

FUNCTIONAL AREA DESCRIPTIONS

On the following pages, individual public service areas or staff work areas are described in detail. Each individually described area is assigned to a general department in the library (“Location Group”). Each area description includes a brief summary of the functions and operations that occur in the area, the area’s recommended space allocation, the number of volumes to be housed, the amount of user and staff seating required, a discussion of any special features required in the area, a description of necessary or desired interrelationships with other departments or areas, and an initial list of furnishings that are required for the area (where the furnishings listings include a specific vendor’s catalog number for an item, it is intended as an example of the *type* of equipment to be used in that setting, rather than a product recommendation).

It is expected that the functional areas will be distributed among the service areas in the expanded building as follows:

Entry / Control / Circulation	6,788 sq.ft.
Adult Services / Popular	11,462 sq.ft.
Adult Services / Reference & Nonfiction	17,695 sq.ft.
Young People’s Services	15,969 sq.ft.
Meeting Rooms	3,248 sq.ft.
Staff / Technical Processes	3,033 sq.ft.
Staff / Administration	1,758 sq.ft.
Staff / Other	2,160 sq.ft.
Nonlibrary Assignable	2,501 sq.ft.
TOTAL OF ALL DEPARTMENTS	64,614 sq.ft.
Allowance for local art display	788 sq.ft.
Allowance for nonassignable space (mechanical) ..	3,940 sq.ft.
Allowance for nonassignable space (other)	9,456 sq.ft.
GROSS AREA NEEDED	78,797 sq.ft.

DEPARTMENT: **Entry / Control / Circulation**

FUNCTIONAL AREA: **Vestibule / entry lobby**

Function / operations:

The entrance lobby / vestibule serves as a buffer between the exterior environment and the interior environment. Appropriate signs provide directional guidance and begin the user's orientation to the facility.

Space allocation:

500 square feet

Note that code requirements and other conditions may affect the scale of this room; the final design may allot slightly more or slightly less space to this purpose.

Location:

On the entry level.

This serves as the single entry to the building for the public.

There should be convenient access to the entry lobby / vestibule from the parking lot and pedestrian approaches to the building. There should be clear visual control of the lobby from the circulation desk, as well as immediate physical access from this area, through the traffic dispersal area, to that desk.

Ideally, there should be direct access to the meeting room from this vestibule so that the remainder of the library can be closed down if a meeting or program extends beyond closing time. There should be after-hours egress from the meeting room via this vestibule.

Volumes housed:

No library collections are housed in this functional area.

Reader seating:

No general purpose reader seating is provided in this area, although benches (built-in or free-standing) may be provided here for patron convenience. Any benches provided should be located around the perimeter of this area, out of the way where it will not impede the passage of patrons into the library.

Staffing:

No staff work stations are provided in this functional area.

Special features:

To be completed for the final program

[PLANNING NOTE: Bulletin board]

[PLANNING NOTE: Pay phone]

[PLANNING NOTE: Entry vestibule must minimize outside drafts]

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:

Benches

Bulletin board

DEPARTMENT: **Entry / Control / Circulation**

FUNCTIONAL AREA: **Traffic dispersal**

Function / operations:

This area, immediately inside the library, continues the patron's orientation to the library. It is essentially an open area from which a patron can identify major public service points, in particular the circulation desk, and determine the routes to public service departments in the library. The security gates for the library's theft detection system are located here.

An information desk is provided here, to welcome patrons to the library and provide directional assistance.

Space allocation:

855 square feet.

Location:

On the entry level.

The traffic dispersal area should be located immediately inside the entry lobby / vestibule. There should be direct physical proximity to the circulation desk.

