PUBLIC LIBRARY BUILDING PLANNING RESOURCE MATERIALS

Library Facility Planning Workshops

Introduction to Library Facility Planning

Stanford University – California State Library

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(Additional Information Inserted
December, 2000)

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LIST OF HANDBOOKS

Public Libraries Facilities Planning -- A Selective Bibliography – 2 pages

Basic Steps in a Public Library Building Project – 1 page

Public Library Building Project Participants – 1 page

Basic Elements of Selecting an Architect – 1 page

Public Library Space Needs, Utilization and Alternatives Study
  Outline – 1 page
  Basic Allocation of Space Used – 1 page
  Example – Library Space Needs Assessment Page – 1 page
  Summary of Additional Library Space to Meet Projected Needs – 1 page

Public Library Building Design Criteria – 3 pages

Public Library Location and Site
  Criteria – 2 pages
  Site Evaluation Form – 2 pages
  Size of Site Required for a New Library – Example – 1 page

Library Building Program – Outline – 8 pages

Planning Public Library Facilities – Observations, Ideas, Common Sense Practices – 3 pages

Common Public Library Building Planning Mistakes – 2 pages

Considerations When Planning for Adaptation of New Technologies to Public Library Services and Spaces – 2 pages

These brief handouts are intended to provide an initial introduction to a variety of public library building planning topics. By far, the most important handout is the selected bibliography which provides in-depth information on all of these topics.

REV. 12/00
David R. Smith has over thirty-five years of experience as a public librarian, administrator and consultant. In addition, he has worked as a college reference librarian and as a university government documents librarian. He lives in Hopkins, Minnesota.

- From 1970 to 1985, he directed the entire public services program of one of the most progressive and heavily used county library systems in the country. The Hennepin County Library, where he was Associate Director for Public Services, served over 650,000 residents in forty-five communities through twenty-five area and community libraries. He was involved as a principal planner in eighteen library building projects ranging from 1,500 square feet to over 110,000 square feet.

- David Smith has been a consulting librarian for over thirty years. During the past fifteen years, he has served as a full-time consulting librarian on over one hundred and fifty city, county and regional library planning projects serving populations from 2,900 to 750,000. Working with libraries located in twenty-five states across the country has exposed him to a wide variety of planning practices for public library services and facilities.

- Other non-building planning projects have included personnel studies, director recruitment, master plans, general strategic and operational plans, and a variety of other studies and planning processes conducted on a library, system, and statewide basis.

- California public library projects include Carlsbad, Monterey County, Poway, Riverside, Cupertino, Oceanside, Clayton and Escondido.

Professional activities include:

- President of the Library Administration and Management Association (LAMA), a division of the American Library Association

- President of the Minnesota Library Association

- Current Chair of the Advisory Council to the Minnesota Office of Library Development and Services and a member of the Library Planning Task Force reporting to the Legislature.
PUBLIC LIBRARY FACILITIES PLANNING – A SELECTIVE BIBLIOGRAPHY

This bibliography is organized in rough order of likely use. The section at the end notes other general sources of information. There is a wide variety of information available in library publications. Your state library can probably provide a copy of the items listed for use and/or review for purchase.


SEE ALSO:

American Libraries. Building and other various issues:

Library Administration and Management. Buildings, issues and other pre-conference proceedings.


Library Trends. University of Illinois, Graduate School of Library and Information Science, 1987
Anders Dahlgren, ed. (next building issue – 2000/01)

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**BASIC STEPS IN A PUBLIC LIBRARY BUILDING PROJECT**

Under the best circumstances, a major library building project takes at least three to four years to complete once the planning begins in earnest. The following schedule represents a typical sequence of activities and realistic timetable of forty-eight months.

<table>
<thead>
<tr>
<th>Project Action</th>
<th>Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiate Building Planning Process</td>
<td>by First Month</td>
</tr>
<tr>
<td>Appoint Library Building Advisory Committee</td>
<td>by Second Month</td>
</tr>
<tr>
<td>✭ Select Consulting Librarian</td>
<td>by Fourth Month</td>
</tr>
<tr>
<td>✭ Complete Library Space Needs Assessment</td>
<td>by Ninth Month</td>
</tr>
<tr>
<td>✭ Complete the Library Building Program</td>
<td>by Fourteenth Month</td>
</tr>
<tr>
<td>✭ Architect Selection (including Interior Designer)</td>
<td>by Fifteenth Month</td>
</tr>
<tr>
<td>✭ Site Selection/Acquisition</td>
<td>by Sixteenth Month</td>
</tr>
<tr>
<td>✭ Library Building Program Review w/Committee and Architect</td>
<td>by Sixteenth Month</td>
</tr>
<tr>
<td>✭ Schematic Design, Cost Estimates, Model</td>
<td>by Twentieth Month</td>
</tr>
<tr>
<td>✭ Capital Funding Campaign Planning</td>
<td>by Twenty-first Month</td>
</tr>
<tr>
<td>Capital Funding Campaign/Referendum Election</td>
<td>by Twenty-seventh Month</td>
</tr>
<tr>
<td>Final Building Design/Bid Documents</td>
<td></td>
</tr>
<tr>
<td>Design Development</td>
<td></td>
</tr>
<tr>
<td>Construction Drawings</td>
<td></td>
</tr>
<tr>
<td>Relocate Library Service (if expansion project)</td>
<td>by Thirty-second Month</td>
</tr>
<tr>
<td>Construction Bid/Start</td>
<td>by Thirty-third Month</td>
</tr>
<tr>
<td>Construction Complete</td>
<td>by Forty-sixth Month</td>
</tr>
<tr>
<td>Furniture/Shelving Installation</td>
<td>by Forty-seventh Month</td>
</tr>
<tr>
<td>Move In/Open for Service</td>
<td>by Forty-eighth Month</td>
</tr>
</tbody>
</table>

The major variable is the capital funding campaign shown here at six months – start to finish. This may take longer.

