

DEPARTMENT: Young People's Services

FUNCTIONAL AREA: YPS public service desk & reference

Function / operations:

The public service desk for children is the principal public service point for the children's library and collection. Activities include general reference service, providing assistance with the library's catalog and collections, and so on.

Catalog terminals are provided in this area.

Space allocation:

1,519 square feet.

Location:

On the entry level.

The Young People's Services department should be clearly visible from the entry and traffic dispersal area.

The children's public service desk should be located at the entry to the department. There should be a clear path connecting this desk and the circulation desk so that patrons entering the library can easily find or be directed to this area.

Within the children's department, the principal collections should all radiate off of the public service desk so that staff can conveniently monitor and support patrons using any of the library's collections. The children's department workroom should be close to the public service desk so that staff in the workroom can be called out to assist at the desk.

Volumes housed:

Provide low, 42" shelving for the children's reference collection, a total of 38 individual units.

The base shelf should measure 12" nominal; upper shelves should measure 10" nominal. Install shelving to permit a 42" aisle (with ranges approximately 66" on center). Ranges should not exceed 24' (eight sections) in length; longer ranges must be divided by a cross aisle at least 36" wide. Specify closed-base shelving.

Shelving capacities through this section anticipate the use of an average of 3.0 shelves per shelving unit.

NOTE: J reference capacity @ 86 per unit; all shelving @ 10.50 square feet

per unit.

Reader seating:

To be completed for the final program

Staffing:

To be completed for the final program

[PLANNING NOTE: Children's public service desk]

Special features:

To be completed for the final program

[PLANNING NOTE: computer network stations for public use]

Electrical: to be completed for final program

Telecommunications & data transmission: to be completed for final program

Lighting: to be completed for final program

Acoustics: to be completed for final program

Heating, ventilating & air conditioning: to be completed for final program

Furnishings:

1 three-station children's desk (consider a custom-milled unit):

3 librarians stations, *each* featuring

1 desk / station

1 secretarial chair

1 two-drawer filing cabinet

1 staff computer workstation

1 printer

38 sections of shelving (= 19 double-faced units), 42" tall – children's reference

2 two-drawer filing cabinet – ready reference files

2 two-place reading tables

4 reading chairs

4 one-place reading tables

4 reading chairs

4 individual study carrels

4 reading chairs

4 public computer network stations

4 computer tables (sitting height)
4 reading chairs

1 atlas stand
2 racks for shopping baskets
2 sections of display shelving, 42" tall – Newbery / Caledcott display

DEPARTMENT: Young People's Services

FUNCTIONAL AREA: YPS preschool collection

Function / operations:

This area houses materials of particular interest to preschool users. The collection is comprised largely of picture books. Most of the collection will be housed on low, 42" divider shelving. Board books will be housed in browsing bins similar to display bins sometimes used for some nonprint media (compact discs, phondiscs). A display for new preschool books is provided.

Reader seating is provided here that can be used by children and their parents. A sense of whimsy is appropriate in the decor and furnishings.

Space allocation:

3,583 square feet.

Location:

On the entry level.

The preschool collection should be located to one side of the children's public service desk as a patron enters the department. There should also be an affinity between this collection and the storytime room, since many of the programs scheduled in the storytime room are directed at a preschool audience.

Volumes housed:

Provide low, 42" divider shelving for children's preschool books, a total of 192 individual shelving units – 80 for E fiction, 84 for E picture books (which will be interfiled), and 28 for readers.

Typically, the base shelf in these units should measure 12" nominal; upper shelves should measure 10" nominal. Install shelving to permit a 42" aisle (with ranges approximately 66" on center). Ranges should not exceed 24" (eight sections) in length; longer ranges must be divided by a cross aisle at least 36" wide. Avoid perimeter, or wall-mounted, shelving here. Specify closed-base shelving.

Also provide 18 browsing bins for board books.

Shelving capacities through this section anticipate the use of an average of 3.0 shelves per shelving unit.

NOTE: J picture book capacity @ 135 volumes per unit, readers @ 108 per

unit; all shelving @ 10.50 square feet per unit.

Reader seating:

To be completed for the final program

[PLANNING NOTE: seating in this area scaled to preschool patrons]

Staffing:

No staff work stations are provided in this functional area.

