

Lancaster Public Library

Building Program

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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.

Program Overview

Specific Design Considerations

In researching the program document a group of issues that affect the project across programmatic lines was identified. For this reason these issues are called to the planning team's specific attention.

Joint-Use Building – The City is considering expanding the scope of the library expansion/renovation project to become a joint-use facility. In that scenario the building might also include an historical museum, offices for the Chamber of Commerce, and visitor center services to be provided by the Chamber. It is also conjectured that the expanded building might serve as a backdrop for an outdoor performance venue. The library building program does not include these other uses but does comment on joint-use issues as those issues might affect specific areas of the library.

Single Level Floor Plan - All public services are to be located on a single floor for ease of customer use and to minimize staffing requirements.

Expandability - The schematic design process should identify and provide a conceptual method for the future expansion of the facility.

Preservation / Conservation of Green Space

Site planning for the library expansion and/or joint-use facility should seek to maintain as much of the existing park environment as is feasible while accomplishing the programmatic goals of the project.

Accessibility for All

The expanded and reconstructed library, other spaces created by the project, and the park should all provide a barrier free environment for the access and enjoyment of all residents, participants, and staff.

Public Art – Appropriate locations should be identified in the design process for art pieces owned by the library and art that may be loaned for temporary exhibit by the library.

Wireless Environment - The architects and their consultants are to take all appropriate actions necessary to provide both data and telephone wireless applications. Planning and specific measures should minimize interference from structural steel, electrical systems, and other potential sources of interference.

Storm Shelter - The architect is to identify an area of the building appropriate for shelter in times of severe weather.

Circulation Control and Security – The library wishes to allow for the future implementation of a theft detection system and RFID technology. The design and configuration of building exits, the public service desks, check-in stations, and return fixtures are to anticipate future implementation of these systems.

Space, Seating, and Technology Summary

Programmatic Area	Square Feet	Study Seating	Casual Seating	Public Technology Stations	Other Seating
Exterior Book/Media Returns	60				
Program Room	910				50 program room
Public Service Desk	315				
Popular Materials	1,281	8	7	1 catalog station	
Technology Center	360			8 computer stations	
Reference and Local History/Genealogy	1,087	12		2 computer station 2 microform R/P's	
General Adult Print Collections	2,222	8	10	1 catalog station	
Children's Collections and Services	2,773	12	5	1 catalog station 2 computer stations	15 in story telling area
General Staff Workroom and Office	1,043				
Custodial Closets	60				
Ground Floor Library Net Subtotal	10,111				
15% Net-to-Gross Modifier (includes walls, general circulation, chases, children's restroom)	1,784				
Ground Floor Library Gross Subtotal	11,895				
Basement (existing): Mechanical and General Storage	2,939				
Library Gross Space Requirement	14,834	40	22	3 catalog stations 12 computer station 2 microform R/P's	50 program room 15 in story telling area
Shared Spaces Described in the Building Program but Not Included in Library Space Requirement					
Entry/Vestibule/Lobby	Approximately 950 to 1,100 square feet would be allocated for these activities if included separately in the library program.				1 or 2 benches
Restrooms					

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	convenient to both customer drive-up and staff retrieval of materials	
Entrance/Vestibule/Lobby	Program Room Public Service Desk	Children's Popular Materials
Restrooms General Public Children's Staff	Lobby, Program Room Children's Desk Staff Workroom	
Program Room	Children's Lobby, Restrooms	outdoor performance venue
Public Service Desk Area	Lobby, Staff Workroom	Popular Materials, Children's
Popular Materials	Lobby	Public Service Desk Children's
Technology Center	Public Service Desk Popular Materials	
Reference and Local History/Genealogy	General Adult Collections	
General Adult Print Collections	Reference	Popular Materials
Children's Services	Program Room Lobby	Popular Materials
General Staff Workroom and Offices	Public Service Desk Children's	
Basement Storage	none	
Custodial Closet	none	

Collection Size and Shelving Capacities

Collection Growth is factored at a rate of +34% for print collections and +130% for the nonprint collections. These are the rates used in the 2005 Needs Assessment study.

