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**THE MAURY LOONTJENS
MEMORIAL LIBRARY**

OF

NARRAGANSETT, RHODE ISLAND

PLANNING FOR THE FUTURE:

A LIBRARY BUILDING PROGRAM

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**Revised
September 15, 2016**

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-- TABLE OF CONTENTS --

SECTION I: NEEDS ASSESSMENT	SECTION I
Introduction	Page 1
The Maury Loontjens Memorial Library	Page 5
Programming at the Library	Page 7
The Need for Quiet Study	Page 8
The Library as a Building	Page 8
Multiple Critical Areas of Concern	Page 10
The Present Story	Page 13
How does the Library compare right now to National Standards?	Page 14
What does it need?	Page 15
How large should a new library be?	Page 16
The Potential Site	Page 16
Planning for the Future	Page 17
Design Considerations: Some Challenges for the architect	Page 20
Further Recommendations	Page 20
SECTION II: SUMMARY CHART	SECTION II
Program Estimate: Space Needs by Department	
SECTION III: WHAT ARE THE POSSIBILITIES FOR MODIFICATION TO THE EXISTING BUILDING?	SECTION III
SECTION IV:: AREA DESCRIPTIONS	SECTION IV
Exterior Area near Main Entrance	Page 1
Entrance and Lobby	Page 2
Circulation Desk	Page 4
Circulation Workroom	Page 7
Supervisor's Office	Page 8
Technical Services Workroom	Page 9
Photocopier & Community Information Center	Page 11
New Book Shelves	Page 12
Media Browsing	Page 13
Current Periodical Display	Page 14
Reference Department Summary	Page 15
Reference Desk and Reference Workroom	Page 16
Reference Department	Page 18
Quiet Study/Group Study/Tutoring Rooms	Page 20
Local History Room	Page 21

TABLE OF CONTENTS (Continued)

SECTION IV:: AREA DESCRIPTIONS (CONTINUED)	SECTION IV
Adult Non-Fiction	Page 22
Adult Fiction	Page 24
Adult Large Print Books	Page 25
Adult Paperbacks	Page 26
Adult Seating	Page 27
Young Adult Area	Page 28
Children's Room Summary	Page 30
Children's Room (General Reception Area)	Page 31
Children's Media Browsing Area	Page 34
Toddlers/Preschoolers/Early Readers	Page 35
Youth Services	Page 36
Story Hour/Crafts Area	Page 37
Multipurpose Room	Page 38
Conference Room	Page 41
Public Restrooms	Page 42
General Office Storage	Page 43
Director's Office	Page 44
Systems Closet	Page 45
Staff Room and Staff Toilet	Page 46
Custodian's Facilities	Page 47
Service Entrance and Receiving Area	Page 48
Electrical Generator	Page 49
Library Parking	Page 50
APPENDIX	
Net Square Feet and Gross Square Feet: What? And Why?	i

SECTION I
NEEDS ASSESSMENT

INTRODUCTION

Narragansett, Rhode Island, is a residential and resort community located along the eastern shore of Narragansett Bay. A long narrow town, perhaps fifteen miles north to south, it consists of communities and hamlets located mainly along the water and includes

*(North to South, along the
Town's western border)*

Mettatuxet
the Salt Pond area of
Wakefield
Great Island
Galilee

*(North to south, along
Narragansett Bay)*

a part of Saunderstown
South Ferry
Bonnet Shores
Narragansett Pier
Point Judith
and part of Jerusalem

First settled in the Seventeenth Century, the population of the town had risen to 16,361 by the 2000 U.S. Census. The 2010 U.S. Census officially recorded a small decrease (3%), to 15,868 residents ten years later. Of interest in examining the 2010 Census data are new statistics that highlight changes in the age of Narragansett's population, in the educational attainment of adults over the age of twenty-five, and in the housing stock available in the Town.

☐ Age of population in Narragansett

Category	2010 Census (n = 15,868)	Percentage of total Population	Net change in this group, 2000 – 2010	2000 Census (n=16,631)	Percentage of total Population (2000)
Birth to age 10	1,083	6.8%	- 398, or - 26%	1,481	9.1%
10 - 19 years	1,743	10.7%	- 70, or - 0.04%	1,813	11.1%
Over 55	5,002	<u>31.63%</u>	<u>+ 1,130, or</u> <u>+ 29%</u>	3,872	23.7%

One element to be noted here is that, since 2000, there has been a net decrease of 26% in the number of children, from birth to age 10. Moreover, this change was paralleled by a dramatic increase of 29% in the portion of the population who are over the age of 55.

☐ Educational Attainment in Narragansett

A second demographic measure of note for Narragansett in the 2010 Census is the measure of educational attainment for people over 25 years of age. It is one of the highest in Rhode Island and rose 21.7% in only ten years.

	Bachelor's Degree or Higher – 2010 Census (n = 15,868)	% of Adults over Age 25 w/bachelor's Degree or Higher - 2010 Census	Bachelor's Degree or Higher 2000 Census (n=16,631)	% of Adults over Age 25 (2000 Census)
Narragansett	n = 5,268	<u>52.26%</u>	n = 4,329	41.8%
State of Rhode Island		30.2%		25.6%
Overall U.S.		28.1%		24.4%

☐ Housing Units in Narragansett

A third topic of interest outlined in the 2010 C Census is found in the data on housing.

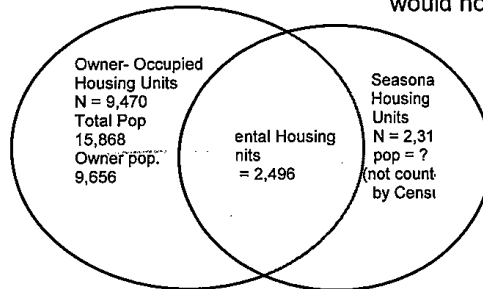
	Total Housing units 2010	Owner-Occupied Housing Units 2010	Rental-occupied Housing Units 2010	Seasonal Housing Units 2010	% Seasonal Housing Units in 2010	Total Housing Units 2000	Seasonal Housing Units 2000
Narragan-sett, RI	9,470 units 15,868 population	4,208 units 9,656 pop. 2010	2,496 units 6,134 pop. 2010	2,314	<u>24.4%</u>	9,159	2,035
State of Rhode Island	463,388		162,658 units 359,230 pop	17,077	3.6%	439,837	12,988
Overall U.S.				4,649,298	3.5%		

❑ Other factors

Quite aside from all of these statistics, there are two main elements that characterize life in Narragansett. One of these is a large annual influx of seasonal residents, particularly from May to September. Many of these people are from families that have been coming to Narragansett for decades, and stay in housing that they own. Others rent a property for a week or a month during the season.

A second factor in the population is the sizeable portion of the undergraduate and graduate students, and faculty from the nearby University of Rhode Island, who tend to rent in the fall and winter. In some instances, they are accompanied by families. Since rental properties comprise 26.3% of total property, and since seasonal units comprise 24.4% of the total housing stock, there is doubtless some overlap in use. Both elements must come into play when planning town services.

The seasonal residents, some of whom own property and others of whom rent, would not have been counted as Narragansett residents on April 1, 2010.



On the other hand, the students, according to quite specific instructions on the Census 2010 website, would have been counted as residents and thus are included in the total count of 15,868.

