bottom shelf in the Adult Nonfiction and Biography Collections	456
Provide additional space for the Technical Services and Information Technology workrooms	403
Increase the size of the Friends' Storeroom	156
Increase the size of the General Storeroom	900
Increase the height of shelving from 66" to 72" for the Popular Materials, Young Adult, and Media collections (note: this is a deductive alternate)	(- 216)
Outside patio connected to Library	To be determined as part of architectural solution
Street-level/curbside material return box	To be determined as part of architectural solution
More restrooms	To be determined as part of architectural solution
Net Square Feet Total	2,649
Gross Square Feet Total (35% grossing factor)	4,075

Café Alternate

510 square feet

Function and Design Issues

The customer lounge provides space for customer relaxation and enjoyment of light refreshments, broadening and enhancing the library experience. The lounge creates a casual environment where customers may engage in conversation, collaboration, reading, or seek a break from on-going study/research.

The space is to be well glazed and provide:

- 3 lounge chairs with occasional tables
- 4 two-place café tables
- 3 vending machines
- flat panel monitor
- waste receptacles
- provide after hour access to program room users

As the site plan permits provide an outside patio for the use of both library and café patrons. Consult with library management to resolve materials security considerations.

Signage: Café

Adjacencies   Primary: Entry, Popular Materials, Restrooms
                  Secondary: Program Rooms, Shop

Engineering Issues

Telephone Outlets:	1 for future use
Computer Outlets:	1 for future use monitor
Electrical Outlets:	1 duplex at each seat monitor 1 for each vending machine As needed to support casual lighting
Cable television Outlet:	monitor
Plumbing	As needed by vending

Library Shop Alternate

440 square feet

Function and Design Issues

A library shop run by volunteers provides space for sale of used books and merchandise of interest to readers, broadening and enhancing customers' library experience. The shop area includes two spaces:

- **Public Sales Room (380 sf)**

  o well glazed for visibility
  o 14 sections of display shelving and other retail type display units
  o sales counter with cash drawer and display case

Signage: confer with staff for name

Adjacencies   Primary: Entry, Cafe
                       Secondary: Popular Materials

Engineering Issues

Telephone Outlets:	1 at sales counter
Computer Outlets:	1 at sales counter
Electrical Outlets:	two duplex at sales counter