

DEPARTMENT: **Adult Services / Popular Collection**

FUNCTIONAL AREA: **New books**

Function / operations:

The new books area is a space where the library prominently displays its recent acquisitions. Bookstore-style display is appropriate to promote a more casual atmosphere and encourage wide browsing among the collections housed here. The new books area should accommodate roughly 1,500 volumes.

Leisure seating is provided.

Space allocation:

775 square feet.

Location:

On the upper level.

The new book area should be immediately visible from the entry to the popular collection. Bookstore-style display together with regular library shelving creates a comfortable, informal setting here that should become one of the showcase features and distinguishing characteristics of the expanded library.

Volumes housed:

The new book collection varies in size. Books housed here are all recent acquisitions, selected to appeal to current, popular interests among the library's patrons. Bookstore-style display and shelving using cover-out display of titles is employed here to establish a casual setting that encourages patrons to browse and explore. Typically new books will be displayed on shelving that promotes browsing (Gaylord's Showcase line or equal). This shelving has a wider base and lower shelves that are directed up toward the patron's line of vision.

For new fiction, there will be ten sections of shelving; for nonfiction, there will also be ten. Allow generous clearances among shelving and display units in this area. The wider aisles and broader clearances will contribute to a more open and casual atmosphere in this area.

Reader seating:

To be completed for the final program

Staffing:

To be completed for the final program

Special features:

To be completed for the final program

[PLANNING NOTE: Computer network station]

[PLANNING NOTE: Library maintains special display of materials “New This Week”]

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:

10 sections of display shelving (= 5 double-faced units), 60" tall – fiction

10 sections of display shelving (= 5 double-faced units), 60" tall – nonfiction

10 lounge chairs

1 public computer network station

1 computer table (standing height)

2 sections of display shelving – “New This Week” display

1 rack for shopping baskets

DEPARTMENT: **Adult Services / Popular Collection**

FUNCTIONAL AREA: **Paperbacks**

Function / operations:

This area houses the library's paperback collection, which is, for the most part general fiction and genres.. Shelving in this area is shorter than in the balance of the fiction collection, which fosters a more casual environment in this area.

Leisure seating is provided.

Space allocation:

773 square feet.

Location:

On the upper level.

The paperback display area should be immediately visible from the entry to the popular collection. Mid-height shelving units create an informal setting here that is compatible with the adjacent new book display.

Volumes housed:

Provide mid-height, 60" shelving for paperbacks in ranges of double-faced units, a total of 66 individual shelving units. Paperbacks will be housed on conventional shelving, adapted with an insert that creates "pockets" on the shelf for the face-out display of these titles.

The base shelf should measure 12" nominal; upper shelves should measure 10" nominal. Install shelving to permit a 42" aisle (with ranges approximately 66" on center). Ranges should not exceed 24' (eight sections) in length; longer ranges must be divided by a cross aisle at least 36" wide. Avoid perimeter, or wall-mounted, shelving here. Specify closed-base shelving. Provide kick stools conveniently throughout the collection.

Shelving capacities through this section anticipate the use of an average of 7.0 shelves per mid-height shelving unit.

NOTE: Paperback capacity @ 175 volumes per unit; all shelving @ 10.50 square feet per unit.

Reader seating:

To be completed for the final program

Staffing:

To be completed for the final program

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:

46 sections of shelving (= 23 double-faced units), 60" tall — paperbacks

20 sections of shelving (= 10 double-faced units), 60" tall — romance paperbacks

2 lounge chairs

DEPARTMENT: **Adult Services / Popular Collection**

FUNCTIONAL AREA: **Current magazines**

Function / operations:

Current issues of magazines received by the library are displayed here on sloping magazine display shelving, as are the current issues of the newspapers received by the library. This collection promises to be a high-use area, including general browsing and leisure reading. Still, the setting should be a lounge environment that encourages quiet individual use.

Leisure seating is provided in this area.

Space allocation:

1,693 square feet.

Location:

On the upper level.

The current periodical display should be adjacent to the new book area.

