

GENERAL FEATURES — INTERIOR

Access by the disabled

The design of the building must follow general guidelines for disabled accessibility, including local code requirements, state code, and appropriate federal codes. Plans should comply with the accessibility standards of the American National Standards Institute, ANSI 1-17.1-1980, as revised.

The design must also meet the requirements of the Americans with Disabilities Act. Regulations governing the Americans with Disabilities Act (P.L. 101-336) were published in the July 26, 1991 *Federal Register*. These regulations are modeled closely on existing Uniform Federal Accessibility Guidelines. Recommendations relating specifically to libraries include:

- 5% or a minimum of one of each element of fixed seating, tables, or study carrels shall meet access regulations (ADAAG 8.2.).
- At least one lane at each check-out area shall meet access regulations (ADAAG 8.3.).
- Minimum clear aisle space at card catalogs and magazine displays shall be at least 36"; maximum reach height shall be 54" with 48" preferred (ADAAG 8.4.).
- Minimum clear aisle space in bookstacks shall be at least 36" with 42" preferred "where possible"; shelf height is unrestricted (ADAAG 8.5.).

Ideally, public service areas should be organized on the fewest number of floors possible. This program anticipates that most public and staff areas will be arranged over two floors. On any individual floor, avoid changes in levels to the greatest extent possible. It's possible that mechanical and certain other nonassignable space may be located on a separate, third level.

Floor coverings

Select floor coverings to meet the differing service patterns in different parts of the building. Carpeting is appropriate throughout much of the building, both public

and staff areas. Carpet is not only more comfortable than most other surfaces, it also enhances acoustical insulation. In specifying a carpet consider its durability, color fastness, and resistance to fire. Carpeting must be treated against static discharge. Should roll goods be specified, the contractor shall locate seams out of major traffic paths to the extent possible.

Consider the use of carpet squares, which permit the ready replacement of areas that become worn. Carpet squares are required if undercarpet cable is used for power distribution. If carpet squares are specified, insist that the company installing the carpet has prior experience with such installations.

A non-skid surface must be provided at the main public entry and in the receiving area. Floor grates or cocoa mats should be provided to trap tracked-in dirt and water. Non-skid surfaces should be considered on stairs as well; at the least, a rubber edge molding should be installed on each step.

Special consideration should be given to the floor surface specified in the vestibule. In bad weather, the floor in the entries will be wet as patrons track in from the outside, and the floor surface selected should minimize the hazard of slippery conditions at the entry.

Hard surface flooring that is easy to maintain is appropriate in restrooms. Concrete flooring is acceptable in mechanical and storage spaces.

Furnishings

Library and office furnishings are not expected to be part of the general contract for construction, but will be purchased separately by the owner. Throughout this program, each functional area includes a listing of furnishings to be provided in that functional area. This list is provided so that the general capacities of each area in the plan can be tested as the design evolves.

In some cases, the program lists a specific piece of library furniture, drawn from a vendor's catalog; such listings are intended to provide an example of the *type* of furniture to be employed in that setting, rather than a direct product recommendation.

To the extent practicable, the library's existing furnishings and shelving should be incorporated into the plans for the expanded facility.

Some key pieces of furniture – especially public service desks (circulation, reference, children's) – may evolve to have such specialized functions, or may be so crucial to the overall aesthetic of the design, that a custom-milled piece is in order. Whether these furnishings are custom-milled or selected from a vendor's catalog line, they should be modular so that they can be readily shifted and adapted to accommodate the library's future needs.

Janitor's closets

Janitor's closets should be provided in the building on each floor as needed. Sufficient space should be provided for a mop sink as well as storage for a modest stock of any supplies needed to service any fixtures or equipment – restrooms in particular – that may be located nearby. Provide a floor drain.

Library materials theft detection system

Provide appropriate electrical service to the area near the entry where sensors for the theft detection system will be located. The floor surface here should be recessed so that the installation of the floor sensors will not create bumps which patrons can trip on. Note that moving metal (doors and so on) can cause malfunctions of the security system. No turnstile is to be used with the theft detection system.

Perimeter security system

Motion detectors and door contacts should be provided as part of the library's perimeter security system. The system should be activated and de-activated from either of two panels (located at the staff entrance and the front door); prefer a key-in code. Provide a "city tie" channel connecting this security system with the local police department to automatically alert the police to a library intruder any time the library is closed.

Provide a key code lock on the exterior staff entry. Also note that certain interior doors will also require a key code lock to secure areas from public access. Work with staff as the design develops to identify where such security is needed.

Shelving

Like library and office furnishings, shelving for the library's collections is not expected to be part of the general contract for construction, but will be purchased separately by the owner. Throughout this program, each functional area includes a listing of shelving to be provided in that functional area. This list is provided so that the general capacities of each area in the plan can be tested as the design evolves.

In general, bookstack shelving should be conventional, cantilever metal shelving. Unless otherwise specified, this program anticipates that each shelving section will be 36" wide, with a 12" nominal base shelf. Adjustable shelves above the base will be narrower – 10" deep. The shelving will be installed with a 42" aisle. Typically,

full-height shelving units (84" or 90" tall) will be used in the adult collection; mid-height shelving (60" or 66" tall) will be used in the grade school collection; and low shelving (42" tall) will be used in the preschool collection.

Shelving inventories are tallied here counting individual, single-face shelving units, although most shelving in the library will be deployed in ranges of double-faced shelving units.

Telephones

The location and distribution of telephones is not specified in this schematic building program, but will be defined at a later date in consultation with library staff. By and large, most staff work stations will need to accommodate a telephone jack for a telephone handset. Exceptions may include paging / sorting stations, the processing counters in technical services, and the diagnostic workbench in the computer network services workroom.

Public pay phones should be provided in the entry lobby or the traffic dispersal area.