From the traffic dispersal area, patrons should be able to discern a clear path to the young peoples services department and to the stairway / elevator leading to the second 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
[PLANNING NOTE: Information desk]

Special features:

To be completed for the final program

[PLANNING NOTE: Victorian dollhouse display]
[PLANNING NOTE: Built-in & free-standing displays]
[PLANNING NOTE: Large bulletin board – for announcing *all* library events]
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 information desk (consider a custom-milled unit):

- 1 information station, featuring
 - 1 desk / station
 - 1 secretarial chair
 - 1 staff computer workstation
 - 2 side chairs

- Library theft detection system sensors – entry
- Library theft detection system sensors – exit
- 2 literature display racks
- 1 “You are here” map
- 1 display case
- 1 rack for shopping baskets
- 1 community information kiosk
- 1 bulletin board
- 1 Victorian dollhouse display
- 1 wall-mounted coat rack

DEPARTMENT: **Entry / Control / Circulation**

FUNCTIONAL AREA: **Charging desk**

Function / operations:

General library materials are charged and discharged at the charging desk. All materials – adult and children’s, print and nonprint – will be charged out here. Overdue fines and some other fees are collected at this desk. This staff station serves as the principal control / supervision point for monitoring patrons as they enter and exit the library.

One additional station is provided here for patron registration.

Library patrons will pick up reserved material or interlibrary loans here, although the reserve / ILL shelving will be located in the circulation workroom, immediately adjacent.

Inside the library, adjacent to the charging desk, there should be two return slots for patrons to return materials. These wall-mounted slots should drop materials into the circulation workroom where it will be discharged.

Space allocation:

825 square feet.

Location:

To be completed for schematic program.

Volumes housed:

No library collections are housed in this functional area.

Reader seating:

No general purpose reader seating is provided in this area, except consider occasional seating for patrons waiting to register.

Staffing:

To be completed for the final program
[PLANNING NOTE: three charging stations]
[PLANNING NOTE: one registration station]

Special features:

To be completed for the final program
[PLANNING NOTE: self charging stations]
[PLANNING NOTE: network printer station for printing out notices on Innovative]

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 four-station circulation desk (consider a custom-milled unit):

3 charging stations, *each* featuring

1 desk / station

1 secretarial stool

1 staff computer workstation

1 printer

1 registration station, featuring

1 desk / station

1 secretarial chair

1 staff computer workstation

1 typewriter

1 printer / scanner

2 side chairs

Self-charging stations:

2 self-charging automated stations

2 computer tables (standing height)

General:

1 cash register

1 network printer

DEPARTMENT: **Entry / Control / Circulation**

FUNCTIONAL AREA: **Circulation workroom**

Function / operations:

The circulation workroom provides a place where staff can concentrate on discharging materials recently returned, and preparing required reports. Materials are sorted and stored here for the library's delivery service. Library materials on reserve or received on interlibrary loan, waiting to be picked up by a patron, are stored in this room, immediately next to the door connecting this room and the circulation desk. This room will also house materials return bins that will hold materials dropped through the return slots on the wall separating this room from the circulation desk.

The key here is flexibility and the ability to make full use of these stations now and in the future.

Within this workroom there is an enclosed office for the supervisor of circulation services.

Space allocation:

1,620 square feet.

Location:

On the entry level.

The circulation workroom should be immediately behind the charging desk. As returns come into this room, the material is discharged using the library's automated circulation system. After being discharged, material moves to the rough sorting area within this room, where it is put in order before being wheeled back to the stacks and returned to the shelves.

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: three clerical stations -- interlibrary loans, billing, and reserves / reports / phone renewal]

[PLANNING NOTE: one station – printing overdues from Innovative Interfaces circulation system]

[PLANNING NOTE: switchboard station]

[PLANNING NOTE: two discharging stations]

[PLANNING NOTE: four paging stations]

[PLANNING NOTE: department head's station]

Special features:

To be completed for the final program

[PLANNING NOTE: materials return bins – two by return slots, two in reserve]

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:

3 clerical work stations, each featuring

1 desk w/ microcomputer-typing support

1 secretarial chair

1 two-drawer file cabinet

1 staff computer work station

1 scanner

1 clerical work stations, featuring

1 desk w/ microcomputer-typing support

1 secretarial chair

1 staff computer work station

1 network printer for printing notices from Innovative Interfaces

2 discharging stations, each featuring

1 desk w/ microcomputer-typing support

1 secretarial chair

1 staff computer work station

1 scanner

1 printer

1 paging station, featuring

- 1 table – 36" x 96" – for sorting returns
- 1 book truck
- Adjacent floor space for storing book trucks

1 department head's office, featuring

- 1 desk w/ microcomputer-typing support
- 1 secretarial chair
- 1 matching side chair
- 1 staff computer work station
- 2 two-drawer files
- 2 sections of shelving, 84" tall (or equivalent linear feet of shelving)

General office:

- 4 sections of shelving, 60" tall – reserve books
- 1 network printer (future)
- 1 fax machine
- 4 depressible-top book return bins (two by wall slots, two in reserve)

- 1 office copier (future installation)
- 1 typing station – typewriter, stand & secretarial chair
- 1 registration card file
- 2 supplies cabinets
- 1 catalog card unit (for sorting & storing date due cards)
- 4 sorting tables (36" x 72")
- 30 staff mailboxes
- 20 staff lockers
- 1 coat closet

DEPARTMENT: **Entry / Control / Circulation**

FUNCTIONAL AREA: **Circulation department storage room**

Function / operations:

This small storage room provides space where circulation staff can keep supplies, materials, and projects in progress.

Space allocation:

90 square feet.

Location:

On the entry level.

The storage room should be immediately adjacent to the circulation / staff 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 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 storage cabinets

DEPARTMENT: **Entry / Control / Circulation**

FUNCTIONAL AREA: **Walk-up exterior materials return (roomlet)**

Function / operations:

This exterior book drop is a secure, vandal-resistant space in the library that receives materials returned by library patrons after hours. It should be situated next to the front door of the library.

Three deposit chutes (one for adult books, one for children's books, one for audiovisual material) will empty into a closet which will hold the books and materials deposited there until staff can remove them – typically scheduled every four hours. The capacity of the book drop should also be such that it can hold quantities that may be deposited over an extended holiday weekend.

Space allocation:

105 square feet.

Location:

From patron approaches to the building, the exterior walk-up book return should be prominent and plainly visible, presumably near the public entry.

From the staff's perspective, this book return should be immediately adjacent to the circulation workroom, since circulation staff will be responsible for emptying the book return and discharging, sorting, and reshelving material from the circulation workroom. Ideally, a door will connect this small room with 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 area.

Staffing:

No staff work stations are provided in this functional area.

Special features:

To be completed for the final program

[PLANNING NOTE: Door should open out]

[PLANNING NOTE: Note interior / exterior elevations. From the outside, the book drop must not be positioned so high as to be inaccessible. From the inside, there must be sufficient clearance between the bottom of the book drop chute to the floor to place a large book return bin.]

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:

3 depressible-top book return bins (one for adult material, one for children's material, one for nonprint media)

DEPARTMENT: **Entry / Control / Circulation**

FUNCTIONAL AREA: **Drive-up exterior materials return (roomlet)**

Function / operations:

This exterior book drop is a secure, vandal-resistant space in the library that receives materials returned by library patrons after hours. It should be situated along a drive that circulates alongside the library so that patrons can deposit materials without leaving their car.

Three deposit chutes (one for adult books, one for children's books, one for audiovisual material) will empty into a closet which will hold the books and materials deposited there until staff can remove them – typically scheduled every four hours. The capacity of the book drop should also be such that it can hold quantities that may be deposited over an extended holiday weekend.

Space allocation:

150 square feet.

Location:

On the entry level.

From patron approaches to the building, the drive-up book return should be prominent and plainly visible, but separated and distinct from the entry and pedestrian approaches to the building. In the interest of general safety, traffic for this book drop should not conflict with traffic leading to the public entry. The approach should bring the material return onto the driver's side of the vehicle.