Collection	Existing Number of Volumes	Projected Number of Volumes	% to Shelve	Projected Volumes to Shelve	Projected Shelving Capacity
Popular Materials					
New, Display, Paperback and Large Print					
New Books	Included in other counts	Included in other counts	50	Included in other counts	250
Topical Display	Included in other counts	Included in other counts	50	Included in other counts	60
Paperback Exchange	308	308	65	200	300
Total	308	308		200	610
Young Adult					
Fiction, Nonfiction, Biography	629	842	96	808	840
Recorded Books	38	88	85	75	120
Periodicals	6 titles	10 titles	100	10 titles	Titles
Total	667	930		883	960
Media					
Video – VHS and DVD	449	1,033	85	878	980
Recorded Books - Tape and CD	655	2,506	89	2,230	2,240
Music – CD	364	837	90	753	753
Total	1,468	4,376		3,861	3,973
Current Periodicals					
Current Magazines	50 titles	50 titles	100	50 titles	50 Titles
Current Newspapers	13 titles	13 titles	100	13 titles	13 Titles
Reference					
General Reference	463	620	100	620	720
Back Issue Magazines	34 @ 5 years 5 @ 3 years	34 @ 5 years 5 @ 3 years	100	34 @ 5 years 5 @ 3 years	34 @ 5 years 5 @ 3 years
Back Issue Newspapers	7 at 1 month 1 at 60 month	7 at 1 month 1 at 60 month	100	7 at 1 month 1 at 60 month	7 at 1 month 1 at 60 month
Total	463	620		620	720
Local History / Genealogy					
Local History / Genealogy	600 (72 LF)	800	100	800	840
Total	600	800		800	840
General Adult Collections					
Large Print – Fiction and Nonfiction	835	1,118	96	1,073	1,080
Fiction	6,054	8,112	95	7,706	7,728
Nonfiction and Biography	7,011	9,395	97	9,113	9,216
Total	13,900	18,625		17,892	18,024

Note: LF = linear feet

Collection Size and Shelving Capacities (continued)

Collection	Existing Number of Volumes	Projected Number of Volumes	% to Shelve	Projected Volumes to Shelve	Projected Shelving Capacity
Youth Services					
Entry Zone					
New Books	Included in other counts	Included in other counts	50	Included in other counts	60
Topical Display	Included in other counts	Included in other counts	50	Included in other counts	60
Reference	14	18	100	18	80
Children's Magazines	6 titles	10 titles	100	10 titles	12 Titles
Recorded Books – Tape and CD, both J and Picture Book	145	333	97	323	420
Movies – VHS and DVD	299	688	78	536	560
Music – CD	35	80	66	53	350
Read Alongs	89	89	97	86	86
J Kits	73	168	87	146	200
Subtotal	655	1,376		1,162	1,816
Young Child Zone					
Board Books	1,109	1,486	92	1,367	1,500
Picture Books – Fiction	3,236	4,336	93	4,032	4,140
Picture Books – Nonfiction	1,351	1,810	97	1,756	1,800
Easy Readers – Bio, Fic, NF	721	966	84	811	900
Subtotal	6,417	8,598		7,967	8,340
Elementary Zone					
Fiction	2,508	3,360	97	3,162	3,260
Nonfiction and Biography	3,090	4,140	97	4,016	4,080
Subtotal	5,598	7,500		7,178	7,340
Children's Total	12,670	17,474		16,307	17,496
Grand Total	29,768	42,825		40,671	42,623

Shelving and Display Summary

The architect and interior design team is to investigate and consider the use of all wood shelving.

All shelves are to have backstops and to have sloped base shelves. This is a general requirement, review appropriateness for each collection and shelving type.

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Popular Materials							
New, Display, and Paperbacks							
New Books	4	66"	4	10"		Wood display shelves - confer with staff and consultant	48
Topical Display					1	Wheeled unit, confer on design	50
Paperbacks	2	66"	5	6"		Sloped display shelves	24
Total	6				1		122
Young Adult							
Fiction, NF, Bio	7	66"	5	10"		1 display shelf per each section	84
Recorded Books	1	66"	5	10"		Sloped shelves	12
Periodicals	1	66"	4	12"		periodical shelving	12
Total	9						108
Media							
Videos and DVDs	7	66"	5	6"		Sloped shelves	84
Recorded Books	16	66"	5	10"		Sloped shelves	192
CDs - Music	3	66"	5	10"		Pull-out bins	36
Total	26						312
Reference							
General Reference	6	66"	4	12"			72
BI Mags/Papers	13	84"	6	12"			156
Total	19						228
Local History / Genealogy							
Local History / Genealogy	7	66"	5	12"			84
Subtotal	7						84
General Adult Print							
Large Print	9	66"	5	10"			108
Fiction	46	84"	7	10"			552
Nonfiction / Bio	64	84"	6	10"			768
Current Magazines and Newspapers	7	66"	4	12"		Wood periodical shelving, 2 sections for newspapers	84
Total	126						1,512