General planning, design, and construction periods can also vary by a month or two.

Some activities, particularly site selection, may occur early in the process and there may be overlap.

* The Library Building Advisory Committee Activities – This community-based planning committee includes members of the library service area population, members of the library staff, Library Board, Friends and Foundation – the major stakeholders with broad public credibility and support.

** May require up to three to five months more.

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PUBLIC LIBRARY BUILDING PROJECT PARTICIPANTS

Many individuals, groups and businesses are involved in the process of planning of a public library building. Some are involved throughout the process and others at the phases. Project planning and the resulting timetable should identify who, when and how the participants should be involved. The major participants include:

Library Director

Library Board of Trustees

Library Staff

Library Friends

Library Foundation

Library Building Advisory or Planning Committee (individuals and members from many of the mentioned groups) NOTE: May include subcommittees for fundraising, referendum, campaigns, public art and architect selection.

City Council or County Board

City or County Manager

City or County Officials – Community Development, Public Works, Planning, Finance or Building Departments

Library Users and Potential Users

Voters

Architects
  Engineers – civil, structural, mechanical, electrical
  Interior Designers
  Design Consultants (lighting, acoustical, telecommunications, automation, environmental)

Construction Manager (owner’s representative, clerk of the works)

Legal Counsel

Fundraising Consultants

Bonding Advisors

Contractors (general and subcontractors)

Furniture, Equipment and Shelving Vendors
BASIC ELEMENTS OF SELECTING AN ARCHITECT

The steps outlined may also be used to select a professional interior designer. Some architectural firms may not have interior designers on their staffs, and it will be necessary for the architect to obtain these necessary design skills subject to the approval of the Library Building Advisory Committee, Library Board, the Mayor and City Council. In practice, it is best to select the interior designer as part of the architect’s team.

BASIC STEPS

1. Develop a List of Prospective Architectural Firms
   - Local sources
   - Other libraries
   - State Library
   - Local/regional Chapter - American Institute of Architects
   - Architects requesting consideration
   - Selected group of experienced public library architects

2. Extend Request for Qualifications
   - Describe project and provide background materials
   - Request uniform information regarding the architectural design teams
   - Publish/Disseminate RFQ to:
     - Local and area building and construction journals
     - Notice to AIA chapter
     - Individual invitation letters

3. Preliminary Selection - by the Library Building Advisory Committee and Consulting Librarian
   - Evaluation of responses to Request for Qualifications
   - Prepare "short list" for interviews - six design teams maximum

4. Request for Proposals from Architects Selected for Interview
   - Evaluation and ranking of proposing firms’ design teams by the Library Building Advisory Committee and Consulting Librarian

5. Interviews
   - Oral, visual presentation by the architects team who will be working with library
   - Evaluation and ranking of the design teams by the Library Building Advisory Committee and Consulting Librarian

6. References
   - Reference check of selected interview finalists

7. Inspection of Architect’s Work
   - Inspection trip to selected candidates completed buildings or office - optional

8. Final Selection - by the Library Building Advisory Committee and Library Board and recommendation to the Mayor and City Council for approval, if required
   - May require supplementary information, second interview or visit to architect’s office

9. Architect Contract
   - Full - Standard American Institute of Architects form may be modified.
   - Additional services may include lighting, acoustics and other consultants.
PUBLIC LIBRARY SPACE NEEDS, UTILIZATION AND ALTERNATIVES STUDY – OUTLINE

This type of study represents the starting point for a public library building project. Library service needs, service area demographics and other related information are projected and translated into library space requirements. Then the available alternatives are evaluated and a course of action selected. The development of a library building program, selection of architects and the design of the selected building alternative can then follow.

The methodology for this process is to gather all relevant information in the community library building and service needs through a thorough examination of the service, operating and technology plans for the library and the anticipated population growth and demographics are assessed. Statistics regarding present use and resource allocations are analyzed. A very important part of this process is the discussions with and input from community representatives. This may include surveys, focus groups, community forums and other means. The stakeholder groups should be apprised of the information on which the findings, conclusions and recommendations are based. This results in a detailed report upon which the decisions regarding the needed resources and library facility requirements, as well as the best alternative that will be made.

The process followed in the preparation of a Public Library Space Needs, Utilization and Alternatives Study includes thorough review and analysis of the following crucial factors:

- Service area population, projected up to twenty years
- Public library service needs - ten to twenty year projection
- Service roles and appropriate mission of the public library
- Relationship to other library services in the area
- Existing and projected gross square foot requirements
- Parking and other access requirements
- General building construction costs
- Development of library building criteria to address future space and user needs which will include:
  - Locally defined library design criteria
  - Functional operation of the facility
  - User accessibility and ease of access
  - Capacity for shelving, seating and staff requirements
  - Provision and equipment for future technology
  - Expansion potential, present and future
  - Library Building Program Space Summary

- Evaluation of the existing building
- Evaluation of the library location/site and available alternatives
  - Criteria for library site selection
- Staff utilization and organization
- Operating costs - staff, building and collection
- Recommendations on the library space needs, present and projected, which will meet the library's anticipated program of service and requirements of the population served
- Recommendations on building alternatives, new construction, expansion of the existing library or conversion of another building or development of branch or bookmobile service.