From the staff's perspective, this book return should be immediately adjacent to the circulation workroom, since circulation staff will be responsible for emptying the book return and discharging, sorting, and reshelving material from the circulation workroom. Ideally, a door will connect this small room with the circulation workroom. If it is not possible to meet the need for separating external traffic paths around the building *and* have this return empty into an area adjacent to the circulation workroom, the return should at least empty into a secured staff area within 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

[PLANNING NOTE: Door should open out]

[PLANNING NOTE: Note interior / exterior elevations. From the outside, the book drop must not be positioned so high as to be inaccessible. This may be complicated by the fact that patrons are approaching in cars on the exterior side, and those cars will be of varying heights, from small sports cars to oversized SUVs. From the inside, there must be sufficient clearance between the bottom of the book drop chute to the floor to place a large book return bin.]

[PLANNING NOTE: Canopy for protection from rain]

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:

3 depressible-top book return bins (one for adult print material, one for children's material, one for nonprint media)

DEPARTMENT: **Entry / Control / Circulation**

FUNCTIONAL AREA: **Copy center (room)**

Function / operations:

This small storage room supports photocopying equipment for public use.

Space allocation:

215 square feet.

Location:

On the entry level.

The copy center should be directly visible from the public entry to the building, and under direct visual supervision from the charging 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: Special ventilation / air handling requirements to handle off-gassing from photocopy processes]

[PLANNING NOTE: Tax form display]

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:

- 2 high-volume photocopiers
- 1 color photocopier
- 1 sorting table, 24" x 72"
- 1 change machine
- 1 debit card machine
- 1 supplies cabinet
- 1 tax form display

DEPARTMENT: **Entry / Control / Circulation**

FUNCTIONAL AREA: **Coffee corner**

Function / operations:

This reserves space for a small area near the entry where library patrons can purchase and enjoy refreshments. The precise scope of this area remains to be determined. There will be café tables and seating here, as many seats as the space will allow. A coffee cart will be provided and/or vending machines.

Space allocation:

300 square feet.

Location:

On the entry level.

The coffee corner should be readily accessible from the entry to the library. If possible there should be greater visibility from egress paths than from entry paths.

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:

Café tables and seating
Counter and sink

DEPARTMENT: **Entry / Control / Circulation**

FUNCTIONAL AREA: **Book sale corner**

Function / operations:

This small area supports the on-going used book sale operated by the Friends of the Library. Shelving lines the walls of this area. A display table *may* be located in the center of the area. It is possible that the library may choose to develop a coffee shop in conjunction with this area.

Space allocation:

100 square feet.

Location:

On the entry level.

The book sale corner should be readily accessible from the entry to the library. If possible there should be greater visibility from egress paths than from entry paths.

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:

Standard book shelving

DEPARTMENT: **Entry / Control / Circulation**

FUNCTIONAL AREA: **Public restrooms**

Function / operations:

Restrooms for the public are provided here in accordance with local codes. Separate facilities are provided for men and women. In addition, the library will provide a “family” or assisted restroom at this location. The family restroom will be available for any situation where one individual may need the assistance of another (a daughter with her father, for example, or an elderly couple, one of whom needs assistance).

Space allocation:

750 square feet.

Location:

On the entry level.

The public restrooms can be located inside the library proper, beyond the traffic dispersal area. There should be visual supervision of the restrooms from the charging desk.

Access to these restrooms should be configured so that they can be reached from the library meeting rooms after hours, to support any meetings or programs that may extend beyond the library’s regular closing time. During the day, however, patrons should need to come *into* the library in order to have access the restrooms, so that staff can monitor access to the restrooms more effectively.

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:

[PLANNING NOTE: Diaper changing station in each]

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: **Entry / Control / Circulation**

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 30% of the assignable space in this department) is made.

Space allocation:

1,278 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

[PLANNING NOTE: This department receives a higher proportional allocation for nonassignable space on the assumption that a larger share of the floor space here will be devoted to vertical transportation for the patrons to reach the other floors of the building]

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