It can be concluded that a substantial minority of the 6,134 renting residents, or 38.6% of the total residential population reported on April 1, 2010, were students.¹

Over and above this, many of the properties rented to students during the academic year are also being rented in summer to seasonal clients. Finally, the seasonal residents who occupy the 2,314 seasonal housing units not included as "occupied" in the Census count are another significant factor in projecting town services. At a modest multiplier of 3 people per seasonal housing unit, the total population during the summer months may rise to approximately 22,810 people.

Beyond the normal Town services – Town Hall, police, fire, rescue and public library – the student population poses its own special issues for Narragansett residents and for the Town itself. These problems are ongoing. In fact, a Narragansett-URI Coalition was formed in 2000 and continued through 2011, to

¹ <http://2010.census.gov/2010census/about/how-we-count.php>

deal with social, legal and safety problems.² It published an Action Plan in February, 2011. See http://www.uri.edu/student_life/coalition/assets/NarragansettURI%20Coalition%20Action%20Plan%20Adopted%20Feb%2024%202011.xls, available on the University's website.

□ Population Projections for Narragansett

A population projection for Narragansett was derived from the 2010 Census, by the Rhode Island Department of Planning.³ Based on the 2010 Census, it projects population growth as shown in the following chart:

By City/Town	Census 2000	2005	Census 2010	2015	2020	2025	2030	2035
Narragansett projection (2004)	16,361	16,957	15,868	15,929 (projected)	15,998 (projected)	16,214 (projected)	16,378 (projected)	16,447 (projected)

One conclusion is that an earlier (2004) projection for Narragansett of nearly 24% growth in thirty years was overly optimistic and has failed to come to fruition in the way it was projected. Nevertheless, the student population, the seasonal population, and the extraordinarily high level of education for adults over the age of twenty-five must remain as strong factors for planning municipal services.

An explanation can be found in the introduction to the 2013 Technical Paper 162 from the Rhode Island Department of Planning:

"This technical paper presents the results of population projections for Rhode Island and its cities and towns through 2040. The projections suggest that Rhode Island will continue to have very slow population growth through 2020 due to negative net migration, return to higher rates of net migration and population growth through the 2030s, at which point the growing number of older residents will again cause slight decline in the state's population. The technical paper describes the model selected for the statewide projections, the cohort-component model, and documents the methodology used to project city and town populations. The report also discusses some major implications of the projected trends."⁴

² http://www.uri.edu/student_life/coalition/

³ Rhode Island Population Projections: State, County and Municipal, 2010 – 2030, Technical Paper 162. April 2013. <http://www.planning.ri.gov/documents/census/tp162.pdf>

⁴ Ibid.

THE MAURY LOONTJENS MEMORIAL LIBRARY

The focus of this report is a Needs Assessment for the requirements for public library services for the residents and seasonal residents of Narragansett, from 2016 up to the year 2036. Founded in 1896 as a private library in the village of Narragansett Pier, the library is now serving all of the villages that comprise the Town of Narragansett. Formerly known as the Narragansett Public Library, it was re-named "The Maury Loontjens Memorial Library" in 2007, in memory of a long-time Town Manager

The Maury Loontjens Memorial Library is a very busy place. It is open 7 days a week, 56 hours per week, including Sundays. 55% of the resident population, or 8,692 individuals, have a library card. Many of these cards are being used as well to borrow books for young children or for other family members in the cardholder's family. In addition, many people seek out the public library for Internet access, for programming or meetings, for quiet study space, or simply as a pleasant respite with heat or air conditioning. These patrons may not have or may not be even eligible for a library card.

Overall, the library's circulation has been increasing rapidly, with 160,778 items circulated in Fiscal Year 2016, an increase of 30% in just twelve years over the 123,707 items circulated in FY2005. This high circulation was achieved at a time that the population was declining slightly. Moreover, the library counted 15,568 uses of its twelve Internet computers in FY2015, or an average of about 299 uses per week.

It can be calculated that the price tag of the 160,778 items circulated in 2016, at an average price of \$25 per item would have cost Narragansett residents about \$4,018,450 per year to purchase. To put it another way, each resident on average makes use of library materials to a value of \$253.30 per year, yet at a cost of only \$51.99 in state and local tax monies per capita in 2015. (Added to this, of course, is an incalculable value from adult and children's programs, use of the public access computers, and both formal and informal reference services and instruction.)

The library's print collection stood at 54,044 at the close of FY2016, including paperbacks. The library also owned a growing collection of 6,339 (physical) videos and DVD's and 4,961 music and recorded books, which are very popular with commuters. About 33.8% of the library's FY2016 circulation was for children or young adults.

THE SAME CHILD WHO WANTED TO READ GREEN EGGS AND HAM NOW ALSO EXPECTS TO PLAY A GAME ON THE COMPUTER, HEAR A STORY, DO A CRAFT, AND TAKE HOME SIX BOOKS AND TWO DVD'S FOR THE WEEKEND. THE SAME ADULT WHO WANTS TWO BESTSELLERS MAY NOW ALSO READ A NEWSPAPER OR A MAGAZINE, LOOK UP SOME TRAVEL INFORMATION ON THE INTERNET, AND THEN TAKE HOME THREE MYSTERIES AND FOUR VIDEOS OR DVD'S FOR HIS FAMILY. THE SAME TEEN WHO NEVER CAME TO THE LIBRARY AT ALL NOW COMES TO PLAY A GAME WITH A FRIEND, CHECK OUT SEVERAL INTERNET SITES, READ A MAGAZINE - AND TAKE HOME FOUR CD'S AND TWO PAPERBACKS.

The library offers Interlibrary Loan services with other Rhode Island libraries, through Ocean State Libraries (OLS), the statewide automated network, and OLIS, the State Library's Office of Library and Information Services, with a daily delivery service. The library is a slight net lender, providing 22,518 items to other libraries in 2015 while receiving 22,360 items for its own patrons. Beginning back in 2011, the library has also offered e-books through Ocean State Libraries, either downloaded to a patron's own device or for loan on a library-owned reader. Downloadable electronic audio and video selections and e-books are also available through the library. The aggregate total of these was 45,992 items at the end of Fiscal Year 2015.

In the spring of 2011, a Citizen Attitude Survey of all Town services was conducted by ETC Institute of Kansas. This was a random sample of 603 permanent residents or taxpayers from which student renters were specifically excluded by the structure of the sample.⁵

In the portion of the survey dealing with satisfaction with town services, the Maury Loontjens Memorial Library ranked first of all town services, with 73% of citizens declaring themselves "Very Satisfied" and only 1% "Dissatisfied."

Understandably, only 8% of respondents placed the library among their top four of the fourteen choices of municipal services. This is not a surprise, since three of the "top four" choices dealt with safety and survival, while the fourth was the maintenance of sidewalks and streets.

⁵ Town of Narragansett 2011 Citizen Satisfaction Survey, Final Report. May, 2011.
<http://www.narragansettri.gov/DocumentView.aspx?DID=676>

Why A free public library in an age of electronic resources?