Shelving and Display Summary (continued)

Collection	Number of Single-Face Sections	Height	Number Shelves per Section Including Base	Depth of Shelf	Number of Other Storage Units	Notes	Square Feet
Children's							
Entry Zone							
New Books	4	66"	4	10"		display shelves - confer with staff / consultant	48
Topical Display					1	Wheeled unit, confer on design	50
Reference	1	66"	4	12"			12
Magazines	1	66"	4	12"		periodical shelving	12
Recorded Books	3	66"	5	10"		sloped shelves	36
Videos and DVDs	4	66"	5	6"		sloped shelves	48
Music CDs	1	66"	5	6"		Pull-out bins	12
Read Alongs					1	Wood display racks like existing pieces	25
J Kits					3		75
Total	14				5		318
Young Child Zone							
Board Books					6	child-height df multi-compartment bins	150
Picture Books – Fiction	23	45"	3	12"		Slotted shelves	276
Picture Books - Nonfiction	10	45"	3	12"		Slotted shelves	120
Easy Readers	5	45"	3	10"			60
Total	38				6		606
Elementary Zone							
Fiction	28	66"	5	10"			336
Nonfiction / Bio	34	66"	5	10"			408
Total	62						744

Parking and Exterior Site Features

Parking

In order to minimize the impact of building improvements on the green site, the majority of the parking is to be provided as on-street parking, with on-site parking limited to handicapped stalls and passenger drop-off activity. Preservation of the site's green characteristics is strongly supported by citizens in a recent survey.

The number of parking spaces are to be determined as part of the architectural planning phase. Head-in spaces in the right-of-way edge of the site has been mentioned as a preliminary concept. The architect is to review parking requirements with appropriate planning agencies, library staff, board, and consultant. Handicapped parking provisions are to be made per code requirements.

Vehicle Circulation Issues

- drop-off/pick-up lane at the front entry
- path for driver's side book return

Entry Area(s)

- More than one entry to a common lobby may be desirable to support the other activities if this a joint-use facility.
- lighted flag pole
- rack(s) for 12 bicycles
- 1 bench for those waiting for rides at each entry
- 1 trash and cigarette receptacles at each entry
- The current, non-functioning drinking fountain should be removed and a functioning one placed somewhere near the performance venue area.

Performance Venue

An outdoor performance venue is under consideration as one of the activities to be located in conjunction with this project. Its requirements will be developed by others.

Site Landscaping and Lighting

Attractive but easily maintained plantings are desired. It is desirable to maintain two existing gardens – the "Shakespeare garden" and the "Two Sisters garden," the latter having an endowment for maintenance.

Lighting is required for public and staff safety at the public entry, site margins, and at the staff entry. The City may wish to replace or up-date poles and lighting on the entire site.

Exterior Power

The City may wish to provide exterior power outlets for others via receptacles created as part of this project.

Refuse

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

Signage: Handicapped stalls, Site sign to note all activities located within the joint use facility, Name of library at entry

Adjacencies Primary: Entry

Engineering Issues

Telephone Outlets:	None
Computer Outlets:	None
Electrical Outlets:	convenience outlets at entry exterior
Other	illuminated flag pole, illuminated message board
Plumbing	secure hose bibs

Exterior Book/Media Return

60 net square feet

Function and Design Issues

The library desires driver's side, drive-up returns that deposit directly into the building, sheltered from the weather, if the site plan allows. If this is not feasible, two stand-alone exterior drops are to be provided.