**BASIC ALLOCATIONS OF SPACE USED**

Detailed below are basic allocations used in determining the size of the program spaces. They are derived from current library building planning guides, the experience of the consulting librarian and the library being planned. See other space planning guides and verify with local measurements.

<table>
<thead>
<tr>
<th>Seating</th>
<th>Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table or carrel</td>
<td>25 – 30 per individual (15/20 for small children)</td>
</tr>
<tr>
<td>Lounge chair</td>
<td>35 – 40 per individual (minimum)</td>
</tr>
<tr>
<td>Public Access Catalog Station – seated</td>
<td>30 w/printer (standing w/printer – 20 sq.ft.)</td>
</tr>
<tr>
<td>Microfilm Reader Station</td>
<td>50 equipment/one user</td>
</tr>
<tr>
<td>Meeting Room – auditorium style seating</td>
<td>10 – 15 per seat – check local occupancy code</td>
</tr>
<tr>
<td>Conference/Study Room Table Seating</td>
<td>25 – 30 per individual</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shelving Units and Aisles Between Shelves</th>
<th>(major aisles from unassigned space)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double-faced section (3’) – DF 36” aisles</td>
<td>19 w/24” base DF NOTE: Storage area (non-public)</td>
</tr>
<tr>
<td>Single-faced section (3’) – SF 36” aisles</td>
<td>10 w/12” base SF NOTE: 4 foot</td>
</tr>
<tr>
<td>Double-faced section (3’) – DF 42” aisles</td>
<td>21 w/24” base DF shelves increase proportionately</td>
</tr>
<tr>
<td>Single-faced section (3’) – SF 42” aisles</td>
<td>11 w/12” base SF</td>
</tr>
<tr>
<td>Double-faced section (3’) – DF 48” aisles</td>
<td>23 w/24” base DF</td>
</tr>
<tr>
<td>Single-faced section (3’) – SF 48” aisles</td>
<td>12 w/12” base SF</td>
</tr>
</tbody>
</table>

| Paperbacks Racks/Towers | 35 – 80 |
| Atlas/Dictionary Stand | 35 |
| Book Trucks, 18” w x 42” | 8 |
| Media Display/Shelving Units | 35 – 80 Designate format and type of shelving -- video, CD, audio book |

<table>
<thead>
<tr>
<th>Cabinets – File/Microfilm/Storage</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard letter</td>
<td>10</td>
</tr>
<tr>
<td>Standard legal</td>
<td>12</td>
</tr>
<tr>
<td>Lateral file, 42” w</td>
<td>15</td>
</tr>
<tr>
<td>Microfilm cabinets – 9 to 12 drawer</td>
<td>15</td>
</tr>
<tr>
<td>Map – flat file</td>
<td>35</td>
</tr>
<tr>
<td>Upright double-door storage cabinet</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Desk – per staff service station</td>
<td>80 – 100</td>
</tr>
<tr>
<td>Office – enclosed w/computer station</td>
<td>150</td>
</tr>
<tr>
<td>Workstation – open office w/computer station</td>
<td>85</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-charging Station – public</td>
<td>50 per unit</td>
</tr>
<tr>
<td>Copy Machine</td>
<td>50 – 60 per unit w/small sorting area</td>
</tr>
<tr>
<td>Display Case</td>
<td>25 – 50</td>
</tr>
<tr>
<td>Materials Security System – sensors/gates</td>
<td>50 – 150 per double lane</td>
</tr>
<tr>
<td>Public Queuing – check-out, etc.</td>
<td>8 – 10 per standing person</td>
</tr>
</tbody>
</table>

ADD 12/00
### Lobby – Interior/Security System/Display/Interior Book Return

**Need.** Possibly incorporate The Friends Sales Area/Gathering Point/Coffee Area and Display and reorganize this passageway

**Existing Space Allocation**
- Primarily a corridor to the Circulation Desk.

**Projected.** Possibly add Friends Sales Area (above)
- Art/Display Cases 200 SF
- Directory – Floor Plan – “You are here” 35 SF

**Total Projected Space** 235 SF

**Total Programmed Space** 650 SF

### Circulation Desk Area

**Need.** Add more work, public space and shelving space. Congestion and bottlenecks occur here in front of and behind the desk. Some enclosed staff work space is needed for workstations and check-in and sorting of returns. Provide an enclosed office for the circulation services supervisor. Stations and work flow should be reorganized. Provide staff lockers/closet if not convenient to break room area and staff entry.

**Existing Space Allocation**
- Public desk, shelving, book trucks and adjacent staff work areas – 290 SF
- “Mud Room” area – return/sorting station/shelving 150 SF
- Public copy machine (1) by stairs 15 SF

**Projected Space Allocation**
- Add public queuing area – 12 individuals 110 SF
- Add self-charge stations (2) 90 SF
- Add shelving – six single-faced units 60 SF
- Add two staff workstations, + 2 @ 75 SF 150 SF
- Add circulation supervisor’s office 150 SF
- Add small staff copy machine 20 SF
- Add 6’ counter w/sink 35 SF
- Add staff unisex restroom unassigned
- Add staff bulletin board/message board unassigned
- Add supply storage closet w/safe key locker 80 SF
- Add check-in/discharge stations – enclosed work area 340 SF
- 2 workstations @ 75 SF 150 SF
- 18 book trucks @ 8 145 SF
- Shelving – 5 SF shelving sections 45 SF
- Add volunteer station – pick-up 40 SF
- Add to public copy machine space near the Circulation Area and provide for 2nd machine (enclosure or alcove with sorting counter, stapler, etc.) 85 SF