- **ESSENTIAL FREE AND OPEN ACCESS TO FEDERAL, STATE AND LOCAL GOVERNMENT RESOURCES ONLY AVAILABLE ON THE INTERNET.**
- **A COMMUNITY CROSSROADS.**
- **SPACE FOR PUBLIC EXHIBITS.**
- **CHILD'S INTRODUCTION TO LITERACY.**
- **COST-EFFECTIVE SHARED, COMMUNITY-OWNED COLLECTIONS. A \$30 ITEM CAN BE RE-USED 100 TIMES; THUS, THE COST PER USE WOULD BE ONLY \$-30.**
- **SERVICES AND RESOURCES AVAILABLE TO BOTH WEALTHY AND POOR EDUCATED AND UNEDUCATED – AT NO CHARGE.**
- **MEETING SPACE THAT IS LOCAL, BUT NON-RELIGIOUS AND NON-POLITICAL, WHERE ALL AGES ARE WELCOME YEAR-ROUND.**
- **COLLECTIONS INCLUDE UNIQUE LOCAL MATERIALS NOT AVAILABLE IN ELECTRONIC FORMATS.**
- **COLLECTIONS INCLUDE EPHEMERAL MATERIALS FROM UNUSUAL OR UNIQUE SOURCES.**
- **FLEXIBLE BUILDING SPACE CAN ACCOMMODATE CHANGING FORMATS, INCLUDING ELECTRONIC FORMATS.**
- **OLDER FORMATS CAN BE RETAINED, ACCORDING TO COMMUNITY NEEDS.**
- **IMMIGRANT'S INTRODUCTION TO LANGUAGE AND LOCAL RESOURCES**

PROGRAMMING AT THE LIBRARY

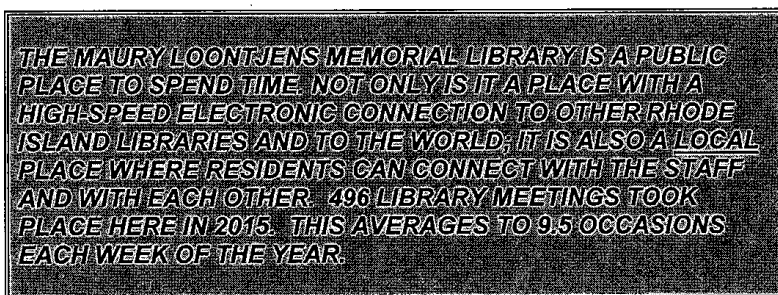
The library has only a small conference room and a small, dark and narrow meeting room, which can be enlarged by opening an accordion wall into the larger quiet study space. There is no children's Story Hour space within the Children's Room. Despite all of these less-than-ideal facilities, the library sponsors a full spectrum of children's programming, including a "Get Ready for Kindergarten" camp and children's book groups for grades 1 and 2. There were 116 children's and Young Adult programs, or an average of 10 children's programs per month, held in Fiscal Year 2015.

There is also ample programming offered for adults, ranging from guest speakers and computer classes to book clubs, a blood drive, and Belly Dancing. There were 380 adult and family programs held in 2015, an average of 31 adult programs per month.

Total Fiscal Year 2015 programming encompassed 496 separate occasions, or

an average of 41.3 programs per month, 10.3 per week, or an average of 1.5 per day open. While some of the smaller programs – such as adult book group discussions - can be held in the conference room, each time the library meeting room is used, sound inevitably leaks through the accordion wall into the adjacent Quiet Study space.

Each time a larger crowd comes to a program, the accordion wall is drawn open, and the Quiet Study space is no longer useful for quiet study. Not only that, the lack of a multipurpose meeting room with four permanent walls compels the constant set-up and knock-down of seating configurations, which is not the best use of staff time.



THE NEED FOR QUIET STUDY

The Maury Loontjens Memorial Library is functioning as a robust information center and community crossroads for the residents of Narragansett. However, it has another role: that of a "quiet place." In our society, there are many people in need of a "quiet place," yet their households are not configured to meet this need. Non-student adults and retirees use the space to read a magazine or newspaper, or to work on a personal project. Business people from out of town need a place to plug in their laptops. Beyond these elements, there are also high school students, who are frequently assigned a group project, while both middle school and high school students may also need a public place to meet with a tutor.

In Narragansett, there is one additional need for a "quiet place." A large portion of the total residential population consists of undergraduate and graduate students, full- or part-time, enrolled at the University of Rhode Island, many of whom seek out the library as a venue for quiet study or to work on a project, particularly in the evenings, on weekends, or at exam time.

All of these needs for a "quiet place" must be pushed to the side by meetings and programs almost every day, either by sound from a program or by actual removal of one wall of the library's only quiet space.

THE LIBRARY AS A BUILDING

The Maury Loontjens Memorial Library is housed in a neat clapboard building with a multiplicity of sloping roofs, next to the Public Safety Building and just a long block west from the waterfront in Narragansett Pier. Parking is quite limited even in winter, at 17 spaces. Part of the parking lot has been taken up by a set of public toilets for general town and visitor use, located in a small building to the rear of the parking lot. There is a ramp to the front door of the library.

The library building itself started with an initial 31' x 48' structure back in 1961. At 1,488 square feet, it was the size of a small ranch house. This original one-story building now serves as the Children's Room.

To the rear of the original building, architect Edward P. Banning of East Providence constructed a slab-on-grade, 62' x 71.5' (4,433 square feet) one-and-one-half-story addition in 1976. This addition has a dramatic open staircase to a low-ceilinged (7' 6") mezzanine that can now only be used only for storage.

In the mid-'90's, a third, one-story addition was constructed to the left and front of the 1976 addition. Designed by Edward Rouse Architects, Inc. of Pawtucket, the addition measures 80' x 33.25' (2,660 square feet) including a 24' octagonal space. It was opened in 1996, now twenty years ago.

The total building comprises about 8,481 net usable square feet, plus a small partial basement, several crawl spaces and the mezzanine. This works out to be 0.53 net square feet per capita for the 15,868 residents, 17.5 % of whom are under age 19, 52.26% (over the age of 25) of whom hold bachelor's degrees or higher and 31.63% of whom are over the age of 55. When the seasonal resident population is included, per capita library space drops to 0.37 net square feet per capita.

WHAT ARE THE INEXORABLE SPACE IMPLICATIONS OF THE NEW COLLECTIONS AND NEW ELECTRONIC FORMATS?

- Each public access computer requires 40 square feet. (*Narragansett has 17 well-used computers, which need 680 square feet, more than a one-bedroom apartment.*)
- Every ten videotapes require 1 square foot.
- Every ten dvd's require .5 square foot, plus space for face-out display.
- Every patron seat requires AT LEAST 30 square feet.
- Every ten books require 1 square foot.
- Every seat at a conference table requires 25 square feet, plus 20%.