In the "in-building" drop scenario, the interior return room should be located as part of or as near as possible to the reshelving/check-in area. If possible, an exterior pavement level higher than the interior floor level facilitates increased capacity. 2 return slots are required, one each for books and media materials. The height of the returns are to anticipate both SUVs and small sedans. Keyed return slots are required. The return room must be fire rated and have a floor drain.

Signage: Books, Media
Directional signage to guide customers to return location

Adjacencies: Primary: convenient to both customer drive-up use and staff retrieval of materials

Engineering Issues

Security:	keyed returns, fire rated room
Plumbing:	floor drain

Entry/Vestibule/Lobby

Square feet: Unassigned

Function and Design Issues

This area provides a welcoming entry for the public to the library facility. The lobby serves both the library and program rooms independently. If the project develops as a joint use facility, the entry / vestibule / lobby is to also jointly serve the Historical Museum and the Chamber of Commerce. In that case, separate entrances must be provided to each entity so that one function can be open while the others remain locked. Restrooms should be provided off of this area so they may be shared by users of all functions.

These spaces are to include:

- A venue for the display of special program banners
- lighted exterior hours of operation and schedule board
- interior and exterior benches for patrons waiting for rides
- on-demand door openers
- walk-off system for shoe soil
- bi-level drinking fountain
- lighted, flush wall display case (locked)
- community bulletin boards
- brochure racks
- dedication plaque and donor recognition system for wall
- infrastructure to support the possible future need for theft detection panels on library side of lobby
- janitorial closet with mop sink

Signage: name of library
dedication and donor plaques

Adjacencies: Primary: Program Room, Public Service Desk
Secondary: Children's, Popular Materials

Engineering Issues

Computer Outlets:	1 in lobby
Electrical Outlets:	1 located with lobby computer outlet convenience outlets in lobby, vestibule drinking fountain doors theft-detection rough-ins
Security:	theft-detection rough-ins
Other	illuminated display case
Plumbing	mop sink in custodial closet

Restrooms

Square feet: Unassigned

Function and Design Issues

- 2 public restrooms (men, women) are to be located off the lobby for users of both the library proper and the program rooms.
- 1 unisex family restroom is to be located in the Children's department.
- 1 unisex staff restroom is provided in proximity to the staff room area.

Restrooms should provide:

- Views to the interiors of the restrooms are to be screened when the doors are opened
- The number of women's fixtures should reflect the high percentage of library users that are female
- All restrooms must meet A.D.A. requirements.
- Diaper changing stations in all but the staff restroom
- Package shelves by sinks
- Automatic fixtures for lights, hand blowers, soap dispensers, and paper towels
- Deadbolts for all public restroom doors
- Stalls should be spacious, well lit, and include coat hook and package shelf
- Sanitary product dispensers and disposal fixtures
- Soap dispenser (stainless) is to be located above the sink
- Easy care, aesthetically pleasant, vandal resistant finishes such as tile or epoxy.
- Floor drain
- Access panels to all valves located in wall cavities
- The Children's 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 Children's 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:

Public:	Lobby
Children's	Children's Desk
Staff	Staff Workroom

Engineering Issues

Electrical:	convenience outlets only
Security:	deadbolt locks (allows short-term locking of restrooms to deter vandalism)
Plumbing:	floor drains access panels to any valves located in the wall automatic fixtures - public restrooms
HVAC:	superior ventilation

Program Room

910 net square feet

Function and Design Issues

The program room provides space for library and community sponsored programming. The room 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 room should have access to restrooms, drinking fountain, and any other common amenities. The architect should discuss with the library team sound isolation alternatives to minimize the disturbance of others by enthusiastic programming within the room.

The room should seat 50 people in rows of chairs or 24 at tables and be rectangular in shape with a level floor. The walls should be of a material and color to permit projection. Some portion of the walls should offer a tackable surface. If the entry door includes a mullion it should be removable. The room should provide a wide range of media and technology support. 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
- public address system
- ceiling mounted projection screens
- investigate the need for teleconferencing capabilities
- ceiling mounted computer and video out-put projection
- sound and video presentation capabilities
- media control closet
- lighting controlled to allow for different levels and zones of illumination

Other features of the room are to include:

- catering kitchen with counter, full size refrigerator, microwave, 2 deep sinks, disposal, cupboards
- coat alcove or room with coat rods and package shelves
- a keyed storage closet for folding tables, stacking chairs, table/chair dollies, 1 media cart, 1 lectern, programming accessories
- A keyed storeroom (140 sf allowance) for craft supplies and display pieces is to include:
 - 4 sections of industrial shelving
 - 1 ten-drawer flat file
 - floor space for storage of larger objects and carts

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

Adjacencies Primary: Children's, Lobby, Restrooms
Secondary: It would be desirable for the room to be adjacent to the outdoor performance venue if that piece of the joint project proceeds.