Special features:

To be completed for the final program

[PLANNING NOTE: public computer network stations]

[PLANNING NOTE: Allow up to 100 sq.ft. for “parking” strollers]

Electrical: to be completed for final program

Telecommunications & data transmission: to be completed for final program

Lighting: to be completed for final program

Acoustics: to be completed for final program

Heating, ventilating & air conditioning: to be completed for final program

Furnishings:

80 sections of divider shelving (= 40 double-faced units), 42" tall – E fiction

84 sections of divider shelving (= 42 double-faced units), 42" tall – E picture books

28 sections of shelving (= 19 double-faced units), 42" tall – readers

18 browsing bins – board books

8 sections of shelving, 42" tall – Lapsits / travelin' tales

8 sections of display shelving (= 4 double-faced units), 42" tall – preschool new books

8 lounge chairs (scaled to accommodate a child and care-giver)

5 four-place reading tables

20 reading chairs

6 two-place reading tables

12 reading chairs

2 public computer network stations

2 computer tables (sitting height)

2 reading chairs

DEPARTMENT: Young People's Services

FUNCTIONAL AREA: YPS K-8 collection

Function / operations:

This area houses the fiction and nonfiction circulating collections for children in the elementary grades. The collection includes distinct areas for children's nonfiction and children's periodical back issues.

Also provide a new book and current magazine display for children.

Some reader seating is provided here.

Space allocation:

4,752 square feet.

Location:

On the entry level.

The K-8 collection should be on the opposite side of the children's desk from the preschool collection. There should be a proximity between the K-8 fiction collection and the early readers collection.

Volumes housed:

Provide mid-height, 60" shelving for the K-8 collection, a total of 288 individual units for the collection – 86 sections for JY fiction, 66 sections for JY paperbacks, and 136 sections for JY nonfiction. The paperback shelving should be conventional cantilever shelving adapted with a zig-zag insert creating pockets on each shelf that can be used to foster face-out display of paperbacks. If over time the balance of the collection should shift to favor regular other components of the collection, the inserts can be removed and the shelving converted to support these other parts.

Provide another 6 sections of shelving for display of children's periodicals and 4 more sections for children's periodical backfiles. Provide eight sections of shelving for display of new children's titles. Two more sections of shelving are provided for YPS professional journals.

The base shelf should measure 12" nominal; upper shelves should measure 10" nominal. Install shelving to permit a 42" aisle (with ranges approximately 66" on center). Ranges should not exceed 24' (eight sections) in length; longer ranges must be divided by a cross aisle at least 36' wide. Avoid perimeter, or wall-mounted,

shelving here. Specify closed-base shelving.

Shelving capacities through this section anticipate the use of an average of 5.0 shelves per shelving unit.

NOTE: K-8 nonfiction capacity @ 225 per unit, fiction @ 158 per unit, paperbacks @ 175 per unit; all shelving @ 10.50 square feet per unit, except current periodical display @ 14.00 square feet per unit.

Reader seating:

To be completed for the final program

Staffing:

No staff work stations are provided in this functional area.

Special features:

To be completed for the final program

[PLANNING NOTE: public computer network stations]

Electrical: to be completed for final program

Telecommunications & data transmission: to be completed for final program

Lighting: to be completed for final program

Acoustics: to be completed for final program

Heating, ventilating & air conditioning: to be completed for final program

Furnishings:

8 sections of display shelving (= 4 double-faced units), 60" tall – new books

6 sections of shelving (= 3 double-faced units), 60" tall – current periodical display

2 sections of shelving, 42" tall – children's professional journals

4 sections of shelving (= 2 double-faced units), 60" tall – periodical backfiles

136 sections of shelving (= 68 double-faced units), 60" tall – J nonfiction

86 sections of shelving (= 43 double-faced units), 60" tall – J fiction

66 sections of shelving (= 33 double-faced units), 60" tall – J paperbacks

4 lounge chairs

8 four-place reading tables

32 reading chairs

3 two-place reading tables

6 reading chairs

4 one-place reading tables

4 reading chairs

4 public computer network stations

4 computer tables (sitting height)

4 reading chairs

4 public computer network stations

4 large computer tables (sitting height)

4 reading chairs

2 sections of 60" display shelving – topical / seasonal selections

2 sections of shelving, 60" tall – textbook / homework collection

DEPARTMENT: Young People's Services

FUNCTIONAL AREA: YPS nonbook collection

Function / operations:

Like the adult audiovisual collection, the children's audiovisual collection can expect to accommodate a variety of nonprint materials. Presently, the children's audiovisual collection includes cassettes, videos, compact discs, CD-ROMs, puzzles, learning games, and book-cassette kits. It's impossible to predict at this time how rapidly this part of the library's collections will grow, or how its composition may shift among formats. Flexible collection storage environments are the key to this area.