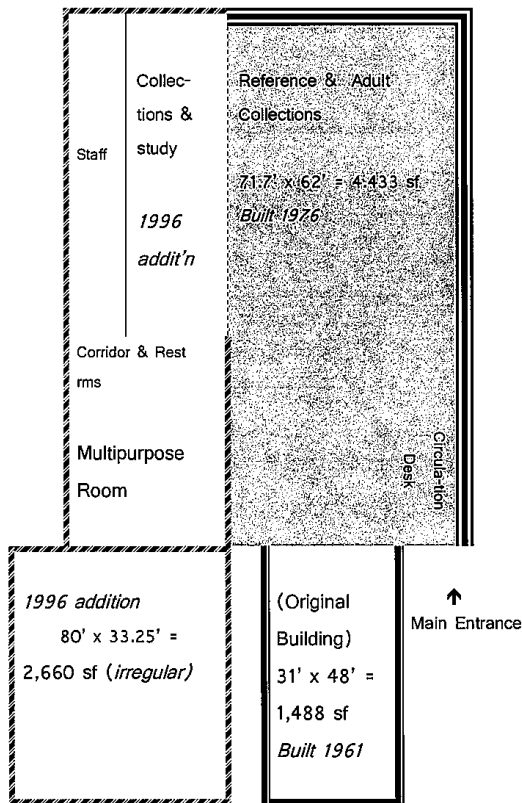
This is a hybrid building, as shown in the diagram below. It was constructed at three different times, in each case under different building and earthquake codes

and prior to the rise of Green Building codes, LEED certification, or the Station Night Club fire.

The building has three separate foundation systems, and four separate rooflines with individual roof systems.

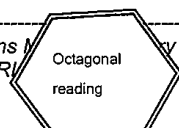
Diagram of the Maury Loontjens Memorial Library

Emergency Exit



There are multiple critical areas of concern in this building, from a library consultant's point of view:

Maury Loontjens Memorial Library
Narragansett, RI



Building Program
September 15, 2016

Section I, Page 10
Patience Kenney Jackson
Library Building Consultant

- Public computers have been shoehorned in, wherever possible. In fact, an erstwhile Director's Office has been converted to a computer lab, leaving the Director with no private office.
- There is no space for additional computers, although the ones the library offers are in constant use. (It must be noted here that high-speed Internet access, with its multiplicity of possibilities for information research, has now become a basic civil right of citizens – because so much government information is now only available on the World Wide Web. It is also often the only way to apply for a job, read many publications, order airline tickets, do genealogical research, and so forth.)
- The Children's Room, at 1,488 square feet, represents only about 17.5% of the total building. Yet 32.2% of the total circulation of this library was to children, from toddlers to about 6th grade. (According to the 2010 Census, there were about 1,083 of them growing up in town.) The total area of the Children's Room is comparable to only about one and one half school classrooms (or that ranch house), yet it is housing not only the children's book stacks and media, but also study space, play space and two public service desks for staff. There is no story-telling and craft space. There is no office or workroom for the children's staff, and only a tiny storage closet.
- There is no children's / family rest room within the Children's Room, in this day of threats and hazards for young children.
- The public restrooms are remote, and staff oversight of their entrances is impossible.
- There is no dedicated space for young adults at all – just a few shelves of books, with no separate seating or computers.
- The Circulation staff, who have primary responsibility for the building when it is open to the public, can see very little from the Circulation Desk. They cannot see the book stacks. They cannot see the Quiet Study room. They cannot see the Children's Room. They cannot see the rest rooms. Their only off-desk workroom area is as far as possible from the Circulation Desk, in the general work room on the northwest side of the building.
- There is no staff break room. Staff must use the windowless meeting room kitchen for a break, even when one of the frequent programs or meetings is in progress.
- The Director's work space is located at the far end of that staff work area, as remote as it can possibly be from patrons and the front door. The Director has no private conference space for speaking with patrons, trustees or staff. Yet that is an essential part of a Director's job.
- There is no direct after-hours entrance to or egress from the meeting room after the library has closed.
- There is no gallery space for exhibiting local art.

- There is no local history/genealogy room – just storage on the mezzanine, which is closed to the public as well as inaccessible.

There are physical concerns, as well:

- The meeting room / Quiet Study room area has no direct second means of egress in case of a fire. Yet it can host up to 200 people for a large program. A good, direct emergency egress absolutely should have been a feature of the 1996 addition. For a secondary egress from the building, there is only an old fire exit hidden behind the rear book stack of the 1976 addition. But there is no clear path of travel to this exit from the meeting room/Quiet Study room in an emergency.
- The aisles in the book stack are universally in violation of the Americans With Disabilities Act of 1990, which requires a 36-inch clear width for each aisle and a 42- to 48-inch turnaround at each end of a row. At this library, the aisles measure from 33 to 34 inches, with a column in one aisle bringing the clear aisle space down to 24 inches.
- The mezzanine is unusable except for storage, since it does not have a second means of egress. It is also not handicapped-accessible, since there is no elevator. Headroom on the mezzanine is only about 7'6".
- The one staircase to the mezzanine is also in violation of the Americans With Disabilities Act of 1990, in that it has open risers that are hazardous even for staff.
- The 1976 addition, which is the main library space as one enters, is high-ceilinged because of the presence of the mezzanine. However, the main space is also very dark, with only minimal daylight from a few ground level windows to the right side and rear of the space. These windows are mostly obscured by the book stack.
- It's as if, at the initial design stage, the high-ceilinged space had been intended to have a skylight or clerestory, but that planned source of daylight was eliminated. As a result, the space looks truncated, or "stubbed-off." The mezzanine is dark, and the main floor appears gloomy, as a result. There is virtually no daylighting, in this era of "green buildings."
- The original 1961 building has a basement, but access to that basement (and the furnace) is limited to a hatch located at the main entrance to the Children's Room. In order to access this basement, the Children's Room must be closed.
- The front portion of the 1996 addition complex has a 4' crawl space, accessed from outside the building. The crawl space has a dirt floor and

contains wiring, ductwork and the electrical box out in the open. (An electrical box belongs in a dry, locked electrical room, preferably above grade and not on a dirt floor.) Neither basement nor crawl space is useful for storage. The 1976 addition and the rear portion of 1996 addition appear to be slab-on-grade.

- The building has a smoke detector and fire alarm system. There are motion detectors to protect against unauthorized entry and vandalism. However, there is no sprinkler system. A fire could cause the total loss of this building and its contents.
- In contrast to an office building or a school, which is commonly constructed at 60 – 80 pounds per square foot “live load”, a library is expected to have a special load capacity of 150 pounds per square foot “live load”, in order to bear the weight of book stacks loaded 7 shelves high and arranged in 3-foot aisles.

Yet, at the Maury Loontjens Memorial Library, all adult book stacks have apparently been positioned in the slab-on-grade portions of the building, to the rear of the 1976 and 1996 additions. These areas have neither basement nor crawl space and thus can be expected to support the load. It is clear from the book stack placement that the architects recognized that the 1961 structure and probably the front portion of the 1996 addition are problematic.

- There is no evidence that the mezzanine of the 1976 addition has any special reinforcement for book stacks, and the low, slanted ceiling up there appears to have been designed to prohibit the installation of full-height stacks or other heavy loads.
- In much of the building, the lighting system is a cause for concern. Some of the lighting consists of one-of-a-kind downspots, which are recessed above the ceiling tiles. Light then must come down into the library space through a square hole in the ceiling tile. This unusual lighting approach means that much of the advantage of reflected light off a white ceiling is completely lost.

THE PRESENT STORY

There are multiple factors to consider, here at the Maury Loontjens Memorial Library:

- The year-round population in 2016 (at least 15,868).