Engineering Issues

Telephone Outlets:	Review with staff and consultants
Data Outlets:	
Media Capabilities:	
Electrical Outlets:	
Lighting:	
Acoustics	

HVAC:	
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Public Service Desk Area

315 net square feet

Function and Design Issues

The public service desk is the first point of contact for most library users. Library users come to the public service desk to check-out materials, return books and pay fines, ask for assistance in finding information or materials, 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 public service desk.

Customer Service Center (60 sf)

- photocopier with sorting table
- brochure rack
- bulletin board
- space for the seasonal display of tax forms and educational materials
- keyed cupboards or closet with shelving for the storage of copying supplies and handouts

Book Sale (30 sf)

- 2 sections of shelving

Public Reshelving Area (Recently Returned) (25 sf)

- an attractive location for public access to 2 book carts with materials awaiting reshelving.

Public Service Desk (200 sf)

Provide a queuing mechanism so that customers intuitively and cooperatively form a single line to approach the public service desk stations. The public service desk is composed of 2 public service stations, 1 at a standing height, 1 at ADA height. The desk design is to create an identity for each station. Provide 2 return slots and for books and media in the face of the desk in a location that does not interfere with those queuing for other services. The slots are to deposit returned materials into wheeled bins within the desk millwork.

When considering the design of the public service desk area it is important to note the need to control clutter. Staff stations should provide shielding of all cabling and equipment. A fully integrated design that pulls together all of the pieces that make up the desk area is desired. Pass-throughs should allow the easy and immediate 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. Each station is to include:

- microcomputer
- monitor, adjustable
- keyboard, adjustable
- bar code scanner
- receipt printer
- space for future security system
- desensitization equipment
- task chair or wheeled stool
- telephone
- shared cash register to serve all stations
- wheeled pedestals for shelves/storage
- shield backs of equipment/cabling
- under-counter cable management system
- venue at the desk for book marks, brochures, and other give-aways

Signage Public Service Desk
Book / Media Return
Book Sale
Copier
Recently Returned

Adjacencies Primary: Lobby, Staff Workroom
Secondary: Technology Center, Popular Materials

Engineering Issues

Telephone Outlets:	1 at each desk station
Computer Outlets:	1 at each desk station 1 at customer service center
Electrical Outlets:	2 duplex at each desk station 2 duplex at customer service center
Security	Rough-ins for future theft detection equipment as necessary

Popular Materials

1,281 net square feet

Function and Design Issues

The Popular Materials area includes high demand adult collections primarily intended for browsing.

Shared Features (40 sf)

- 1 catalog station to serve all users of popular materials

New Books/Media, Display Books, and Paperbacks (262 sf)

- collection shelving
- 4 lounge chairs with occasional table(s)

Media Collection (312 sf)

- collection shelving, group by format

Young Adult (667 sf)

- The layout of furnishings and building elements rather than walls should 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.
- collection shelving
- 3 lounge chairs
- 2 two-place study tables
- 1 four-place study room
- tackable wall surfaces and/or kiosks for display and marketing

Signage: Each collection area, Range guides,
Information venue at each catalog station and listening station

Adjacencies: Primary: Lobby
Secondary: Public Service Desk, Children's

Engineering Issues

Telephone Outlets:	None
Computer Outlets:	1 at catalog station 1 at each study table 1 at study room
Electrical Outlets:	1 duplex at catalog station 1 duplex at each study table 1 duplex at study room 1 duplex at each lounge chair
Acoustics:	Minimize sound migration from this active area of the library to more reflective spaces

