

DEPARTMENT: **Adult Services / Reference & Nonfiction**

FUNCTIONAL AREA: **Public service desk & reference**

Function / operations:

The reference desk is the key public service point in the adult services area. Library users will be directed to this desk for assistance in using the adult services collections. Telephone callers requesting specific information in response to a great variety of questions will be directed to this desk.

A small, carefully selected collection of reference resources is housed near the desk for the convenience of staff.

The reference collection is also housed here. It consists of the library's print reference collection. This is the core of the library's adult collection, used by staff and patrons alike to respond to queries for specific information. The reference collection includes dictionaries, encyclopedias, directories, indexes, guides to the literature, and a wide variety of other material. A variety of specialized resources and reference tools is located here – atlases, indexes, and bibliographies.

Some reader seating is provided in this area for patrons' convenience. The library's primary node of public network stations and catalog terminals will be located in this area, as well as access to some of the library's electronic resources.

Space allocation:

3,602 square feet.

Location:

On the upper level.

The reference desk is the principal public service point for the second floor, and it should command a clear and prominent location from the patron's entry to this floor. The reference collection, the information commons, and the nonfiction collection are key functional areas that should be centered on this public service desk.

Volumes housed:

The quick reference collection is housed here. This is a selective, targeted collection of essential print resources. This collection should be housed on 10 sections of low, 42" shelving immediately behind the reference desk. 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).

Shelving capacities through this section anticipate the use of an average of 3.0 shelves per shelving unit.

Provide 84" shelving for the reference collection, a total of 106 individual units for the reference collection and another 8 for the business reference collection. Within this collection, every fourth or fifth shelving unit should be a half-height unit (42") – which creates counter-height work surfaces interspersed throughout the collection.

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.

Shelving capacities through this section anticipate the use of an average of 4.0 shelves per shelving unit.

NOTE: Reference capacity @ 96 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
[PLANNING NOTE: Reference desk to seat three]

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 three-station reference desk (consider a custom-milled unit):
3 librarians stations, *each* featuring
1 desk / station

- 1 secretarial chair
- 1 matching side chair
- 1 staff computer workstation
- 1 two-drawer filing cabinet

- 10 sections of shelving (= 5 double-faced units), 42" tall – quick reference
- 106 sections of shelving (= 53 double-faced units), 84" tall – reference
- 8 sections of shelving (= 4 double-faced units), 84" tall – business reference

- 8 one-place reading tables
- 8 reading chairs
- 20 individual study carrels
- 20 reading chairs

- 2 public computer network stations
- 2 computer tables (standing height)
- 4 public computer network stations
- 4 computer tables (sitting height)
- 4 reading chairs

- 1 dictionary stand
- 2 atlas stands
- 3 three-drawer filing cabinets (pamphlet file)

DEPARTMENT: **Adult Services / Reference & Nonfiction**

FUNCTIONAL AREA: **Information commons**

Function / operations:

The information commons is an area where patrons can operate and use computer stations that are connected to the library's local network. This area houses the primary concentration of network computer stations for public use. Through these computer stations, patrons have access to the library's on-line catalog, other locally mounted databases (mostly on CD-ROM), as well as access to databases and information sources located remotely from the library, including Internet access.

Space allocation:

1,090 square feet.

Location:

On the upper level.

The information commons should be located on the other side of the reference collection from the reference desk. It can be treated as an extension of the reference collection.

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: 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:

- 20 public computer network stations
- 20 computer tables (sitting height)
- 20 reading chairs
- 4 public computer network stations
- 4 large computer tables (sitting height)
- 4 reading chairs
- Network printers

DEPARTMENT: **Adult Services / Reference & Nonfiction**

FUNCTIONAL AREA: **Computer training room**

Function / operations:

This room will also be used from time to time to offer the public formal training in computer use. When not in use for a computer training class, the computers in this room will be available for general public use.

Space allocation:

420 square feet.

Location:

Ideally, the computer training room will be situated in a location that offers accessibility for both adult and children's department patrons in order to support training opportunities for library patrons of all ages.

Consider whether a location on the entry level is more suitable – it would provide for more ready after-hours egress. On the other hand, if this function is located near the adult information commons, this equipment can more readily be used by patrons for general searching whenever a training class is not in session.

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: Desk for computer monitor / trainer]

[PLANNING NOTE: screen for projecting trainer's monitor]

Special features:

To be completed for the final program

[PLANNING NOTE: public network computer stations]

[PLANNING NOTE: stations large enough to support two patrons each]

[PLANNING NOTE: wall-mounted screen]

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 computer trainers desk (consider a custom-milled unit):

- 1 work station featuring
 - 1 desk / station
 - 1 secretarial chair
 - 1 staff computer workstation
 - 1 LCD projector

8 public computer network stations

8 computer tables (sitting height)

8 reading chairs

DEPARTMENT: **Adult Services / Reference & Nonfiction**

FUNCTIONAL AREA: **Public copiers**

Function / operations:

This area houses photocopiers that can be used by the public. An alcove is preferred as a means of containing noise from the copiers.

Space allocation:

155 square feet.

Location:

On the upper level.