**Total Projected Space** 1,160 SF

**Total Programmed Space** 1,615 SF

ADD 12/00
### SUMMARY OF ADDITIONAL LIBRARY SPACE TO MEET PROJECTED NEEDS

<table>
<thead>
<tr>
<th>Area/Activity</th>
<th>Existing</th>
<th>Sq. Ft. Projected</th>
<th>Total Programmed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Return Room - Drive-up</td>
<td>20</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>Entry - Exterior/Lobby/Display</td>
<td>655</td>
<td>310</td>
<td>965</td>
</tr>
<tr>
<td>Meeting Room(s) - 2, includes space for storage</td>
<td>1,555</td>
<td>665</td>
<td>2,220</td>
</tr>
<tr>
<td>Friends Sales Area</td>
<td>0</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Friends - Work/Storage Area</td>
<td>100</td>
<td>300</td>
<td>400</td>
</tr>
<tr>
<td>Gathering Point/Coffee</td>
<td>0</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>Lobby -- Interior/Security System/Display/Interior Book Return</td>
<td>415</td>
<td>235</td>
<td>650</td>
</tr>
<tr>
<td>Circulation Desk Area, includes staff work area</td>
<td>455</td>
<td>1,160</td>
<td>1,615</td>
</tr>
<tr>
<td>Public Access Catalogs/Bridgernet - Adult Area</td>
<td>320</td>
<td>300</td>
<td>620</td>
</tr>
<tr>
<td>Children's Services Area</td>
<td>3,385</td>
<td>3,205</td>
<td>6,590</td>
</tr>
<tr>
<td>Reference Area, includes related staff work area</td>
<td>745</td>
<td>480</td>
<td>1,225</td>
</tr>
<tr>
<td>Montana Room</td>
<td>160</td>
<td>400</td>
<td>560</td>
</tr>
<tr>
<td>New Materials/Browsing - Adult</td>
<td>30</td>
<td>195</td>
<td>225</td>
</tr>
<tr>
<td>Young Adult Seating/Shelving</td>
<td>505</td>
<td>495</td>
<td>1,000</td>
</tr>
<tr>
<td>General Print Collection Shelving - Adult</td>
<td>1,980</td>
<td>2,730</td>
<td>4,710</td>
</tr>
<tr>
<td>General Seating - Adult Fiction/Non-fiction</td>
<td>800</td>
<td>650</td>
<td>1,450</td>
</tr>
<tr>
<td>Non-print Collections and Listening Stations - Adult</td>
<td>150</td>
<td>550</td>
<td>700</td>
</tr>
<tr>
<td>Computer Labs (2)</td>
<td>120</td>
<td>740</td>
<td>860</td>
</tr>
<tr>
<td>Group Study/Tutoring Rooms/Quiet Study</td>
<td>0</td>
<td>530</td>
<td>530</td>
</tr>
<tr>
<td>Magazine/Newspaper Shelving/Seating</td>
<td>645</td>
<td>575</td>
<td>1,220</td>
</tr>
<tr>
<td>Staff Workroom and Office(s)</td>
<td>1,080</td>
<td>600</td>
<td>1,680</td>
</tr>
<tr>
<td>Staff Stair/Elevator</td>
<td>0</td>
<td>unassigned</td>
<td>unassigned</td>
</tr>
<tr>
<td>Technical Service Workroom/Office</td>
<td>530</td>
<td>870</td>
<td>1,400</td>
</tr>
<tr>
<td>Shelving and Storage Room</td>
<td>240</td>
<td>360</td>
<td>600</td>
</tr>
<tr>
<td>Delivery/Receiving-Mail - Staff Entrance</td>
<td>50</td>
<td>200</td>
<td>250</td>
</tr>
<tr>
<td>Staff Break Room Area</td>
<td>465</td>
<td>100</td>
<td>565</td>
</tr>
<tr>
<td>Custodial Work/Storage Room</td>
<td>0</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>Garage</td>
<td>0</td>
<td>240</td>
<td>240</td>
</tr>
<tr>
<td><strong>Net Square Feet</strong></td>
<td>14,405</td>
<td>16,830</td>
<td>31,235</td>
</tr>
<tr>
<td><strong>Unassigned area for structure, partitions, corridors, mechanical systems, restrooms, stairs, elevator and general user circulation -25% minimum</strong></td>
<td>6,595</td>
<td>--</td>
<td>13,385</td>
</tr>
<tr>
<td><strong>Existing Library Area</strong></td>
<td>21,000</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td><strong>Gross Additional Square Feet Needed</strong></td>
<td>23,620</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td><strong>Total Projected Building Area</strong></td>
<td>44,620</td>
<td>44,620</td>
<td>ADD 12/00</td>
</tr>
</tbody>
</table>
PUBLIC LIBRARY BUILDING DESIGN CRITERIA

There are a number of basic library building design criteria which a well-conceived, functional modern public library should meet.

GENERAL DESIGN REQUIREMENTS

1. A Ground Level Access Building. It should be possible to enter at street level through a single public entrance which is highly visible and well situated to the general activity within the library area and has convenient access to parking. A one-story building is preferred for easy access by staff and for visibility from circulation and reference desks. However, if terrain or design alternatives warrant, some service or public or expansion areas would be considered on a second or lower level. During the initial Phase I design, the architects should be asked to discuss feasible alternatives along with cost comparisons.

2. Open, Flexible Floor Plan. To facilitate the arrangement of the library's activities and to allow for any potential future rearrangement to accommodate new or expanded services, the library should be free of interior load-bearing walls and closely placed columns.