Volumes housed:

The periodical collection will be housed on mid-height, 60" tall shelving. The Americans with Disabilities Act specifies that current periodicals must be housed on shelving that imposes a maximum 54" vertical reach with a side approach (48" reach with a front approach). All periodical shelving should allow face-out display on sloping shelves.

These shelving units in this area may be arrayed in free-standing ranges of double-faced units or as single-faced, wall-mounted units. Install the shelving to allow at least a 48" aisle. Specify closed-based shelving.

NOTE: Periodical capacity @ 12 titles per unit; all shelving @ 14.00 square feet per unit.

Reader seating:

To be completed for the final program

Staffing:

No staff work stations are provided in this functional area.

Special features:

To be completed for the final program

[PLANNING NOTE: Computer network stations]

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:

34 sections of shelving (= 17 double-faced units), 60" tall – current periodical display

24 lounge chairs

1 public computer network station

1 computer table (standing height)

1 public computer network station

1 computer table (sitting height)

DEPARTMENT: **Adult Services / Popular Collection**

FUNCTIONAL AREA: **Periodical backfiles**

Function / operations:

Back issues of the library's periodicals are stored here on conventional shelving. Some reader seating is provided here for patron convenience.

Space allocation:

1,271 square feet.

Location:

On the upper level.

The periodical backfiles should be adjacent to the current periodical display and to the readers service desk.

Volumes housed:

Provide 60" shelving for this collection, a total of 64 individual units – 58 for adult periodicals, 12 for back issues of newspapers, and 4 for library professional journals.

The base shelf should measure 12" nominal; upper shelves should measure 10" nominal. Install shelving to permit a 48" aisle (with ranges approximately 72" on center). Ranges should not exceed 24' (eight sections) in length; longer ranges must be divided by a cross aisle at least 36" wide. Avoid perimeter, or wall-mounted, shelving here. Specify closed-base shelving. Provide kick stools conveniently throughout the collection.

Shelving capacities through this section anticipate the use of an average of 5.0 shelves per mid-height shelving unit.

Reader seating:

To be completed for the final program

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:

58 sections of shelving (= 29 double-faced units), 60" tall – magazine backfiles

12 sections of shelving (= 6 double-faced units), 60" tall – newspaper backfiles

4 sections of shelving (= 2 double-faced units), 60" tall – library professional
journal backfiles

2 lounge chairs

12 one-place reading tables

12 reading chairs

DEPARTMENT: **Adult Services / Popular Collection**

FUNCTIONAL AREA: **Microforms / copy room**

Function / operations:

This area supports the library's microfilm reader-printers and its microfilm collection. This room also supports a photocopier for convenient access from the periodicals collection. A separate, enclosed room is needed for acoustical control and separation.

Space allocation:

325 square feet.

Location:

On the upper level.

The microforms / copy room should be adjacent to the periodical backfiles and within ready reach of the readers service 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: photocopiers, supplies cabinets]

[PLANNING NOTE: Glass / glazing for visual supervision into rooms]

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 microform reader-printers
- 3 reading chairs
- 10 microform storage cabinets
- 1 high-volume photocopier
- 1 change machine
- 1 debit card machine
- 1 supplies cabinet

DEPARTMENT: **Adult Services / Popular Collection**

FUNCTIONAL AREA: **Readers service desk**

Function / operations:

Space is reserved here for the possible addition of a readers service desk at some future date. Staff at the readers service desk will support the public's use of the popular collection, guiding patrons to desired selections mostly in the fiction and audiovisual collections.

Space allocation:

270 square feet.

Location:

On the upper level.

The readers service desk should be located between the fiction collection and the audiovisual collection, with access to the periodical backfiles collection as well.

Volumes housed:

No library collections are housed in this functional area.