- The year-round plus seasonal population (all of those seasonally occupied housing units (2,314 of them) are occupied in summer). At an average of a conservative 3 individuals per seasonal unit, this means that the seasonal population numbers an additional 6,942 people, many of whom expect to use the library and all its services, especially on a rainy day. Thus, the “service population” of the library expands to about 22,810 for 1/3 of the year.
- The lack of parking for both staff and patrons, even in the “off-season.”
- The growth of the collections, and the addition of new formats and Internet access points since 2009.
- Increasing circulation – up 50% since 2005.
- The lack of staff work space and the inconvenient and remote placement of staff work spaces.
- The increased expectation for both children’s and adult programming, without dedicated space for either.
- Multiple violations of the Americans With Disabilities Act and its 2010 revised regulations.
- The overall size of the library, which allows for only 0.53 net square feet per capita in a world where something like 1 – 2 square feet per capita might be expected. (It drops to 0.37 net square feet per capita in the warm months.)

HOW DOES THE MAURY LOONTJENS MEMORIAL LIBRARY COMPARE RIGHT NOW TO NATIONAL STANDARDS?

There are no published national standards for library square footage that are up-to-date. The American Library Association has not published such a standard since 1960, when it put out a standard of 0.7 square feet per capita.¹ (As discussed above, the Maury Loontjens Memorial Library can offer only 0.53 square feet per capita anyway.) In the 1950’s and 1960’s, a public library had not yet become a de facto community crossroads and most libraries did not offer a meeting room. Most small public libraries did not even offer a separate Children’s Room back in 1960, though that is now customary, even in Narragansett. The 1960 ALA standards were also put out before public computers, videotapes and discs, toys, Young Adult departments, large print books, etc. Too, building codes and public expectations now require accessible public rest rooms, while the Americans With Disabilities Act of 1990 requires a 3-foot wheelchair passage all around any public building, as well as an elevator for multiple levels. Fire codes now require two means of egress from any space or any level. And earthquake codes are now much more stringent.

¹ As stated above: in comparison, the Maury Loontjens Memorial Library is offering either 0.53 square feet per capita for the 15,868 residents in the 2010 Census, or 0.37 square feet per capita for the residents and the summer people. Whichever number one chooses, this is well below even the 1960 ALA standard.

In public library planning, the Wisconsin Standards for Public Libraries has for many years been the most useful available national guideline for determining what a library serving a particular size of population ought to be offering in the way of collections, public access computers and patron seating. The most recent edition of the Wisconsin Standards is the Fifth Edition, 2010.

The chart below applies the Wisconsin Standards for collections, computers and patron seating to the Maury Loontjens Memorial Library, but only in the "Basic" and "Moderate" ranges. (There are two additional higher scales, "Enhanced" and "Excellent.") The first line shows standards for a year-round population of 15,868 (today) and the third line shows standards for a population of 22,810 (permanent year-round, plus seasonal residents). The middle line depicts the actuality of what the Maury Loontjens Memorial Library can offer in its present building.

HOW DOES THE MAURY LOONTJENS MEMORIAL LIBRARY STACK UP?

For a Population Size of :	Range of Total Collection Size	Range of Public Access <u>Internet</u> Computers	Patron Seating
<i>Expected for a (Year-round) population of 15,868</i>	87,274 – 101,555	13 – 21 at "enhanced" level	95 - 104
Maury Loontjens Library in 2016	66,993	17	74
<i>Expected for a (Year-round plus seasonal or "service") population of 22,810</i>	125,455-145,984	18 – 30 at "enhanced" level	114 -138

THE MAURY LOONTJENS MEMORIAL LIBRARY IN PERSPECTIVE: WHAT DOES IS NEED?

	Collection Size	Public Access computers	Patron Seating
--	-----------------	-------------------------	----------------

For 15,868 people	Should have + 30 % - + 51.5%, but no place to shelve. Requires constant weeding, increased ILL & electronic access	Should have more Internet computers	Should have <u>plus</u> 21 seats or more
For 22,810 people	Should have <u>plus</u> 87.2% - 118%	Should have 2 - 19 additional Internet computers	Should have <u>plus</u> 40 seats or more

In Narragansett's case, the pinch happens most profoundly:

first, in today's collection size:

- ➔ the library should have from 20,000 – 34,000 more books, audio and video items.

next in today's patron seating:

- ➔ the library should have at least 21 more seats, even just to serve just the year-round population, and 40 or more seats to accommodate the "Service Population"

and finally in today's public access computers:

- ➔ the library needs from 2 to 19 more public access computers, to serve the year-round plus seasonal population.

HOW LARGE SHOULD A NEW LIBRARY BE?

A preliminary (2011) study of a library based on the parameters above indicated that a new library for Narragansett would be a two-story building, in the ballpark of 24,000 to 25,000 gross square feet. It is possible to conclude that a two-story building of approximately this size would require a footprint of 12,000 – 12,500 gross square feet, plus parking for, say, 32 cars at 1 car per 400 square feet of building. Such parking would require an additional 11,200 square feet of land. So the total of the land required would be 23,200 square feet, plus 30% for green space, landscaping and utilities. Total land needed at minimum would be, say, 30,160 square feet, which is 0.69 acre. Although no site plan for the existing building is available for review at this time, 0.69 acre appears to be about the amount of land that is now available at this site, which is very roughly estimated to be roughly 0.7 acre. There would be no space for amenities such as an outdoor reading area or a garden, and no space for future expansion of either the building or the parking lot.

It must also be said that 0.7 acre is a bare minimum size for a site, considering the elements of outdoor space, driveways, landscaping, wetlands, ledge and views. For purposes of a search for an alternative site, it would be best to think in terms of a new two-acre site.

THE POTENTIAL SITE

It is clear that the Maury Loontjens Memorial Library should remain centrally-located, probably within the village of Narragansett Pier, in order to serve all of the residents of Narragansett. There does not appear to be any possibility of increasing the size of the present site.

- ❑ An ideal library site for a new public library building would be not only somewhat larger than the existing site, to allow for additional parking and some green space and outdoor library space. It might be located somewhat

farther away from the summer traffic congestion, but in a convenient commercial zone, where patrons could get to it easily.

- ❑ Fiscal prudence requires that a study of alternative sites be conducted, with a view to maintaining the existing building either as a municipal building for another purpose, or even selling the existing building for a commercial purpose.
- ❑ The realistic costs of demolition and restructuring of the present building and bringing it up to current codes must also be examined, in the light of the possibility of achieving an effective, efficient and secure two-story building.

All of the above concepts deserve further development and investigation.

The recent (2016) availability of the Pier Marketplace, currently owned by the Gilbane Development Corporation, has the potential to fulfill many of the requirements for a new Maury J. Loontjens Memorial Library in Narragansett. In particular, the parking spaces, a future option for the Town to purchase the Liquor Store space at a future date, and the inclusion of the current Loading Dock and land underneath it - all make the Pier Marketplace possibility attractive.

The following charts and Area Descriptions have been tailored with the Pier Marketplace in view.

PLANNING FOR THE FUTURE

It is considered prudent to plan a new library building for the next twenty years, or to 2036 in this case. Since the present facility is inadequate and has been recognized as inadequate for at least the past five years by staff, trustees and a 2005-2008 Municipal Planning Report², a new facility must be planned, based on

² The 2005-2008 Comprehensive Plan of the Narragansett Planning Board advised that, “

minimal growth in the population to a year-round resident population of about 16,447, with a seasonal peak of up to 24,000.