While the simplest and most functional design shape for a library is in the form of a rectangle, desirably with standard modules of clear spans of at least 27 - 33 feet in length with the number of free standing columns kept to an absolute minimum.

3. Adequate Floor Space. Adequate space for a library should contain the materials collection, adequate table and leisure seating and sufficient area for the staff to perform its public service function, as well as the behind the scenes responsibilities.

With the growth in use of non-print materials and public use of computers in the library, there should be space provided to accommodate this equipment and the accumulation to specialized library materials. It is also desirable to have exhibit and display space for local use, as well as traveling shows.

The improved space should allow for a reasonable rate of internal expansion, particularly in the collection area, so that the accumulation of library materials will not force an arbitrary reduction of public reading areas or staff work area.

Space needed must be determined through detailed projections of the capacities sought – collections, equipment, seating, staff and meeting areas.

4. Logical Relationship of Function Areas. The building should be planned and arranged so that functional areas of activities are properly related to one another for most intelligent use of the building by the public and most efficient use of the library staff, i.e., a small library building with the staff workroom on one floor and the main circulation service desk on another floor would result in a very poor utilization of staff. Organization of space and signage should encourage self-service use.

5. Appealing Building Environment. In both its interior and exterior appearance, the library should project an inviting and attractive atmosphere, should be well-lighted and should be properly heated and cooled during the changes of seasons.
The furnishings should be comfortable and attractive in appearance with sufficient balance between informal and study type seating.

Materials of which the building is constructed and finished should be attractive and easy to maintain.

It is advantageous for the library and its services if those passing by on foot or in a vehicle can easily see the building and view persons using this community resource.

6. Potential for Future Building Expansion. For a completely new facility, planning should occur during design development for a future expansion of 20% to 30% to serve community library needs beyond the next twenty years. Preliminary planning now results in a more successful design and functional features in a future expanded building.

LOCALLY DEFINED BUILDING CRITERIA

The space needs survey of library staff, library board members, local citizens and local planning meetings and discussions generally identify the following building features and spaces which should be incorporated into the design of an improved and expanded public library facility.

• Decompression of congestion in primary service areas with adequate space provided to allow a normal expansion of collections for an extended period of time, twenty years at the minimum. Elimination of the physical crowding of library users and staff will be a priority.

• Special attention to improved exterior and interior access to services and resources
  - good relationship between parking and the public entrance
  - better space and arrangements for the library's primary service points - the circulation and reference desks and their related functional areas, the public entry and the materials catalog
  - functional people paths throughout the facility

• Elimination of the multi-levels and many small rooms.

• More opportunity for specialized public seating including for storytimes, quiet study, group work, meetings and use of computers.

• Replacement of lighting, HVAC and electrical power systems. More accessible and flexible arrangements for power supply are necessary. A dependable HVAC system is required for easy control of conditions for people and library materials.
• Specified/defined areas for young adult services, local history/genealogy and Friends of the Library activities.

• Special purpose areas – coffee/refreshments, auditorium, art gallery, meeting rooms, computer lab, public art and displays incorporated in the building.

• Planning and design that will easily accommodate new technology, both in materials formats and equipment. There will be more emphasis of non-print resources in the expanded library. Cabling/power supply should allow for changing computer needs.

• Substantial improvement and expansion of staff work areas both at public service desks and related non-public spaces.

• Spaces and walls reserved for display of library resources, art prints, and other promotions. A variety of shelving styles may be used to highlight selected items and special collections.

• Increased emphasis on and visibility of the reference/information service function.

• Provision of inviting and functional furnishings and display shelving in the children's area.

• Planning for cooperative service and communication connections with community colleges and schools.

• Improved security control of all areas of the building and adequate sight lines into public areas from service points.

• Attention to noise control to accommodate increases in daily numbers of library users in an improved facility.

Inclusion of these features will create an improved functional and inviting public library. The final result of these objectives will be better and more efficient library service to the community.
PUBLIC LIBRARY LOCATION AND SITE CRITERIA

The essential requirement in selecting a public library site which is common to all the research on the subject is that a public library should be as accessible as possible to the greatest number of potential users.

Libraries, like most public buildings, generally must serve for half a century or more and must use any possible advantage to insure that the library’s full public service potential is realized and maintained. The location of the library and its relationship to present and future social, transportation and business patterns will have a direct effect on the extent the general public will make use of its library resources. Convenience of access will build up the volume of use and this greater volume will decrease the per user cost of service. Public library sites should be evaluated in much the same way that a business person researches desirable retail locations.

1. An area which is frequently visited by all segments of the community during daily activities.
2. Busy primary streets with the library located at the intersection, if possible.
3. High visibility and identification within the area.
4. Convenient access to readily available public parking.
5. Access to public transportation.
6. In an area of high pedestrian traffic.

Library locations in parks, schools or residential areas or on secondary streets should be avoided, if they do not meet these criteria.

In evaluating a library sites, a number of specific factors should be reviewed, these two primary factors normally have some absolute limitations:

1. **Size and Shape of Property**: The site must be of adequate area and appropriate configuration and topography to allow construction of the programmed building, necessary parking, setbacks, landscaping and future expansion.

2. **Cost and Availability**: The site must be available to either negotiated purchase or through condemnation at a price the city, county or library district is willing and able to pay.

NOTE: The cost of good potential library sites has skyrocketed in recent years; however, an accessible, well-located site can make a substantial difference in the volume of use made of the new library for decades to come. This will constitute a greater return on investment to the community.