Space allocation:

1,216 square feet.

Location:

On the entry level.

The location of the children's audiovisual collection should favor the more casually-used elements of the children's collections. There should be a clear physical connection between the children's public service desk and this collection.

Volumes housed:

To be completed for the final program

Reader seating:

No general purpose reader seating is provided in this area.

Staffing:

No staff work stations are provided in this functional area.

Special features:

To be completed for the final program

[PLANNING NOTE: in-house listening / viewing stations]

Electrical: to be completed for final program

Telecommunications & data transmission: to be completed for final program

Lighting: to be completed for final program

Acoustics: to be completed for final program

Heating, ventilating & air conditioning: to be completed for final program

Furnishings:

- 6 sections of shelving (= 3 double-faced units), 60" tall – read-along kits
- 2 sections of shelving (= 1 double-faced unit), 60" tall – software
- 32 sections of shelving (= 16 double-faced units), 60" tall – YPS videocassettes
- 4 sections of Enem shelving, 60" tall – YPS music cassettes
- 2 sections of Enem shelving, 60" tall – YPS compact disks
- 10 sections of shelving (= 5 double-faced units), 60" tall – YPS audiobooks
- 6 sections of shelving, 60" tall – puppets
- 16 sections of shelving, 42" tall – puzzles
- 14 sections of shelving, 42" tall – learning games
- 1 puppet tree

- 2 lounge chairs

- 2 public computer network stations
- 2 computer tables (sitting height)
- 2 reading chairs

- 2 “wet” study carrels
- 2 reading chairs
- TV/VCR and-or CD/tape players, as needed

DEPARTMENT: **Young People's Services**

FUNCTIONAL AREA: **YPS technology center**

Function / operations:

The YPS technology center is an area where patrons can operate and use computer stations that are connected to the library's local network. This area houses the primary concentration of network computer stations for public use. Through these computer stations, patrons have access to the library's on-line catalog, other locally mounted databases (mostly on CD-ROM), as well as access to databases and information sources located remotely from the library, including Internet access.

Space allocation:

460 square feet.

Location:

On the entry level.

The J technology center should flow from the reference collection area and form a kind of counter-point to the children's public service desk on the opposite side of the reference collection.

Volumes housed:

No library collections are housed in this functional area.

Reader seating:

No general purpose reader seating is provided in this area.

Staffing:

No staff work stations are provided in this functional area.

Special features:

To be completed for the final program

[PLANNING NOTE: public network computer stations]

Electrical: to be completed for final program

Telecommunications & data transmission: to be completed for final program

Lighting: to be completed for final program

Acoustics: to be completed for final program

Heating, ventilating & air conditioning: to be completed for final program

Furnishings:

8 public computer network stations

8 computer tables (sitting height)

8 reading chairs

2 public computer network stations

2 large computer tables (sitting height)

2 reading chairs

4 network printers

DEPARTMENT: **Young People's Services**

FUNCTIONAL AREA: **YPS small group study rooms**

Function / operations:

These four small rooms will be available for groups of up to four patrons to work on projects together. They will also be available for a variety of individual tutoring activities.

Space allocation:

480 square feet.

Location:

On the entry level.

The J small group study rooms should be associated with the K-8 nonfiction collection. They should be removed from the public service desk, but in a direct visual line from the desk.

Volumes housed:

No library collections are housed in this functional area.

Reader seating:

No general purpose reader seating is provided in this area.

Staffing:

No staff work stations are provided in this functional area.