The copiers should be near the reference collection, and within visual contact of the reference 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: one of the photocopiers should be a color copier]

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 photocopier
- 1 color photocopier
- 1 sorting table, 24" x 48"
- 1 change machine
- 1 debit card machine
- 1 supplies cabinet

DEPARTMENT: **Adult Services / Reference & Nonfiction**

FUNCTIONAL AREA: **Nonfiction collection**

Function / operations:

This area houses the general adult circulating nonfiction collection – nonfiction, biographies – along with a portion of the library’s reader seating. Catalog terminals are distributed throughout this area as well.

Space allocation:

7,062 square feet.

Location:

On the upper level.

The nonfiction collection commands almost one-half of the area reserved for the Adult Services / Reference & Nonfiction department. There should be a connection between this collection and the reference collection, because patrons and staff often move between these two collections in pursuit of their studies.

Volumes housed:

Provide 84" shelving for this collection, a total of 504 individual units – 476 for nonfiction and slide sets and 28 for scores.

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 shelving unit.

[PLANNING NOTE: Slide sets are interfiled with the nonfiction collection as needed]

NOTE: Nonfiction capacity @ 162 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

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:

476 sections of shelving (= 238 double-faced units), 84" tall – nonfiction

28 sections of shelving (= 14 double-faced units), 84" tall – scores

7 four-place reading tables

28 reading chairs

4 two-place reading tables

8 reading chairs

26 one-place reading tables

26 reading chairs

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

2 racks for shopping baskets

DEPARTMENT: **Adult Services / Reference & Nonfiction**

FUNCTIONAL AREA: **Quiet study room**

Function / operations:

The quiet study room provides a separate, distinct setting where patrons can study or use materials from the library's collection without distractions from other patrons or library staff members. General talking is actively discouraged here.

Space allocation:

1,200 square feet.

Location:

On the upper level.

The quiet study room should be associated with the nonfiction collection. It should be removed from the reference 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: Acoustical separation, visual supervision important]

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 lounge chairs
- 16 one-place reading tables
- 16 reading chairs
- 16 individual study carrels
- 16 reading chairs

DEPARTMENT: **Adult Services / Reference & Nonfiction**

FUNCTIONAL AREA: **Small group study rooms**

Function / operations:

These eight small rooms will be available for groups of two to eight patrons to work on projects together. They will also be available for a variety of individual tutoring activities.

Space allocation:

1,020 square feet.

Location:

On the upper level.

The small group study rooms should be associated with the nonfiction collection. It should be removed from the reference 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: two rooms to seat two, four rooms to seat four, one room to seat six, one room to seat eight]

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

[PLANNING NOTE: network connectivity to all of these 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:

- 2 two-place reading tables
- 4 reading chairs
- 4 four-place reading tables
- 16 reading chairs
- 1 six-place reading table
- 6 reading chairs
- 1 eight-place reading table
- 8 reading chairs

DEPARTMENT: **Adult Services / Reference & Nonfiction**

FUNCTIONAL AREA: **Adult services staff office**

Function / operations:

The Adult Services / Reference & Nonfiction staff workroom provides a place where department staff can work without interruption on selecting new materials for the collection, meeting with vendors and book sale representatives, arranging programming activities, and producing handouts, and promotional material.

An enclosed office for the head of the department is provided here.

Space allocation:

1,130 square feet.

Location:

On the upper level.

The adult services staff work room should be located within clear visual sight of the reference service desk, although the scale of this department may prevent an immediate physical proximity between the work room and the public service desk.

There should also be a connection between the departmental staff workroom and the departmental storage room.

Public access to this room is 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:

To be completed for the final program

[PLANNING NOTE: six stations for librarians -- four stations for full-time librarians (one to a station) and two stations for part-time librarian (two to a station)]

[PLANNING NOTE: one station for interlibrary loan clerk]

[PLANNING NOTE: two stations for reference clerks]

[PLANNING NOTE: one station for department head]

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 reference librarians work stations, each featuring

1 desk w/ microcomputer-typing support

1 secretarial chair

1 staff computer work station

2 two-drawer filing cabinets

2 sections of shelving, 84" tall (or equivalent linear feet of shelving)

1 interlibrary loan librarian work station, featuring

1 desk w/ microcomputer-typing support

1 secretarial chair

1 staff computer work station

2 two-drawer filing cabinets

2 sections of shelving, 84" tall (or equivalent linear feet of shelving)

2 reference clerk work stations, featuring

1 desk w/ microcomputer-typing support

1 secretarial chair

1 staff computer work station

1 two-drawer filing cabinet

1 section of shelving, 84" tall (or equivalent linear feet of shelving)

1 department head's office, featuring

1 desk w/ microcomputer-typing support

1 secretarial chair

1 matching side chair

1 staff computer work station

1 printer

2 two-drawer lateral files

2 sections of shelving, 84" tall (or equivalent linear feet of shelving)

General:

- 1 network printer
- 1 fax machine
- 1 office copier
- 1 assembly table, 36" x 72"
- 1 supplies cabinet
- 16 staff mailboxes
- 16 staff lockers
- 1 coat closet

DEPARTMENT: **Adult Services / Reference & Nonfiction**

FUNCTIONAL AREA: **Adult services department storage room**

Function / operations:

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

Space allocation:

120 square feet.

Location:

On the upper level.

The storage room should be immediately adjacent to the adult services 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:

6 sections of utility shelving

2 storage cabinets

DEPARTMENT: **Adult Services / Reference & Nonfiction**

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:

1,896 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