"Library standards seem to indicate that the current library has adequate full-time and part-time staff but that a larger building might be warranted based on the local population." See <http://www.narragansettri.gov/DocumentCenter/Home/View/114> .

The most pressing long-term needs of the library for a new library building are as follows:

1. Complete handicapped accessibility throughout the building, including sufficient space for a wheelchair to pass and accessible rest rooms.
2. Additional space for books, media and seating to serve a larger population.
3. A larger, more identifiable and separate children's space.
4. Storytelling/Activity space within the Children's Room.
5. A children's rest room within the Children's Room. This is essential for both safety and security.
6. Space, wiring and cabling for additional public access computers for children, young adults and adults
7. Quiet study space and more seating.
8. A separate Young Adult area.
9. Tutoring/group study/quiet study space that can be monitored by staff.
10. Adequate meeting and conference space that serves the whole community and has after-hours entrance and egress, as well as after-hours rest room access.
11. Dedicated and accessible space for the local history collection, along with space to use it.
12. A Director's office. With a door.
13. Workroom space located near the public service areas.
14. A staff break room and rest room.
15. Improvements in building security and enhancement of the library's image.
16. Adequate parking. Present parking is now only 17 spaces, plus one handicapped space. Street parking is also available. However, an increase in on-site parking should be considered a primary challenge for an expansion project.
17. An energy-efficient approach to insulation, lighting and HVAC.

Within the confines of the present building, nothing on this list can be fully

accomplished - even at the expense of present operations.

The chart in Section II is a preliminary estimate of the library's space needs for twenty years into the future.

WHY CAN'T A SMALL PUBLIC LIBRARY GROW SMALLER, IN THIS AGE OF ELECTRONIC RESOURCES?

WELL, IN THE FIRST PLACE, THE MAURY LOONTJENS MEMORIAL LIBRARY IS PRESENTLY WOEFULLY UNDERSIZED TO SERVE THE POPULATION OF NARRAGANSETT, AS DISCUSSED ABOVE.

SINCE 1896, THE MAURY LOONTJENS MEMORIAL LIBRARY HAS BEEN MAINTAINING A RICH AND DIVERSE COLLECTION OF BOOK TITLES IN THE TRADITIONAL PAPER FORMAT. IT HAS ALSO ADDED A MULTIPLICITY OF EQUIPMENT AND MATERIALS IN NEW FORMATS TO MEET COMMUNITY NEEDS. THIS INCLUDES 17 PUBLIC ACCESS COMPUTERS, PLUS STAFF COMPUTERS; LARGE PRINT BOOKS; VIDEOTAPES, THEN DVD'S; AUDIOTAPES, THEN CD'S. WHILE GROWTH OF THE TRADITIONAL BOOK COLLECTION HAS BEEN WELL-CONTROLLED, EACH OF THE NEW FORMATS, EACH COMPUTER, EACH COMMUNITY GATHERING - ALL PLACE NEW STRESS ON A FINITE BUILDING.

THE TOWN'S POPULATION GROWTH, THE PRESENCE OF A LARGE NUMBER OF COLLEGE STUDENTS, AND THE INCREASE IN SUMMER RESIDENTS ARE ALL ADDITIONAL FACTORS, AS IS THE LIBRARY'S GROWING ROLE AS A MEETING PLACE FOR THE COMMUNITY.

DESIGN CONSIDERATIONS: SOME CHALLENGES FOR THE ARCHITECT

- Create a sensitive yet appealing entrance for the new library. It should be the important entrance to an important civic building in a traditional New England town.
- With the requirements of Green Buildings in mind, and in consideration of the seaside location of this venue, provide access to daylight for all public and staff spaces, including pleasant views out to the exterior.
- Create significantly more efficient, convenient and secure configurations for staff work spaces.
- Create a multipurpose room and/or other meeting spaces that can be used all day as part of the library - perhaps with double doors that open wide into the library proper so it can be included all day long for exhibits and additional space, even when there is no meeting.
- Design a means of isolating the multipurpose room and at least two rest rooms for use when the library is closed, while preserving the security of the rest of the library.
- Increase patron and staff parking.
- Minimize construction costs, energy costs and ongoing maintenance costs.
- Provide separate control of all building systems for the library, including HVAC.

FURTHER RECOMMENDATIONS

- That the Trustees, staff and Building Committee continue to consult with town officials, residents and potential donors with regard to their reasoning and conclusions.
- That Trustees, staff and Building Committee continue to enlarge their understanding of recent library expansions in Rhode Island, both additions and new buildings. These buildings, and others that can be recommended by

the staff of the Office of Library Services (OLIS) of the Rhode Island State Library, can all serve as inspiration and role models for Narragansett residents and library planners. (See Appendix.) In addition, visits are recommended to nearby new buildings in Massachusetts, notably the library in Mashpee, which is a 21,000 gross square foot two-story building, the addition/renovation in Falmouth, and two one-story libraries in Lakeville and Wrentham.

- That the chart in Section II and the Area Descriptions in Section III be used by the architect to design an efficient and attractive library expansion that will provide library services, computer access and exhibit and meeting space to Narragansett residents for the next twenty years.
- Recommended collection and seating levels have been derived from Wisconsin Public Library Standards, 2010, fifth edition, for a town of 15,000 -20,000 population. The Wisconsin Standards are widely used for library planning purposes, particularly in planning a small library in a small town, since they provide an opportunity for gradations in services, according to the local context and needs. The URL for these standards is:
<http://dpi.state.wi.us/pld/standard.html> .
- The completely outdated standard of 0.7 square feet per person, published in 1960 by the American Library Association is not useful for Narragansett because it does not include any component for other formats, computers, for adequate children's services or for meeting spaces. It is also not intended for towns under about 25,000 population. This standard was promulgated fifty-two years ago, before handicapped access requirements, the proliferation of computers, videotapes and books-on-tape, meeting and conference rooms and the information explosion in general.
- More usually, since the 1990's, the expectation has been that a small public library building will offer between 1.25 and 2 square feet per capita in its projected service population, depending on collection sizes and meeting room spaces.
- Using this rough rule of thumb, for Narragansett right now, this would be a building of about 19,835 – 31,736 square feet in 2016, in contrast to the existing 10,000 square foot building. It would also bring us to an estimate of 20,561 – 32,898 gross square feet in the next twenty years. The projected building outlined in the Area Descriptions in Section Four of this library building program is at the very conservative end of this range.