Special features:

To be completed for the final program

[PLANNING NOTE: four rooms to seat four]

[PLANNING NOTE: glass / glazing for visual supervision into rooms]

Electrical: to be completed for final program

Telecommunications & data transmission: to be completed for final program

Lighting: to be completed for final program

Acoustics: to be completed for final program

Heating, ventilating & air conditioning: to be completed for final program

Furnishings:

- 4 four-place reading tables
- 16 reading chairs

DEPARTMENT: **Young People's Services**

FUNCTIONAL AREA: **YPS parenting collection**

Function / operations:

This area houses a special collection of books and other materials geared toward parents and teachers. Some reader seating for parents and caregivers is provided in this area.

Space allocation:

319 square feet.

Location:

On the entry level.

The parents collection should be near the storytime room and the preschool collection.

Volumes housed:

Provide mid-height, 60" shelving for the parenting collection, a total of 12 individual shelving units.

The base shelf should measure 12" nominal; upper shelves should measure 10" nominal. Install shelving to permit a 42" aisle (with ranges approximately 66" on center). Because of the small quantity of shelving required for this collection, wall-mounted shelving creating an alcove could be considered here. Specify closed-base shelving.

Shelving capacities through this section anticipate the use of an average of 5.0 shelves per shelving unit.

NOTE: YPS parent / teacher capacity @ 225 per unit; all shelving @ 10.50 square feet per unit.

Reader seating:

To be completed for the final program

Staffing:

No staff work stations are provided in this functional area.

Special features:

To be completed for the final program

Electrical: to be completed for final program

Telecommunications & data transmission: to be completed for final program

Lighting: to be completed for final program

Acoustics: to be completed for final program

Heating, ventilating & air conditioning: to be completed for final program

Furnishings:

12 sections of shelving (= 6 double-faced units), 60" tall – parent / teacher collection

2 lounge chairs

1 two-place reading table

2 reading chairs

1 public computer network station

1 computer table (sitting height)

1 reading chair

1 literature display rack

DEPARTMENT: Young People's Services

FUNCTIONAL AREA: Storytime room

Function / operations:

This room allows the children's staff to produce a variety of programs and craft activities and other events for groups of up to 30 children. There are two primary audiences that use this room: preschoolers attending story programs and K-8 students attending special programs including class visits for instruction in library use and the like. This room is intended to handle most of the programs planned by the children's department staff; occasional larger programs will be moved to the library's general meeting room.

This room should be capable of being divided into two smaller rooms.

Space allocation:

575 square feet.

Location:

On the entry level.

The storytime room should have a prominent location within view as patrons enter the young people's services department. While the location should favor the preschool collection, the storytime room should not be located *in* the preschool collection. There should be a direct path of access to the storytime room for children of all ages so that older children do not have to pass through the preschool area and younger children do not have to pass through the K-8 area to reach this room.

The children's restrooms should be nearby.

Ideally, there should be a direct connection – a door – between this room and the storytime workroom and storage, so that staff can easily move displays and props for children's programs from the workroom into the storytime room.

Volumes housed:

No library collections are housed in this functional area.

Reader seating:

No general purpose reader seating is provided in this area.

Staffing:

No staff work stations are provided in this functional area.

Special features:

To be completed for the final program

[PLANNING NOTE: Counter & sink]

[PLANNING NOTE: As the final program evolves, further specifications for this functional area will be presented. Puppet stage? Projection capabilities?]

[PLANNING NOTE: Need to be able to darken room for film / video programs]

[PLANNING NOTE: Tackable wall-covering so that staff can easily affix decorations]

[PLANNING NOTE: Large closets for storage of tables & chairs, supplies]

[PLANNING NOTE: provide network connectivity]

Electrical: to be completed for final program

Telecommunications & data transmission: to be completed for final program

Lighting: to be completed for final program

Acoustics: to be completed for final program

Heating, ventilating & air conditioning: to be completed for final program

Furnishings:

Stackable chairs / cushions

Counter & sink

Table storage

DEPARTMENT: **Young People's Services**

FUNCTIONAL AREA: **Storytime workroom & storage**

Function / operations:

This room combines storage for the craft supplies and props and other material needed for storytime programs and a work area where staff can concentrate on preparing storytime activities.

Space allocation:

505 square feet.

Location:

On the entry level.

This room should be between the storytime room and the children's department workroom, with direct access to and from each of those rooms.

Volumes housed:

No library collections are housed in this functional area.

Reader seating:

No general purpose reader seating is provided in this area.