These two factors must be considered first since the size and the cost of the site are givens which must be met before the remaining criteria can even be considered.
In addition, there are a number of location criteria which should be applied to any prospective site under consideration. They are, in relative order of importance:

1. Relationship of the site to the entire library service area population;
2. Visibility and ease of identification of the building and its services;
3. Vehicular access within the area served, major arterial streets and highways;
4. Access to parking: on site, street or municipal;
5. The drawing influence of adjacent activities -- municipal and/or commercial;
6. Public transportation and ease of access from the entire library service area;
7. Pedestrian traffic in the immediate area;
8. Amenities: aesthetic factors and potential enhancement to an area and replacement of deteriorating urban structures; and
9. Deficiencies: inappropriate adjacent activities -- industrial area, environmental conditions, pollution, etc.

Size of library site required will depend on:

1. Floor area - "footprint" of the building;
2. Terrain and configuration of property;
3. Zoning and setback requirements;
4. Provision of on-site parking and delivery access;
5. Landscape desired, plaza, screening/berming required; and
6. Provision for future expansion.

Parking Requirements

For most public libraries, 90% or more of the users drive to the library. Common practice and many local codes provide three to five parking spaces per 1,000 square feet of library building area. Due to the high cost of land, a very careful study of parking needs is necessary. Every attempt should be made to develop shared parking with other compatible institutions.

See: Site Evaluation Form
SITE EVALUATION FORM

Public Library: ____________________________
Evaluator: ____________________________ Date: ____________________________

Location of Property: Area and Street(s)

Legal Description:

Owner:

Availability (on market)? ___Yes ___No

Cost:

8. Asking Price

9. Assessed Market Value

Size: - Area of Property (square feet or acres)

- Shape – Linear Dimensions

Physical Description:
General Evaluation Criteria – Please indicate:  1) Superior, 2) Adequate, 3) Inadequate and provide short, relevant narrative comment.

10. The relationship of the site to the entire library service area population.

11. Visibility and ease of identification of the library and its services.

12. Vehicular access within the area and community served – major streets/highways.

4. Access to parking – on-site, street and municipal.

13. The drawing influence of adjacent activities – municipal, commercial.

6. Public transportation and ease of access from the entire library service area.

14. Pedestrian traffic and ease of access in the immediate area.

15. Amenities – aesthetic factors/potential enhancement area.

16. Liabilities – nuisance factors of adjacent properties/activities – safety, visual, flooding, etc.

Overall Evaluation:  Note major assets and liabilities.

Rate:  1) Superior  2) Adequate  3) Inadequate
SIZE OF SITE REQUIRED FOR A NEW LIBRARY -- EXAMPLE

Given a new, expanded library of 42,000 square feet with further 25%, 10,500 square feet, expansion potential to 53,500 square feet of library space, the following minimum site size requirements are recommended for a library constructed with adequate on-site parking.

<table>
<thead>
<tr>
<th>Description</th>
<th>Feet</th>
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<tr>
<td>Library - single floor</td>
<td>42,000</td>
</tr>
<tr>
<td>(Some areas - staff, meeting, and storage - could be placed on a second level now or in future expansion.*)</td>
<td></td>
</tr>
<tr>
<td>Parking - 168 spaces - on-site, 4 spaces per 1,000 sq.ft. of gross building area -- (300 - 350 square feet per space - includes drives and setbacks)</td>
<td>55,400</td>
</tr>
<tr>
<td>Setbacks and landscaping - minimum - 25% of total site</td>
<td>24,350</td>
</tr>
<tr>
<td>Future at-grade expansion - building/parking/setbacks - 25%</td>
<td>24,350</td>
</tr>
<tr>
<td>Total minimum site area required:</td>
<td>146,100</td>
</tr>
</tbody>
</table>

Approximately 3.5 acres is needed for the minimum site required.

Analysis

The existing site is 53,888 square feet, 1.24 acres, of which approximately 3,750 square feet (7%) is devoted to the north/south streambed running through the property. 18,000 square feet, 33%, is devoted to parking and 13,000 square feet, 24%, to the building footprint.

The existing site could meet projected needs if enough adjacent property could be acquired. Future expansion could be at a second level, if structurally provided for; however, additional public parking would require acquisition of adjacent property.

Alternatives

1. A free-standing library of 42,000 square feet constructed outside of the central business district with adequate on-site parking spaces (5 per 1,000 square feet of building area) setbacks, landscaping, and future expansion area would require a site of four (4) or more acres depending on the specific site.

2. A new 42,000 square foot library constructed in a commercial setting with no setbacks, limited on-site parking (2 spaces per 1,000 square feet of building area) could be constructed on approximately 2 acres, 87,120 square feet.

ADD 12/00
LIBRARY BUILDING PROGRAM -- OUTLINE

This building program describes the new public library building which the architect is to design for the community. In addition to using a thorough assessment of library space needs and alternatives utilization, known statistical information regarding the library and future population projections, input from citizens, the Library Board, the library staff, the City Council and the Library Building Advisory Committee have been solicited in the development of this document. The program has been reviewed in draft by these groups. Surveys and focus groups of the public, community groups, and library staff have been conducted to collect data and to assist in defining the program. The written building program is specific in terms of measurements and directions so that the schematic designs and working drawings which the architect prepares will meet the library's functional requirements.

The building program probably has been developed to this point without any input and contributions from the architect. Prior to commencement of the schematic design, a building program review meeting will be held with the architect to discuss the program and to incorporate any changes and additions proposed by the architect. It is important that there is consensus on the initial building program and that an open two-way communication process be used during the entire project to deal with changes which will inevitably occur.

