

DEPARTMENT: **Staff / Other**

FUNCTIONAL AREA: **Graphics workroom**

Function / operations:

The graphics workroom is a work area where posters, flyers, broadsides, and other library promotional material are produced. Media production can also be supported here.

Space allocation:

450 square feet.

Location:

TO BE DETERMINED / on a third floor?

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

Special features:

To be completed for the final program

[PLANNING NOTE: Sink & counter]

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 graphics production 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)

5 four-drawer filing cabinets
1 paper folder
1 large laminator
1 small laminator
1 Risograph machine
1 assembly table, 36" x 96"
Storage for large paper rolls – built in above or below the assembly table?

DEPARTMENT: **Staff / Other**

FUNCTIONAL AREA: **Staff copy center (room)**

Function / operations:

The staff copy center houses equipment that staff can use for day-to-day and special copying projects. This separate copying room will address concerns regarding acoustical control, temperature and ventilation requirements.

Space allocation:

255 square feet.

Location:

TO BE DETERMINED / on a third floor?

This room should be immediately adjacent to the graphics workroom. Staff working in that workroom often also need to use the copier. However, the staff copy center and the graphics workroom should be separate, enclosed spaces so that the additional equipment housed in the graphics workroom can be secured. This room prefers a strong relationship with the business office as well, given the volume of copying that is generated by that office.

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: photocopier / temperature, ventilation control]

[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 high volume copier with attached collator
- 1 duplicator
- 1 postage meter
- 1 fax machine
- 1 storage cabinet (copying and office supplies)
- 4 sections of utility shelving (copier paper, supplies)
- 1 assembly / sorting table, 36" x 72"

DEPARTMENT: **Staff / Other**

FUNCTIONAL AREA: **Maintenance workroom**

Function / operations:

This is a designated work space for the library's maintenance staff, typically where repairs to equipment and furnishings are completed. There is also a space here where the library's maintenance staff can maintain necessary records relating to the upkeep of the library building.

Space allocation:

390 square feet.

Location:

TO BE DETERMINED / on a basement level?

The maintenance workroom should be located near the receiving and delivery room. There should be no public access to this 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:

To be completed for the final program
[PLANNING NOTE: Facilities manager's station]

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 work station featuring

- 1 desk w/ microcomputer-typing support
- 1 secretarial chair
- 1 staff computer work station
- 1 four-drawer filing cabinet
- 1 section of shelving, 84" tall (or equivalent linear feet of shelving)

- 1 workbench
- 6 sections of utility shelving, 84" tall
- 4 storage cabinets
- 2 fire resistant cabinets – paint products
- 1 key box
- 2 staff mailboxes
- 2 staff lockers
- 1 coat closet

DEPARTMENT: **Staff / Other**

FUNCTIONAL AREA: **Staff lounge (room)**

Function / operations:

The staff lounge is provided for staff convenience during scheduled meals and work breaks. The room houses a combination of lounge furnishings and tables and chairs. Staff may use the kitchen facilities to prepare meals.

Space allocation:

570 square feet.

Location:

On the entry level.

There should be a strong proximity to the staff entry and to any staff stairwell or elevator leading to the other floors in the building. There is no need for public access to this 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: separate bulletin board – one for required state and federal postings, one for staff news]

[PLANNING NOTE: table-top vending for snacks]

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 round tables
- 16 chairs
- 4 lounge chairs

- 1 stovetop and conventional oven
- 1 microwave oven
- 1 refrigerator
- 1 dishwasher
- 1 recycling bin

- 1 vending machine
- 1 table-top vending display for snacks
- 2 bulletin boards

DEPARTMENT: **Staff / Other**

FUNCTIONAL AREA: **First aid room**

Function / operations:

This small room provides a place where staff members may lie down for rest if taken ill.

Space allocation:

85 square feet.

Location:

On the entry level.

The first aid room should be off the staff lounge.

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:

1 cot

Sink & counter with storage below, cabinet for first aid supplies

Compact freezer for storing ice packs

DEPARTMENT: **Staff / Other**

FUNCTIONAL AREA: **Staff restrooms**

Function / operations:

Above and beyond minimum code requirements, restrooms for staff use are provided here.

Space allocation:

200 square feet.

Location:

On the entry level.
The staff restrooms should be outside the staff lounge.

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: **Staff / Other**

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:

211 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