

**DEPARTMENT:                    Technical Processing**

**FUNCTIONAL AREA:        Technical processing workroom**

**Function / operations:**

All orders of library materials are placed and received in the Technical processing workroom, and new acquisitions are prepared here for public use. Materials are cataloged here, bibliographic data is entered into the library's automated database of holdings, materials are processed (protective jackets added, book pockets glued in, and so on), and repairs are made to print and nonprint materials. Ordering and acquisitions also occur here.

**Space allocation:**

1,823 square feet.

**Location:**

On the entry level.

There should be a strong proximity to the receiving and delivery room and preferably to the circulation workroom.

**Volumes housed:**

No library collections are housed in this functional area.

**Reader seating:**

No general purpose reader seating is provided in this functional area.

**Staffing:**

To be completed for final program

[PLANNING NOTE: 1 station for unpacking / unboxing, 1 station for adult cataloging, 1 station for children's cataloging, 1 station for AV cataloging, 1 station for OCLC work, 1 station for OCLC / video cataloging and repair, 1 station for database maintenance / withdrawals, 1 station for repairs, 3 stations for processing, 1 station for periodicals check-in]

[PLANNING NOTE: one staff station in enclosed office within this workroom for head of Technical processing]

**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:**

1 unpacking / unboxing station featuring:

1 work counter, 36" x 96", storage below

1 secretarial chair

1 staff computer work station

1 acquisitions station featuring:

1 desk w/ typing-microcomputer support

1 secretarial chair

1 staff computer work station

1 two-drawer lateral file

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

3 cataloging stations (adult, YPS, AV), each featuring:

1 desk w/ microcomputer-typing support

1 secretarial chair

1 staff computer workstation

1 two-drawer lateral file

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

1 OCLC station featuring:

1 desk w/ microcomputer-typing support

1 secretarial chair

1 staff computer workstation

1 two-drawer lateral file

1 OCLC / video cataloging and repair station featuring:

1 desk w/ microcomputer-typing support

1 secretarial chair

1 staff computer workstation

- 1 two-drawer later file
- 1 secure video storage unit
- 1 four-drawer file cabinet for storage of video pamphlets
- 1 stand for tapecheck machine
- 1 section of shelving 84" tall (or equivalent linear feet of shelving)

1 database maintenance / withdrawals station featuring:

- 1 desk w/ microcomputer-typing support
- 1 secretarial chair
- 1 staff computer workstation
- 1 two-drawer lateral file
- 1 section of shelving 84" tall (or equivalent linear feet of shelving)

1 repair station featuring:

- 1 desk w/ microcomputer-typing support
- 1 secretarial chair
- 1 staff computer work station
- 1 two-drawer lateral file
- 1 section of shelving 84" tall (or equivalent linear feet of shelving)

3 processing stations, each featuring:

- 1 desk w/ microcomputer-typing support
- 1 secretarial chair
- 1 staff computer work station
- 1 typewriter
- 1 two-drawer lateral file
- 1 section of shelving 84" tall (or equivalent linear feet of shelving)

1 periodicals clerk station featuring:

- 1 desk w/ microcomputer-typing support
- 1 secretarial chair
- 1 staff computer work station
- 1 typewriter
- 1 two-drawer lateral file

1 department head's office featuring:

- 1 desk w/ microcomputer-typing support
- 1 secretarial chair

- 1 matching side chair
- 1 staff computer work station
- 3 two-drawer lateral files
- 4 sections of shelving, 84" tall (or equivalent linear feet of shelving)

General office:

- 1 network printer
- 1 office copier (future installation)
- 1 typewriter stand
- 1 secretarial chair
- 1 typewriter
- 1 computer desk
- 1 secretarial chair
- 1 shared computer work station
- 20 book trucks
- 10 sections of shelving, 84" tall — holding shelves for mends
- 4 supplies cabinets
- Sink & counter
- 12 staff mailboxes
- 12 staff lockers
- 1 coat closet

**DEPARTMENT:**                    **Technical Processing**

**FUNCTIONAL AREA:**    **Technical processing department storage room**

**Function / operations:**  
This small storage room provides space where staff can keep supplies, materials, and projects in progress.

**Space allocation:**  
210 square feet.

**Location:**  
On the entry level.  
The storage room should be immediately adjacent to the Technical processing work room, accessible only from that work room.

**Volumes housed:**  
No library collections are housed in this functional area.

**Reader seating:**  
No general purpose reader seating is provided in this functional 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:**  
12 sections of utility shelving

2 storage cabinets

**DEPARTMENT:**                    **Technical Processing**

**FUNCTIONAL AREA:**    **Computer network services workroom**

**Function / operations:**

This workroom houses the desk for the library's computer network support staff. It also houses a workbench that network staff uses to test and repair computer equipment. The workbench area is also used to set-up and install new equipment as it arrives at the library.

**Space allocation:**

375 square feet.

**Location:**

On the entry level.  
The server room lies beyond this room.

**Volumes housed:**

No library collections are housed in this functional area.

**Reader seating:**

No general purpose reader seating is provided in this functional area.

**Staffing:**

To be completed for final program  
[PLANNING NOTE: two stations – one desk for support staff, one workbench]

**Special features:**

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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 network control station featuring:

- 1 desk w/ microcomputer-typing support
- 1 secretarial chair
- 1 two-drawer lateral file
- 1 section of shelving, 84" tall (or equivalent linear feet of shelving)

1 computer diagnostic & repair bench featuring:

- 1 workbench (36" x 96") — consider single, continuous work surface
- 1 stool

General:

- 6 sections, utility shelving
- 2 storage cabinets
- 1 coat closet

**DEPARTMENT:**                    **Technical Processing**

**FUNCTIONAL AREA:**    **Network / server room**

**Function / operations:**

This room supports the hub for the library's internal computer network. The library's server equipment is housed in this room. Data transmission lines connecting to the public and staff computer terminals throughout the building are stubbed to this room.

**Space allocation:**

300 square feet.

**Location:**

On the entry level.

This room will be located adjacent to the computer network services workroom, with access to this room coming *only* through the computer network services workroom in order to improve security for the equipment housed here.

**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

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

**Furnishings:**

1 server support station featuring:

1 desk

1 secretarial chair

**DEPARTMENT:**                    **Technical Processing**

**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:**

325 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

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

**Furnishings:**

As needed