The building program statement is prepared with the following information included:

Section 1. Basic introduction and background planning information
   a. A summary of program
   b. Basic general and local design criteria
   c. Timetable
   d. Planning participants and budget
   e. Instructions for the architect
   f. Program overview

Section 2. A Summary of Space, Shelving, and Seating Allocations
   a. Detailed capacities of collection, shelving, seating, equipment and staff
   b. Functional/spatial relationships diagram/adjacency matrix
Section 3. Basic Information on Each Functional Space Including:

a. Area in square feet

b. The aesthetics and general environment which should be created, special considerations and relationships with other areas of the building

c. The number and type of occupants that each space is designed to accommodate

d. Type of collection materials and how they will be used and housed

e. Specific description of equipment and furniture to be used

Section 4. General Architectural and Design Requirements. Includes such topics as: parking, lighting, seismic, wire management, etc.

Section 5. Appended Information:

a. Library service and space needs assessment survey and other input

b. City or county requirements or standards

c. Site plan

d. Other miscellaneous relevant materials

The building program statement makes no attempt to determine the design of the building from an architectural point of view, but it does focus directly on the functional aspects of the building and the architect will be held responsible for following these directions. In the event that the architect determines desirable alternatives to the stated instructions, he or she will prepare a rationale for the alternatives and discuss them with the local library planners and their consultants. Any changes to this program must be approved and issued in writing by the Library Director.

See the following Table of Contents for a typical library building program.
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</tr>
<tr>
<td>APPENDIX B</td>
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</tr>
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PLANNING PUBLIC LIBRARY FACILITIES --
OBSERVATIONS, IDEAS, COMMON SENSE PRACTICES

The following biased comments are based on some thirty years of experience as a librarian and participation in over one hundred and seventy library planning and building projects. The last two pages list common public library building planning mistakes.

1. A library building should not be considered an end. It is only a means, one necessary resource to provide high quality public library services.

2. Planning for a new or improved public library facility must follow, not precede, the development of a sound, realistic plan for public library service using a process such as the Public Library Association Planning for Results: A Library Transformation Process, 1998 and Managing for Results, Effective Resource Allocations for Public Libraries, 2000.

3. A technology plan should also be in place and regularly updated.

4. A library building is a container for library collection, users, services and staff. Its size and functional requirements will be directly based on the quantities of these contents projected for future users and services.

5. The expansion of an existing library or the conversion of another building to public library use must be evaluated against the basic functional design and space requirements for a modern, new building.

6. Too frequently, the size of a public library is determined by preconceived budgetary thresholds, site limitations or purely political considerations. Many libraries are too small on opening day.

7. Plan for realistic, projected building needs. Implement the funding and construction of the building needed in two phases, if necessary. Plan for the future -- at least ten years, twenty years is better. Always anticipate expansion of the library being planned.

8. Projection of library space needs based on outdated "guidelines" or "standards" or other similar formulas are invariably too low when specific calculations are made. Take the time to document library service needs and allocate realistically sized library spaces that respond to the needs of your community.

9. Surveys regarding library building needs can be useful in gaining public awareness and support. The public vision for the future generally focuses on books and existing basic services.

10. The provision of adequate space for the library staff and legitimate storage needs is one of the most frequently short-changed areas in library building planning. These areas are generally the ones sacrificed first to public needs.
11. Selecting the right architect is an important decision which will have a major impact on the successful outcome of the project. Look for the proper balance of:

- Aesthetic/design skills
- Technical expertise
- Cost estimation and control experience
- Communication skills -- verbal and written
- Common sense and problem solving ability

Don't just select a "firm that has done some libraries." Consider the work experience and interview those individuals who will actually be actively involved and responsible for your project.

12. The vast majority of architects know less about public libraries than you do. Their judgment may be further flawed by romantic recollections of the ivy covered library of their childhood. Communicate, listen and educate but be assertive and guide the library planning and design process to a satisfactory collaborative outcome.

13. A library building planning project which is dominated by the library board and/or library architect without major participation of the library staff and input of users will generally result in a poorly planned library.

14. New technology has increased library space requirements, not reduced them. More publishing is going on than ever before. Collection materials are available in multiple formats which frequently require hardware to access. Public libraries are more heavily used than they have ever been and this is constantly growing.

15. At a time when "mega bookstores" are trying to be more like libraries -- story hours, comfortable seating, programs, etc., libraries are installing low marketing shelving and displays, wider aisles, coffee and bookstores.

16. A new public library without high user visibility, easy vehicular approach and access to adequate public parking and expansion potential is a poor investment of community funds.

17. Andrew Carnegie's millions for library construction have been well spent. Today, funds for an improved library will have to come from the immediate community. Successful referendums are frequently sparked by capital fund drives which raise 15% to 20% or more of the amount needed. Elected officials and voters react more favorably to an institution with some cash in hand.

18. Voters and elected officials have a lot of choices regarding the allocation of public funds. A library which is not generating much current use and operating support is unlikely to receive a very high priority for a capital project. The development of a well-received program of library service precedes the request for capital funding.

19. If the library board and staff are not active or visible in the community's political environment, this is the time to do so.

20. The best use of outside consultants comes early in the planning and design process when the information and expertise which they provide will have the greatest impact on the decisions made.
21. A capital referendum election victory means receiving one or more votes than the majority required. This is accomplished by focused political action, not by necessary broadcasting the potential benefits to the community at large. How many votes will it take to approve the proposition? What needs to be done to insure that these voters show up at the polls on election day?

