

## 4. BUILDING PROGRAM BY SPECIFIC AREA

### MAIN LIBRARY

#### Vestibule

Use: Provide a "front door" to addition and an area to contain boots, jackets, snowsuits, etc

Size: 70 SF

Relationship to other spaces: Easily visible from the street.

Requirements: Space for the following:

Benches.

Coat hooks.

Book drop.

#### Entry Hall

Use: Provide public entry and exit from the building. Sets expectations of library behavior – inviting yet reserved, friendly but quiet.

Size: 200 SF (100 SF at each vestibule)

Relationship to other spaces: Easily visible from the street.

Requirements: Space for the following:

Coat hooks (will people leave stuff unattended?)

Display area.

Tack surface.

#### Circulation Desk

Use: To charge and discharge general collection and reserve material, to help patrons locate materials and to supervise overall library usage. (possibly two locations - dependent on layout)

Size: 120 SF

Relationship to other spaces: As much as possible visually connected to all public library spaces.

Requirements: Space for the following:

Two workers at desk simultaneously.

Two swivel chairs.

Computer and printer.

Telephone.

General book drop for return.

Work surface for other tasks.

Control panels specific lighting, heat etc.

Access to network.

#### Adult Reading Room

Use: To house and display adult books and periodicals, to provide seating for reading and work.

Size: 300 SF

Relationship to other spaces: Located in existing library

Requirements: Space for the following:

Shelving for 9035 holdings (52% increase) = 1130LF of shelving

Computer stations for 4 people

Soft seating for 6 people

Table and chairs for 6 people

**Young Adult**

Use: To house and display young adult books and periodicals, to provide seating for reading, space for young adult activities and to provide space adequate for computers.

Size: 450 SF

Relationship to other spaces: Visible from circulation desk

Requirements: Space for the following:

- Shelving for 1028 holdings (100% increase) = 129LF of shelving
- Shelving for 340 adult large print holdings (400% increase) = 43LF of shelving.
- Computer stations for 6 young adults
- Soft seating for 6 young adults
- Table and chairs for 6 young adults

**Children**

Use: To house and display children’s books and periodicals, to provide seating and play area for children activities and to provide adequate space for an introduction to computers as an information resource.

Size: 300 SF

Relationship to other spaces: Visible from circulation desk

Requirements: Space for the following:

- Shelving for 4732 holdings (100% increase) = 592LF of shelving
- Computer stations for two children
- Soft seating for 6 children
- Table and chairs for 6 children

**Meeting Spaces**

Use: To be used for general public events both planned by the Library and planned by outside groups and scheduled through the library.

Size: 620 SF

Relationship to other spaces: Should be easily zoned from the rest of the building to be used for off hours. Must have access to restrooms.

Requirements: Space for the following:

- Divisible into 3 separate spaces accommodating 6, 12 and 20 people.
- Raised platform for speaker.
- Comfortable seating for up to 35 people.
- Large dry erase board with integral tack space.
- Projection screen.
- Room darkening shades for all windows.
- Coat hooks.
- Lockable storage closet.
- Counter suitable for beverage set up with sink.

**Kitchenette**

Use: To offer light snacks and beverages to support meeting spaces; for staff

Size: 75 SF

Relationship to other spaces: near meeting space and near staff break room.

Requirements: Space for the following:

- Wall and base cabinets.
- Counter with single bowl sink.
- Undercounted refrigerator.
- Microwave.

**Book Sale**

Use: To offer unused or outdated publications for sale to the public  
 Size: 300 SF  
 Relationship to other spaces: Can be removed from day to day library functions  
 Requirements: Space for the following:  
     Adequate shelving to house books for sale.  
     Storage for bags and boxes.

**Librarian Offices**

Use: To provide an appropriate environment for the administration of library services and the reception of visitors  
 Size: 200 SF  
 Relationship to other spaces: Easily found and near circulation desk but still removed from main areas of activity.  
 Requirements: Space for the following:  
     Two desks and two swivel chairs.  
     Circular table and four chairs.  
     Two computers and printer.  
     Telephone.  
     Two five drawer file cabinets.  
     Wall mounted shelves.  
     Network connection.  
     Soundproof.

**Staff Room/Workroom**

Use: To provide an appropriate environment for the administration of library services to be shared by two volunteers. To provide a quiet and comfortable space for staff members to eat lunch, take breaks or work alone.  
 Size: 120 SF  
 Relationship to other spaces: Adjacent to staff librarians' offices and near circulation of desk.  
     Adjacent to kitchenette if possible  
 Requirements: Water/sink for book repair.  
     Built-in work area counter for two.  
     Two swivel chairs.  
     Easy chair.  
     Two computers with printer.  
     Telephone.  
     Shelving for special collections.  
     Five drawer file cabinet.  
     Wall mounted shelves.  
     Network connection.

**General Storage**

Use: Short term storage of books for book sales, art supplies for children's projects and misc.  
 Size: 85 SF  
 Relationship to other spaces: Scattered throughout the building adjacent to areas served.  
 Requirements: Space for the following:  
     High capacity shelving floor to ceiling.

**Data Closet**

Use: To house data equipment  
Size: 50 SF  
Relationship to other spaces: Centrally located.  
Requirements: Space for the following:  
Rack systems.

**Photo Copier**

Use: Public and staff use of photocopy machine.  
Size: 25 square feet  
Relationship to other spaces: In an out of the way, but accessible "alcove" near the circulation desk.  
Requirements: Proper electrical service.  
Isolated exhaust ventilation.  
Storage area for paper, ink etc.  
Somewhat acoustically isolated.

**Mechanical Room**

Use: To house HVAC equipment and related.  
Size: 300 SF  
Relationship to other spaces: Can be remote but on an outside wall.  
Requirements: Space for the following:  
Equipment.  
Fuel.

**Mezzanine**

Use: Private study or reading. Note this space is not accessible.  
Size: 115 SF  
Relationship to other spaces: Existing  
Requirements: Space for the following:  
Unknown

**Courtyard or Outdoor Terrace**

Use: To provide an outdoor sunny and inviting space suitable for children, young adult and adult use in good weather. Designed for gathering, informal reading and storytelling.  
Size: 500 SF  
Relationship to other spaces: Accessible from main library and children's room but sheltered from the street. This area should be visible from both within the library and the street for security reasons.  
Requirements: Well landscaped with a combination of hard and soft surfaces and secured seating.