Shelving

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
New, Display, and Paperbacks							
New Books	4	66"	4	10"		Wood display shelves - confer with staff and consultant	48
Topical Display					1	Wheeled unit, confer on design	50
Paperbacks	2	66"	5	6"		Sloped display shelves	24
Total	6				1		122
Young Adult							
Fiction, NF, Bio	7	66"	5	10"		1 display shelf per each section	84
Recorded Books	1	66"	5	10"		Sloped shelves	12
Periodicals	1	66"	4	12"		periodical shelving	12
Total	9						108
Media							
Videos and DVDs	7	66"	5	6"		Sloped shelves	84
Recorded Books	16	66"	5	10"		Sloped shelves	192
CDs - Music	3	66"	5	10"		Pull-out bins	36
Total	26						312

Technology Center

360 net square feet

Function and Design Issues

Computers are provided both on the public floor for individual patron access to microcomputer workstations for general use applications, Internet research, and other applications the library may choose to provide.

General Computing Stations

- 8 computer stations in informal groupings that also support small group computer instruction (1 computer station to include a scanner)
- each station to be 30 inches deep and 48 inches wide
- layout to create a sense of relaxed personal space
- 2 LAN printers (1 bw, 1 color) for customer printing
- clock

Signage: Technology Center
Changeable information placard at each computer workstation

Adjacencies: Primary: Public Service Desk
Secondary: Popular Materials (Young Adult)

Engineering Issues

Computer Outlets:	1 at each public computer workstation
Electrical Outlets:	2 duplex at public computer workstation

Reference and Local History/Genealogy Services

1,087 net square feet

Function and Design Issues

The reference collections offer customers specific pieces of information and overviews of areas of knowledge. General local history and genealogical materials are provided for patrons on public shelves in a distinct and recognizable grouping. Items that are either irreplaceable or in fragile physical condition are kept in a secure location.

Seating, Collections, and Services

- reference collection shelving
- 2 microform reader/printer stations
- back-issue collection shelving
- 1 microform file
- local history collection shelving
- 1 keyed flat file
- 1 four-place table
- 4 three-drawer lateral files
- 2 two-place tables
- 1 atlas stand
- 2 two-place glazed study rooms
- 1 dictionary stand
- 1 four-place glazed study room
- clock
- 2 computer stations

Signage: Reference, Local History / Genealogy, range guides
Changeable information placard at each computer and microform station

Adjacencies Primary: General Adult Collections
Secondary:

Shelving

Collection	Number of Sections	Height	Number Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Reference							
General Reference	6	66"	4	12"			72
BI Mags/Papers	13	84"	6	12"			156
Total	19						228
Local History / Genealogy							
Local History / Genealogy	7	66"	5	12"			84
Subtotal	7						84

Engineering Issues

Computer Outlets:	1 at public computer workstation 1 at each microform reader/printer station 1 at each study room
Electrical Outlets:	2 duplex at public computer workstation 2 duplex at each microform reader/printer station 1 duplex at each study table 1 duplex at each study room

General Adult Print Collections

2,222 net square feet

Function and Design Issues

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

Shared Features (40 sf)

- 1 catalog station to serve all users of these collections

Nonfiction-(868 sf)

- collection shelving
- 2 two-place tables

Fiction, Genre, and Large Print (800 sf)

- collection shelving
- 4 lounge chairs scattered among the collections

Current Periodicals (514 sf)

- **Located in glass-walled separate room as a "quiet zone"**
- collection shelving
- 2 two-place tables
- 6 lounge chairs with occasional tables
- fireplace

Signage: sign each collection, range guides

Adjacencies: Primary: Reference
Secondary: Popular Materials

Collection	Number of Single-Face Sections	Height	Number Shelves per Section	Depth of Shelf	Other Storage Units	Notes	Square Feet
Large Print	9	66"	5	10"			108
Fiction	46	84"	7	10"			552
Nonfiction / Bio	64	84"	6	10"			768
Current Magazines and Newspapers	7	66"	4	12"		Wood periodical shelving, 2 sections for newspapers	84
Total	126						1512

Engineering Issues

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

Children's Collections and Services

2,773 net square feet

Function and Design Issues

The children's 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 children's staff provide reader's guidance, reference, and programming services sought by these users. The area 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; Entry, Young Child, and Elementary. Provide tackable wall surfaces at several locations in the Children's department, as determined in consultation with the library staff.

