

DEPARTMENT: **Nonlibrary assignable**

FUNCTIONAL AREA: **Shipping & receiving (room)**

Function / operations:

Incoming deliveries (including U.S. mail) are made to this room. Outgoing shipments are packaged and prepared here. This room also supports a small holding area for used book sale donations, pending their movement to the used book sale storage room.

Space allocation:

460 square feet.

Location:

On the entry level.

The receiving and delivery room should be located apart from the general public entry, in order to separate delivery traffic from patron traffic approaching the library. Because many of the library's shipments are destined for the circulation department or the Technical processing department, pay special attention to the internal route between this room and the circulation department staff workroom and the Technical processing department staff workroom.

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: Doorbell to announce deliveries]
[PLANNING NOTE: Double-wide door]
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 sections of utility shelving — outgoing shipments
1 counter

DEPARTMENT: Nonlibrary assignable

FUNCTIONAL AREA: Staff entry (room)

Function / operations:

A separate entry for the staff should be provided, apart from the main public entry to the building.

Space allocation:

150 square feet.

Location:

On the entry level

There should be access to the staff entry from the staff parking area. The staff entry should be removed from the public entry so that there can be no confusing the two by the public.

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: Nonlibrary assignable

FUNCTIONAL AREA: Storage room / general & miscellaneous

Function / operations:

This is a room for miscellaneous storage of seasonal decorations, computer boxes, and the like.

Space allocation:

240 square feet.

Location:

On the lower / basement level.

The location of this room is not critical to the day-to-day operation of the library. A proximity to the receiving and delivery room is preferred, but 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:

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

4 supplies cabinets

DEPARTMENT: Nonlibrary assignable

FUNCTIONAL AREA: Storage room / maintenance supplies

Function / operations:

This is a room for storing maintenance supplies purchased in bulk quantities. Utility shelves line the walls.

Space allocation:

155 square feet.

Location:

On the lower / basement level.

The location of this room is not critical to the day-to-day operation of the library. The path from the receiving and delivery room to this room is important. A location near the maintenance workroom is preferred.

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:

6 sections of utility shelving

2 supplies cabinets
1 fire-resistant cabinet
1 skid for paper storage

DEPARTMENT: Nonlibrary assignable

FUNCTIONAL AREA: Storage room / office supplies

Function / operations:

This is a room for storing office supplies purchased in bulk quantities. Utility shelves line the walls.

Space allocation:

90 square feet.

Location:

On the lower / basement level.

The location of this room is not critical to the day-to-day operation of the library. A clear path from the receiving and delivery room is important, as is the path from this room to the various photocopier installations throughout the building.

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:

4 sections of utility shelving

2 supplies cabinets
1 skid for paper storage

DEPARTMENT: **Nonlibrary assignable**

FUNCTIONAL AREA: **Storage room / used book sale**

Function / operations:

Donations received for the used book sale are received, sorted and stored in this room. This room is a large open space where boxes of books can be held and stored.

Space allocation:

580 square feet.

Location:

On the lower / basement level.

There should be, if not a close proximity between this room and the used book sale area, a clear and direct path connecting this room and that area. Also note the path that connects this room and the library meeting room, where major used book sales will be held periodically through the year.

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 section of utility shelving for supplies
1 sorting table

DEPARTMENT: **Nonlibrary assignable**

FUNCTIONAL AREA: **Storage room / auxilliary groups**

Function / operations:

This is a storage room that can be used by the groups that regularly performs services on behalf of the library – the Friends of the Library is one such group; the Garden Club is another. Utility shelves line the walls.

Space allocation:

120 square feet.

Location:

On the lower / basement level.

The location of this room is not critical to the day-to-day operation of the library. A clear path from the receiving and delivery room is important.

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:

8 sections of utility shelving

DEPARTMENT: Nonlibrary assignable

FUNCTIONAL AREA: Groundskeeping equipment room

Function / operations:

This room houses equipment the library uses to maintain the grounds and exterior of the building.

Space allocation:

72 square feet

Location:

On the entry level.

There should be direct access from this room to the exterior of the building.

There need not be access to this room from the interior of the building.

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:

Utility shelves

1 supplies cabinet

DEPARTMENT: Nonlibrary assignable

FUNCTIONAL AREA: Recycling center (roomlet)

Function / operations:

This small room is where the library sorts and stores recyclable materials in between regular pick-ups by the municipality.

Space allocation:

72 square feet.

Location:

On the entry level.

The location of this small room is not critical to the day-to-day operation of the library. A proximity to the receiving and delivery room or the staff lounge is 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:

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:

Recycling bins

DEPARTMENT: **Nonlibrary assignable**

FUNCTIONAL AREA: **Telecommunications closet (roomlet)**

Function / operations:

This small room houses equipment the library needs to support and operate its various telecommunications networks that extend throughout the building. The internal communications network will require the periodic installation of such features across its length to amplify and transmit signals across the network. More than one such roomlet may be required, depending on the final specifications of the library's internal telecommunications network.

Space allocation:

72 square feet.

Location:

As needed.

The location of this small room will not affect the day-to-day operation of the library. Rather, this room may be placed within the building wherever it is most efficient to do so. It is assumed here that the corners of the upper level will be sufficiently remote from the point of telecommunications service entry to the building that one such closet will be needed on the upper 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:

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:

Equipment racks

DEPARTMENT: **Nonlibrary assignable**

FUNCTIONAL AREA: **Elevator equipment room**

Function / operations:

An allocation of space is made here to support the mechanical equipment needed to operate the library's elevator

Space allocation:

72 square feet.

Location:

On the lower / basement level.

The location of this room is not critical to the day-to-day operation of the library.

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: **Nonlibrary assignable**

FUNCTIONAL AREA: **Janitor's closet (room)**

Function / operations:

In convenient locations throughout the building, provide small closets where janitorial supplies and equipment can be stored. This allocation of 150 square feet accommodates up to three such closets throughout the building at 50 square feet apiece.

Space allocation:

150 square feet.

Location:

On each floor, as needed.
A preferred location will be nearby restroom facilities.

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:

Utility shelves

DEPARTMENT: **Nonlibrary Assignable**

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:

268 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