Reader seating:

To be completed for the final program

Staffing:

To be completed for the final program
[PLANNING NOTE: Readers service desk]

Special features:

To be completed for the final program
[PLANNING NOTE: Computer network stations]
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 readers service desk (consider a custom-milled unit):

1 readers service station, featuring

1 desk / station

1 secretarial chair

1 staff computer workstation

2 side chairs

2 public computer network stations

2 computer tables (standing height)

2 public computer network stations

2 computer tables (sitting height)

DEPARTMENT: **Adult Services / Popular Collection**

FUNCTIONAL AREA: **Fiction collection**

Function / operations:

This area houses the library's general adult fiction circulating collection. Genre fiction (mysteries, science fiction, westerns) is also housed in this area. Catalog terminals are provided in this area.

Space allocation:

2,641 square feet.

Location:

On the upper level.

The fiction collection, as one of the larger segments of the library's collection, should be prominently located as one enters the popular collection.

Volumes housed:

Provide 84" shelving for fiction in ranges of double-faced units, a total of 156 individual shelving units for fiction and 56 for genres.

The base shelf should measure 12" nominal; upper shelves should measure 10" nominal. Install shelving to permit a 42" aisle (with ranges approximately 66" on center). Ranges should not exceed 24' (eight sections) in length; longer ranges must be divided by a cross aisle at least 36" wide. Avoid perimeter, or wall-mounted, shelving here. Specify closed-base shelving. Provide kick stools conveniently throughout the collection.

Shelving capacities through this section anticipate the use of an average of 6.0 shelves per full-height shelving unit.

NOTE: Fiction capacity @ 142 volumes per unit, mysteries and westerns @ 189 volumes per unit, science fiction @ 158 volumes per unit; all shelving @ 10.50 square feet per unit.

Reader seating:

To be completed for the final program

Staffing:

No staff work stations are provided in this functional area.

Special features:

To be completed for the final program

[PLANNING NOTE: Display shelving for topical / seasonal selections]

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:

156 sections of shelving (= 78 double-faced units), 84" tall – fiction

34 sections of shelving (= 17 double-faced units), 84" tall – mysteries

16 sections of shelving (= 8 double-faced units), 84" tall – science fiction

6 sections of shelving (= 3 double-faced units), 84" tall – westerns

4 lounge chairs

6 public computer network stations – future

6 computer tables (standing height) – future

4 sections of 60" display shelving – topical / seasonal selections

1 rack for shopping baskets

DEPARTMENT: **Popular Collection**

FUNCTIONAL AREA: **Large print collection**

Function / operations:

This area houses the library's circulating collection of large print materials for individuals with vision impairments. This portion of the collection is expected to grow substantially as the local population ages.

Space allocation:

582 square feet.

Location:

On the upper level.

The large print collection should be located at one end of the fiction collection, farthest from the young adult collection.

Volumes housed:

Provide mid-height, 60" shelving for large print materials in ranges of double-faced units, a total of 38 individual units

The base shelf should measure 12" nominal; upper shelves should measure 10" nominal. Install shelving to permit a 48" aisle (with ranges approximately 72" on center). Ranges should not exceed 24' (eight sections) in length; longer ranges must be divided by a cross aisle at least 36" wide. Avoid perimeter, or wall-mounted, shelving here. Specify closed-base shelving.

Shelving capacities through this section anticipate the use of an average of 4.0 shelves per mid-height shelving unit (leaving the bottom shelf empty).

NOTE: Large print capacity @ 90 volumes per unit; all shelving @ 10.50 square feet per unit.

Reader seating:

To be completed for the final program

Staffing:

No staff work stations are provided in this functional area.

Special features:

To be completed for the final program

[PLANNING NOTE: Public network computer stations / large text]

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:

38 sections of shelving (= 19 double-faced units), 60" tall – large print

2 lounge chairs

2 one-place reading tables

2 reading chairs

1 public computer network station

1 computer tables (sitting height)

1 reading chair

DEPARTMENT: Popular Collection

FUNCTIONAL AREA: Young adult collection

Function / operations:

The young adult collection is intended as a bridge for young people as they grow out of the children's department and toward the adult department. This is one area in particular in the library where young people can gather and meet. This area houses the material geared toward the interests of the library's young adult patrons (grades 7 to 12, typically). As plans proceed, it may be determined to not develop this as a separate area but rather to fold it into the adult collection.

Space allocation:

663 square feet.