Entry Zone (588 sf)

- Public Service Desk
 - 2 return slots for books and media
 - 1 seated staff station with task chair, computer, telephone, pencil/box/file drawers
 - bar code scanner and receipt printer
 - space for future security system desensitization equipment
 - 2 sections of 45" shelving
 - room for 2 book carts
 - easy egress for staff to get to public floor
- collection shelving
- 2 computer workstations, seating at each workstation should allow two users.
- 1 public catalog station
- family restroom
- clock

Young Child Zone (1,136 sf)

- collection shelving
- 1 four-place child-height table
- 2 two-place lounge chairs for parent and child seating
- A story telling area to seat 15 participants on carpeted shallow risers with room for the presenter at the front. Children will also want to use the risers for informal seating.
- An emergent literacy area for very young children. The following are examples of the types of features to include in this space. An allowance of **180 square feet** is included in the program for this activity. Review with staff to identify final concept
 - small puppet theater and puppet storage
 - educational manipulative discovery pieces
 - small tables for game and puzzle activity with storage/display of same
 - imaginative seating pieces
 - window seats and child seating nooks
- outdoor children's program area - a controlled exterior door should lead directly from the children's department to this space. This space should be flexible to accommodate the wide range of activities spanned by children's programming, from storytelling to more physical activities. This may be a common space with the performance venue.

The Elementary Zone (1,049 sf)

- collection shelving
- 3 lounge chairs
- 2 two-place study tables

- 1 four-place study table

Signage: Children's Department, each collection, range guides

Adjacencies: Primary: Lobby, Program Room
Secondary: Popular Materials

Shelving

Collection	Number of Single-Face Sections	Height	Number Shelves per Section Including Base	Depth of Shelf	Number of Other Storage Units	Notes	Square Feet
Entry Zone							
New Books	4	66"	4	10"		display shelves - confer with staff / consultant	48
Topical Display					1	Wheeled unit, confer on design	50
Reference	1	66"	4	12"			80
Magazines	1	66"	4	12"		periodical shelving	12
Recorded Books	3	66"	5	10"		sloped shelves	36
Videos and DVDs	4	66"	5	6"		sloped shelves	48
Music CDs	1	66"	5	6"		Pull-out bins	12
Read Alongs					1	Wood display racks like existing pieces	25
J Kits					3		75
Total	14				5		318
Young Child Zone							
Board Books					6	child-height df multi-compartment bins	150
Picture Books – Fiction	23	45"	3	12"		Slotted shelves	276
Picture Books - Nonfiction	10	45"	3	12"		Slotted shelves	120
Easy Readers	5	45"	3	10"			60
Total	38				6		606
Elementary Zone							
Fiction	28	66"	5	10			336
Nonfiction / Bio	34	66"	5	10			408
Total	62						744

Engineering Issues

Telephone Outlets:	1 at public service desk
Computer Outlets:	1 at public service desk 1 at catalog station 1 at each computer workstation
Electrical Outlets:	2 duplex at public service desk 1 duplex at catalog station 2 duplex at each computer workstation

General Staff Workroom and Offices

1,043 net square feet

Function and Design Issues

The general workroom and offices provide for the general operation of the Library.

- **Staff Entry** - a controlled entry separate from the general public entry, serves also as an emergency exit.
- **3 General Staff Workstations** each with task chair, microcomputer, bar code scanner, telephone; pedestal drawers and files, and room to accommodate 2 book trucks.
- **1 Processing/Mending Work Table** with task chair and room for a paper cutter and a working quantity of supplies (such as book jackets on pull-out shelves, glue, tape, media containers) stored convenient to the work surface.
- **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 three-drawer lateral files, 1 side chair, project table with 4 chairs, 4 sections of shelving, bulletin board, and a coat closet.
- **Shared workroom equipment**
 - 4 sections of shelving
 - 1 free-standing supply cabinets
 - 1 typing stand
 - 1 bulletin board
 - room for 4 book carts
 - 1 LAN printer/fax
 - 2 three-drawer lateral files
 - 1 small floor safe
 - 1 mail station and staff mail boxes
- **Server closet with** 2 server racks with access to the rear of the racks for cable servicing. Provide a voice telephone set in the room.
- **Staff Area**
 - counter with above and below cupboards
 - sink with disposal and spray nozzle
 - under-counter refrigerator
 - microwave
 - 1 four-place table
 - 2 lounge chairs
 - telephone
 - coat rack, 6 package lockers, place for wet boots/umbrellas
- **Staff Restroom**
 - As noted on page 12 in the section titled "Restrooms"