22. Public libraries have a great potential for success securing an improved facility if there is:

- Focus on community needs and involvement in planning
- Well-used services returned for every dollar currently spent
- Intelligent, ongoing planning by the library board and staff
- Leadership and decisive action from the library board and administration

23. Under the best of conditions, it will be at least three or more years from the commencement of planning before a library building project is completed. What can you do right now to improve your library building and the services it renders?
COMMON PUBLIC LIBRARY BUILDING PLANNING MISTAKES

1. Failure to involve staff in the needs assessment and planning process right from the beginning.

2. Letting the architect rush the planning and design process, particularly the working drawings -- lighting, plans and specifications.

3. Book drops which are too low, too high or are not fire protected.

4. Walls which are curved, angled -- no 90° angles.

5. High ceilings with no consideration of light needed or acoustics in the covered areas.


7. Long, narrow buildings.

8. No provision for building expansion.

9. Public entrance located in the short side or on the opposite side from the parking lot.

10. Limited or poorly located parking.

11. Circulation and other public service desks which are brick or poured in-place concrete.

12. Poor traffic flow by the circulation desk -- no queuing space at the circulation desk.

13. Poor lines of sight for purposes of both service and security.

14. Children's rooms which lack imagination and attraction for children.

15. Limited staff work and storage areas.

16. Public restrooms with walls which are not ceramic tile or are only partially tiled.

17. Staff restrooms which open right into the staff break room.

18. Inadequate clearance between seats and shelves which blocks use of collection.

19. Too many types of light fixtures and required bulbs/tubes.

20. Electrical outlets - too few, poor placement, unanticipated future needs.

21. Wire management systems -- inadequate in capacity, not provided for in furniture, desk stands and not provided for future growth and equipment.

22. Interior signs -- too few, too small, too little information.

23. Poor exterior signage -- on building instead of on boulevard -- not lighted.

25. Fireplaces -- sometimes.

26. Failure to provide an adequate operating budget for resources, staff and the building.

26. Roofs -- flat or otherwise which are not properly designed, of high quality materials or are not properly installed.

27. Lighting
   - Adequacy
   - Quality – contrast, glare
   - Type of fixtures/elements
   - Daylight

28. Mechanical systems – noise, controls, location

Other suggestions welcomed.
CONSIDERATIONS WHEN PLANNING FOR ADAPTATION OF NEW TECHNOLOGIES TO PUBLIC LIBRARY SERVICES AND SPACES

When library planning is conducted these days, whether for services, allocation of resources or building spaces, the impact of *Technology* generally appears at the top of the list. It would appear that, with the advances being made particularly in the area of computer and other forms of technology, public libraries will be confronted with this for some time to come. As library planners embark upon a building planning project, there are some basic issues which should be kept in mind as they assess the impact of technology on the facility being planned.

1. Before beginning a library building planning project, the library should have in place a well-defined plan for technology, the objectives, the services to be provided and the resources available. This plan should be an active document which is reviewed and updated with regularity. It should be based on substantial knowledge of the technological needs of the community and other alternatives which may be available to the library user.

2. Surveys conducted by the American Library Association on a national basis, as well as surveys conducted in individual communities regarding user needs, have found that the number one item sought is an improved, expanded print collection in the library. Interest in services to children and programs and meeting space is also highly rated. Although the public has strong interest in provision of automated and computer based services in libraries, this may not be the highest priority in their stated needs.

3. Unlike the allocation of library resources in the past, there are no specific quantitative standards regarding numbers of computers or other types of equipment and software which should be made available for public use. Each community is responsible for the creation of its own criteria and standards based on projections, needs and local considerations.

4. There are, however, physical space standards available for numbers of items which can be housed, shelved and displayed in non-print collections or collections of CD-ROMs in the library, as well as for computer stations and other points of access through types of equipment such as microform readers and viewing/listening stations. It should also be kept in mind that any substantial investment in technologies carries with it a responsibility to provide adequate staff, oversight and assistance, requiring both additional staff members, appropriate training and space to accomplish these activities.

5. Public libraries are not heavily endowed with "research and development" funds; therefore, a reactive or a "trailing" edge approach is taken to the adoption of technology in most libraries. A library which is interested in keeping pace with the new technologies should be willing, within its scope of resources, to invest in a variety of trial and error offerings of new types of equipment and services and be willing to abandon those that do not prove to be of extensive use or value to the community.
6. Contrary to popular opinion, the building space required in public libraries has, over the last decade or so, increased substantially on a proportionate basis due to the fact that the regular print collections have expanded substantially as a result of the impact of the computer on the publishing industry, as well as the need of the library to provide for all of the new services based on the automated catalog, databases and the Internet. There is no evidence that this will abate in the near future.

7. Until the library user can access the resources of the library totally beyond the walls of the building library computer stations, with access to such things as encyclopedias, do not necessarily provide better user access to information or a reduction in library space. For example, a 24 volume set of the World Book encyclopedia, "a random access paginated information device, ‘RAPID’," occupies approximately two to three square feet of space and is theoretically accessible by up to 24 persons, whereas a computer terminal with the encyclopedia available on-line requires 30 to 50 square feet and serves one individual. Twenty-four PC stations accessing this encyclopedia on-line at the lowest 30 square feet allocated, require 720 square feet.

8. Planning for future technology is speculative in that we know that there will be more formats and, consequently, equipment needed in the future and quite possibly equipment of a far different type than that being used today. Therefore, public library building planners promote complete flexibility for installation of future equipment stations throughout the building. However, this comes at an increased cost of providing for the necessary wire management systems which allow easy access to power and required cable connections. The larger the public library building, the more scrutiny, the cost of complete flexibility will probably bear.

9. The capital cost of space and initial computer equipment is generally the least expense involved in providing this service within the library. Planning should also include for the operating budget from which cost of staff, software and the sooner than anticipated needed upgrades to equipment will come.