SECTION II

SUMMARY CHART

***(BASED ON A TWENTY-YEAR
PLANNING HORIZON)***

Maury Loontjens Memorial Library, Narragansett, RI											
PROGRAM SUMMARY CHART						revised September 15, 2016					
SPACE NEEDS BY DEPARTMENT											
AREA	EST. NET SQ.Ft. 2012	Revised SQ Ft 2016	Volumes	A/V Items	Total Collections	Periodicals	Public Computers, & self- checkout*	Total Seating	Tables for 4	Lounge Seating	Group Seating
Entrance & Lobby	280	200			0		3	2			
Circulation Desk	250	250			0						
Circulation Workroom	250	225									
Supervisor's Office	125	100									
Technical Services Workroom	400	300			0		3				
Photocopier	60	60			0						
New Books	150	150	500		500			1		1	
Adult Media	800	900	14,000		14,000			4		4	
Current Periodicals	340	250			0	90					
REFERENCE DEPT											
Reference Desk & Office	250	200					10	14	3	2	
Reference	1,180	903	620		620						
Computer Lab	400	360					9				2 for 4 each
Quiet Study/Group Study	450	300			0						
Local History Room	500	600	3,000		3,000		1	8	2		
REFERENCE DEPT SUBTOTAL	2,780	2,363									
Adult Nonfiction	2,050	1,530	15,000		15,000		1	8	2		
Adult Fiction	2,625	1,900	19,000		19,000						
Adult Large Print	530	333	3,000		3,000			1		1	
Adult Paperbacks	168	150	3,000		3,000						
Other Adult Seating	245	250			0			6	1	2	
Adult Total	11,053	8,961	44,120	14,000	58,120	90	27	44	8	10	
Young Adults	970	800	4,000	500	4,500	10	4	18	2	6	
Children's Room											
Children's Entry :											
Staff Desk & Common Area w/ family restroom	350	350			0		2				

Maury J. Loontjens Memorial
Library
Narragansett, Rhode Island

DRAFT BUILDING PROGRAM
Section II - Summary Chart
September 15, 2016

Patience K. Jackson
Library Building Consultant
Page 1

Maury Loontjens Memorial Library, Narragansett, RI											
PROGRAM SUMMARY CHART											
SPACE NEEDS BY DEPARTMENT			revised September 15, 2016								
AREA	EST. NET SQ.Ft. 2012	Revised SQ.FT 2016	Volumes	A/V Items	Total Collections	Periodicals	Public Computers, & self- checkout*	Total Seating	Tables for 4	Lounge Seating	Group Seating
Children's workroom, storage & seasonal books	250	250	1,000		1,000						
Parenting & Teachers	163	133	500		500	10		2		2	
CHILDREN'S ENTRY SUBTOTAL	763	733									
Children's Media Browsing Area	300	250		3,000	3,000						
Preschoolers	1,070	810	9,000		9,000		4	11	3	3	
Youth Services	2,050	1,820	17,500		17,500		5	14	3	2	
Story Hour/Crafts	600	550									25
Children's Total	5,546	4,163	28,000	3,000	31,000	10	11	27	6	7	25
Multipurpose Rm	1,300	1,200			0						100
Conference Room	450	400									16
Public Rest Rooms	as required by code.										
Director's Office	175	150			0		1				
Systems Closet/Server Room	200	150			0		1				
Staff lunchroom & rest room	200	200			0						
General Library Storage	150	150			0						
Custodian's office & workroom	400	350			0						
GRAND TOTALS	20,444	16,524	76,120	17,500	93,620	110	44	89	16	23	2 for 4, 25, 100, 16
TOTAL NET SQUARE FEET					16,524						
25% NET FACTOR					4131						
30% NET FACTOR					4957.2						
RANGE:											
ESTIMATED GRAND TOTAL					20,655	TO	21,481	GROSS SQUARE FEET			

Maury J. Loontjens Memorial
Library
Narragansett, Rhode Island

DRAFT BUILDING PROGRAM
Section II - Summary Chart
September 15, 2016

Patience K. Jackson
Library Building Consultant
Page 2

SECTION III

**WHAT ARE THE POSSIBILITIES
FOR MODIFICATIONS TO THE
EXISTING BUILDING?**

WHAT ARE SOME POSSIBILITIES FOR MODIFICATIONS TO THE EXISTING MAURY LOONTJENS MEMORIAL LIBRARY BUILDING?

Option A. Construct a one-story addition to the west of the 1996 addition?

☐ Advantages

- More space

☐ Disadvantages

- Destroys or obscures the nice octagonal quiet study space from the exterior.
- Retains and even increases all of the inefficiencies of the present space, in terms of layout and usability.
- Eliminates all green space and "garden."
- Would mean yet more space that staff cannot supervise and patrons cannot locate.

Option B. Construct a second floor over the 1976 addition and part of the 1996 addition?

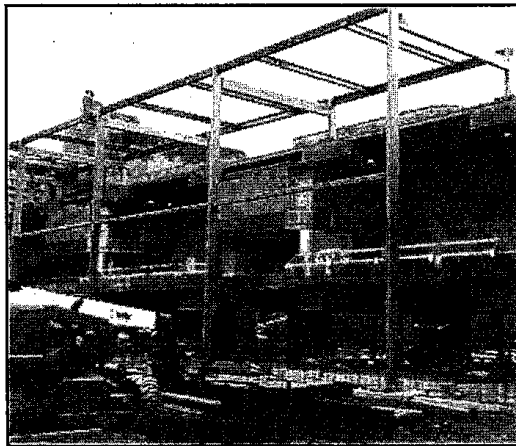
☐ Advantages

- More space – potential gain of perhaps 4,000 net usable square feet
- Possibility of installation of clerestory or skylight to bring some daylight into the interior space on the main floor.
- Careful placement of new support columns could enhance positioning of book stacks and aisles to comply with ADA.

☐ Disadvantages

- Roof(s) must be completely removed, re-designed, and raised by up to ten feet.
- Roof lines must be re-designed and an entire new roof structure installed.
- Support columns must be installed on the main floor and into the slabs (and below the slabs) to provide structural support.
- New support columns will further congest the main floor.

- Existing staircase to mezzanine must be completely replaced, possibly repositioned.
- In all probability, mezzanine floor must be replaced for structural reasons.
- Second fire staircase must be installed. Possibly a third fire staircase will be required.
- Elevator will be required. Consider two elevators if a high use function, such as the Children's Room or a multipurpose meeting room is placed on the second floor.
- New support columns will further congest the main floor.
- None of the new second floor space would be visible from the Circulation Desk. Depending on the configuration, the new second floor space might not be any more inviting, convenient or useful than the present low-ceilinged mezzanine.
- Resulting building will still be fragmented and difficult to supervise.
- Construction project is tantamount to demolition of entire 1976 addition and a major part of the 1996 addition. Only the slabs could be re-used, and these would be perforated to install footings for new support columns.

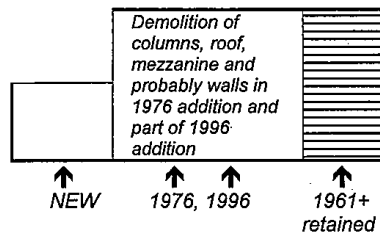


- The only structure left intact in this scenario would be the original 1961 library building (1,488 square feet). Half of the 1996 addition might remain.

+++++

What would actually happen in the 2008 proposal to construct a partial second story?

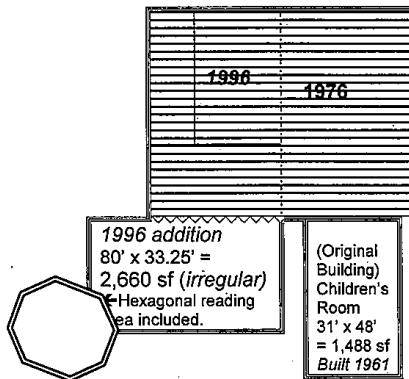
OPTION A: Add something on to the main level of the existing building. Bring building up to codes, including ADA.