Staffing:

No staff work stations are provided in this functional area.

Special features:

To be completed for the final program

[PLANNING NOTE: 36" x 96" assembly table with storage underneath]

[PLANNING NOTE: provide network connectivity to this room]

Electrical: to be completed for final program

Telecommunications & data transmission: to be completed for final program

Lighting: to be completed for final program

Acoustics: to be completed for final program

Heating, ventilating & air conditioning: to be completed for final program

Furnishings:

- 1 assembly table, 36" x 96"
- 8 supplies cabinets
- 10 sections of utility shelves, 84" tall
- Storage closets for costumes and props
- 4 shelving units, 84" tall – travelin' tales kits

DEPARTMENT: **Young People's Services**

FUNCTIONAL AREA: **YPS department workroom**

Function / operations:

The YPS staff workroom provides a place where staff can work without interruption on selecting new materials for the collection, meeting with vendors and book sale representatives, arranging programming activities, and preparing displays, handouts, and promotional material.

An enclosed office for the head of the department is provided here.

Space allocation:

671 square feet.

Location:

On the entry level.

The children's department work room should be located within clear visual sight of the public service desk, although the scale of this department may prevent an immediate physical proximity between the work room and the public service desk.

There should be a direct connection between the departmental staff workroom and the storytime room.

There should also be a connection between the departmental staff workroom and the departmental storage room.

Public access to this room is not essential.

Volumes housed:

No library collections are housed in this functional area.

Reader seating:

No general purpose reader seating is provided in this area.

Staffing:

To be completed for the final program

[PLANNING NOTE: seven staff stations for children's staff – three for full-time staff (one to a desk) and two for part-time staff (two to a desk)]

[PLANNING NOTE: one station for department head]

Special features:

To be completed for the final program

Electrical: to be completed for final program

Telecommunications & data transmission: to be completed for final program

Lighting: to be completed for final program

Acoustics: to be completed for final program

Heating, ventilating & air conditioning: to be completed for final program

Furnishings:

5 children's librarians work stations, each featuring

1 desk w/ microcomputer-typing support

1 secretarial chair

1 staff computer work station

2 two-drawer lateral files

1 section of shelving, 84" tall (or equivalent linear feet of shelving)

1 department head's office, featuring

1 desk w/ microcomputer-typing support

1 secretarial chair

1 matching side chair

1 staff computer work station

1 printer

2 two-drawer lateral files

2 sections of shelving, 84" tall (or equivalent linear feet of shelving)

General:

2 sections of shelving, 84" tall – professional collection

1 office copier

1 network printer

1 supplies cabinet

10 staff mailboxes

10 staff lockers

1 coat closet

DEPARTMENT: **Young People's Services**

FUNCTIONAL AREA: **Children's restrooms**

Function / operations:

Above and beyond minimum code requirements, two family/ assisted restrooms for children's use are provided here. In addition, provide a small room for nursing mothers.

Space allocation:

200 square feet.

Location:

On the entry level.

The children's restrooms should be under direct visual control of the children's public service desk. The location should be close to the storytime room.

Volumes housed:

No library collections are housed in this functional area.

Reader seating:

No general purpose reader seating is provided in this area.

Staffing:

No staff work stations are provided in this functional area.

Special features:

To be completed for the final program

Electrical: to be completed for final program

Telecommunications & data transmission: to be completed for final program

Lighting: to be completed for final program

Acoustics: to be completed for final program

Heating, ventilating & air conditioning: to be completed for final program

Furnishings:

As needed

DEPARTMENT: **Young People's Services**

FUNCTIONAL AREA: **Nonassignable space**

Function / operations:

In support of the structural elements of the building that will need to occur in this department a formulaic allocation of space (equal to 12% of the assignable space in this department) is made.

Space allocation:

1,690 square feet.

Location:

As needed.

Volumes housed:

No library collections are housed in this functional area.

Reader seating:

No general purpose reader seating is provided in this area.

Staffing:

No staff work stations are provided in this functional area.

Special features:

To be completed for the final program

Electrical: to be completed for final program

Telecommunications & data transmission: to be completed for final program

Lighting: to be completed for final program

Acoustics: to be completed for final program

Heating, ventilating & air conditioning: to be completed for final program

Furnishings:

As needed