Location:

On the upper level.

The young adult collection should be located at one end of the fiction collection, farthest from the large print collection.

Volumes housed:

Provide mid-height, 60" shelving for young adult materials in ranges of double-faced units, a total of 16 individual units for paperbacks. Two additional sections of shelving will be used to display YA periodicals, and two more will be needed to house the YA periodical backfiles. The paperback shelving should be conventional cantilever shelving adapted with a zig-zag insert creating pockets on each shelf that can be used to foster face-out display of paperbacks.

The base shelf should measure 12" nominal; upper shelves should measure 10" nominal. Install shelving to permit a 42" aisle (with ranges approximately 66" on center). Because of the small number of shelving units needed to support this collection, wall-mounted shelving or some other arrangement that creates an alcove may be considered here. Specify closed-base shelving.

Shelving capacities through this section anticipate the use of an average of 5.0 shelves per mid-height shelving unit.

NOTE: YA capacity @ 175 volumes per unit; all shelving @ 10.50 square feet per unit.

Reader seating:

To be completed for the final program

Staffing:

No staff work stations are provided in this functional area.

Special features:

To be completed for the final program

[PLANNING NOTE: Public network computer stations]

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 sections of shelving (= 1 double-faced unit), 60" tall – current YA periodical display

2 sections of shelving (= 1 double-faced unit), 60" tall – periodical backfiles

16 sections of shelving (= 8 double-faced units), 60" tall – YA paperbacks

2 lounge chairs

2 four-place reading tables

8 reading chairs

2 two-place reading tables

4 reading chairs

2 public computer network stations

2 computer tables (sitting height)

2 reading chairs

DEPARTMENT: **Adult Services / Popular Collection**

FUNCTIONAL AREA: **Audiovisual collection**

Function / operations:

This area houses the library's nonprint collection for adults, including videocassettes, audiocassettes, compact discs, and computer programs. The audiovisual collection is one in continual transition. "Traditional" formats like phonodiscs are no longer being acquired, in favor of audiocassettes and compact discs. For the near term, these various formats will co-exist. In the future, they may be joined by new formats (Digital Video Discs – DVDs – are just one possibility). It's impossible to predict at this time how rapidly this part of the library's collections will grow, or how its composition may shift among formats. Flexible collection storage environments are the key to this area.

Space allocation:

1,116 square feet.

Location:

On the upper level.

There should be a strong proximity to the young adult collection and the (future) readers service desk.

Volumes housed:

To be completed for the final program

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: public network computer station]

[PLANNING NOTE: in-house listening / viewing stations]

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 Enem shelving (= 3 double-faced units), 72" tall — music cassettes

2 sections of shelving , 72" tall – software

4 browsing bins – sheet music

50 sections of shelving (= 25 double-faced units), 72" tall – videocassettes

14 sections of Enem shelving (= 7 double-faced units), 72" tall – compact disks

18 sections of shelving (= 9 double-faced units), 72" tall – audiobooks

1 public computer network station

1 computer table (standing height)

2 “wet” study carrels

2 reading chairs

TV/VCR and-or CD/tape players, as needed

DEPARTMENT: **Adult Services / Popular Collection**

FUNCTIONAL AREA: **Small group study room**

Function / operations:

This small room will be available for groups of up to six patrons to work on projects together. They will also be available for a variety of individual tutoring activities. If a separate young adult area is not developed in the final plan, this small group study room will be phased out.

Space allocation:

180 square feet.

Location:

On the upper level.

This small group study room should favor a location near the young adult collection. It should be removed from the readers service desk, but in a direct visual line from the desk.

Volumes housed:

No library collections are housed in this functional area.

Reader seating:

To be completed for the final program

Staffing:

No staff work stations are provided in this functional area.

Special features:

To be completed for the final program

[PLANNING NOTE: one room to seat six]

[PLANNING NOTE: Glass / glazing for visual supervision into rooms]

[PLANNING NOTE: network connectivity to all of 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 six-place reading table

6 reading chairs

DEPARTMENT: **Adult Services / Popular Collection**

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:

1,228 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