Signage: Staff

Adjacencies Primary: Public Service Desk, Children's Desk

Engineering Issues

Telephone Outlets:	1 at each workstation/office 1 at processing/mending work table 1 voice line at server closet
Computer Outlets:	2 at each workstation/office 2 duplex at processing/mending work table 1 at LAN printer/fax station server closet - confer
Electrical Outlets:	2 duplex at each workstation/office 2 duplex at processing/mending work table 2 duplex at LAN printer/fax station 2 duplex at mail station 2 duplex at counter server - confer
Plumbing	Sink at counter

Custodial Closet

60 net square feet

Functional Description

This custodial closet provides storage for the contract custodial service. Please also note the convenience custodial closet described in the Entry/Vestibule/Lobby section of the program.

Design and Layout Issues

The custodial closet a mop sink, 2 sections of industrial shelving, and 15 square feet of open floor space for storage of equipment and bulk items. A concrete floor is to be sealed.

Signage: Custodian

Adjacencies Primary: None

Engineering Issues

Electrical Outlets:	convenience outlets
Plumbing:	mop sink

Basement Storage and Mechanical

2,939 net square feet

Function and Design Issues

This existing space in its existing configuration provides for clean storage of supplies, equipment, parts, shelving parts, book sale books, seasonal displays, and other items not needed for current use. The basement is to provide two work tables with chairs and shelving as determined.

The architect and engineering team is to investigate existing ground water seepage and make recommendations for remediation.

Signage: Storeroom

Adjacencies Primary: none

Engineering Issues

Electrical Outlets:	convenience outlets
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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. See Federal Register/Vol. 56, No.144/July 26, 1991/page 35520.

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. The Library Board has expressed a strong desire that the project should honor the existing library building's design concept.

Public Access

The 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

In order to minimize the impact of building improvements on the green site, the majority of the parking is to be provided as on-street parking, with on-site parking limited to handicapped stalls and passenger drop-off activity. Preservation of the site's green characteristics is strongly supported by citizens in a recent survey. The number of parking stalls are to be determined as part of the architectural planning phase. The architect is to review parking requirements with appropriate planning agencies, library staff, board, and consultant. Green space, berms, plantings, or other techniques should be employed to soften the harshness of the parking area while recognizing the need for ease of snow removal. Handicapped parking provisions are to be made per code requirements.

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.

Stones, gravel, or other hard, loose materials are not acceptable. Low maintenance-ground cover is preferred to grass. Beds of flowers are not appropriate because of the care required. The landscape plan should provide for the screening of exterior mechanical and refuse areas.

Exterior Signage

An attractive illuminated sign will be provided to announce the library's presence. A lighted hours of operation and message board will be provided 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 parking area, flag pole(s), public entrance, staff entrance, service and emergency exits should be well lit at dusk and at night. All exterior lighting should be controlled by timers and/or 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 considered combination of controlled natural lighting and artificial lighting should provide appropriate, glare free illumination for the standing browser and seated reader. 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. 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 rooms must have switched lighting.

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.

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 to the library, at ground level with no barriers to those with disabilities. Automatic door openers shall be provided.

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.

Recommended 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 siting and 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.

Public Address

A public address system will serve all areas of the building, both public and staff. The amplifier and microphone will be located in the circulation desk area. The system shall be zoned so that public announcements may be targeted to one of the following specific building areas or any combination of areas: meeting rooms; general public areas; staff areas.

Local Computer Systems

- 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 so as not to exceed a temperature of 80 degrees Fahrenheit, and humidity level of 60%. Supply air to the closet should be filtered.

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. An external arm/disarm control should be located at the staff entrance. 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.

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 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

- Table chairs should be of all-wood construction. 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

A zoned master and grand master keying system, as simple as possible, should be developed in consultation with the library planning team. Coordinate lock system with that currently used with other City agencies. A key case and key management system should be provided.

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.