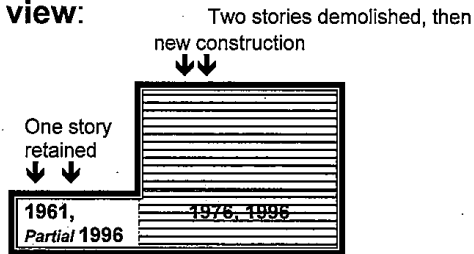
OPTION B: “Add on a usable second story.”

Demolish, then →
construct two stories

One-story retained →



OPTION B, side view:



+++++

Option C. Demolish existing three-entity building and construct a new two-story building on the site?

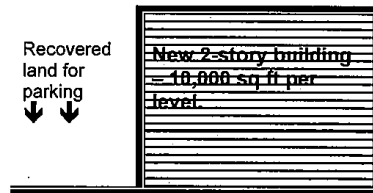
☐ Advantages

- Both levels of a new building could be planned as a coherent two-story layout. More efficient to staff. More secure. Easier for patrons to navigate.
- Resulting building could be designed to meet the current building, accessibility and earthquake codes.
- Resulting building could be a LEED-certified "green" building, thereby reducing energy costs.
- Resulting building could have increased daylighting.
- If done on the existing site, a new building design would re-configure the existing sprawling layout of the three elements, thereby possibly increasing space for parking. A "savings" of 2,500 square feet in the footprint on this constricted site could yield up to 6 additional precious parking spaces.

❑ Disadvantages

- Cost of replacing original 1961 one-story space (approximately up to 3,000 square feet) would be in addition to the costs of Option "B" already outlined above.
- Possible perception on the part of the public that "their" library is being demolished.
- Appearance of non-frugality in New England.

Possible alternative to Option B:



In this scenario, up to six additional parking spaces could be added on the existing site.

SECTION IV

AREA DESCRIPTIONS:

**PROGRAM DETAIL
BY
SERVICE AREA**

***(BASED ON A TWENTY-YEAR
PLANNING HORIZON)***

AREA DESIGNATION: EXTERIOR AREA NEAR MAIN ENTRANCE

AREA REQUIRED: As required by design

WHAT HAPPENS HERE: *Exterior pre-entry plaza adjacent to main entrance. Heavy pedestrian traffic at certain times: Patrons entering. Patrons leaving. Strollers, wheelchairs, bicycles. Books deposited in book drops. Delivery of mail, shipments of supplies, book bins.*

FURNISHINGS: As the site permits, exterior furnishings should include signage, a bicycle rack, a stone or wood bench, a locking, weatherproof board to post notices, a trash receptacle and space for a planter or exterior sculpture. Provide space for two free-standing book drops, preferably under protection of a roof overhang, if not interior to the building. (Any book drop interior to the building must be housed in a fire-rated enclosure, with appropriate smoke alarms and a sprinkler head within the enclosure.)

Alternatively, if the site permits, provide a drive-up book drop. The aforementioned fire-rated enclosure would also be required, in the case of a drive-up book drop interior to the building.

CLOSE PROXIMITY TO: Main entry doors, handicapped ramping. Any interior or drive-up interior book drop should be adjacent to the circulation desk or work room described on the following pages.

ARCHITECTURAL FEATURES:

Architecturally, the building's entrance must look like the main entrance, both in its design and because of walkways and landscaping. The main entrance should be visible and obvious to the casual passerby, preferably from the parking lot as well as from the street. The main entrance and the walkways leading to it should be protected from snow, ice, and water cascading from the roof above and immediately adjacent. Entry doors and book drops should be sheltered from the weather by the position of the roof above, by a roof overhang, or by an awning. The entrance should look important but not forbidding. It should reach out and welcome people. It should relate well to any major parking areas.

AREA DESIGNATION: ENTRANCE AND LOBBY

WHAT HAPPENS HERE: *Building entrance and Circulation Desk lobby. May also be a community crossroads or even a snacking area. Anticipate 10-12 people at peak times, entering, transacting business at the adjacent circulation desk, passing through to various parts of the building, leaving the building. Lounge chairs occupied for short-term use – waiting, socializing, observing.*

This area could also serve as a lobby for the Multipurpose Room.

SHELVING: 45 lineal feet of shelving (3 sections) for ongoing book sale or display.

FURNISHINGS: Lounge seating for two. Display case. Bulletin board. Trash receptacle. Mats or dirt traps both inside and outside doors and in vestibule.

Provide two wired alcoves for future stand-up self-checkout systems for patron use, or other electronic kiosk. (need two 48"x 36" counters with electrical outlets, positioned out of traffic but near circulation desk for staff assistance.) Also provide one computer station for short-term patron access at wheelchair height. Design and wiring of the station should be integrated into the design of the lobby. Minimum dimensions of this station: 32" x 42".

Plan space and wiring at all entrances for an eventual theft detection system.

CLOSE PROXIMITY TO: Circulation desk

DISTANT FROM: Quiet study areas

AREA REQUIRED: 200 square feet, plus, as required by design.

SEATING CAPACITY: 2 short term use seats (or a bench) inside, plus 3 computer work stations (1 short-term access, 2 self-checkout).

ARCHITECTURAL FEATURES:

There should be a generous air lock/vestibule to protect the lobby from cold air. Provide a minimum of ten feet of space between the doors. If the entrance must be located facing prevailing winter winds, the vestibule might consist of two sets of doors at right angles to each other, or another buffer from wind.

Provide a storage closet next to the main entrance to house tools for the exterior and for quick clean-ups inside and out – broom and dustpan, snow shovel, salt or sand, small step ladder, vacuum cleaner.

Since the lobby will probably not be completely carpeted because of heavy

traffic, use high-quality acoustic ceiling elements in the design, to control noise.

The main entrance and/or the lobby might also serve as an entrance and lobby for the Multipurpose Room. As a matter of security, the elevator location should be determined after the uses of the mezzanine/second floor have been established.

The entrance must be accessible to the handicapped and elderly by means of ramps with handrails as necessary and flat thresholds. If at all possible, the entrance, while at grade, should *not* be reached by a ramp sloping *downward* toward it. (This is a measure to keep water from flowing into the building.)

The option of a hand-activated pushbutton door opening system or of automatic doors should be discussed at an early design stage. (This will be a very busy public building, with people continually entering and leaving with arms full of books and other materials, as well as parents with strollers and users of wheel chairs.) The entry should be designed to trap dirt, water and snow, with some sort of shoe-scraping surface outside and inside the doors. Once inside the entry doors, appropriate elements in the lobby include:

- one locking display case, under supervision of the circulation desk.
- directional signage. Architect to advise on color, style and location. Location of signage should be incorporated into the lobby layout.
- a computer station for short-term patron access. This should be at wheelchair height. Minimum dimensions of this OPAC station: 32" x 42". Design and wiring of the station should be integrated into the design of the lobby.
- Separate from this station and nearer to the Circulation Desk, anticipate two self-check-out stations for patrons to use by themselves. Minimum dimensions: 36" x 48".
- a large bulletin board, with shelving underneath, for library notices and events.
- a smaller community bulletin board in the same style for pamphlets and "take one" items
- walls for display of artwork by local artists here, as well as elsewhere in the building.
- A separate seating area, with a total of two small chairs or a bench.
- an "attractive" trash receptacle.
- Fire Alarm readout panel - agree with local authorities on location, size, etc., **IN ADVANCE of construction.**

AREA DESIGNATION: CIRCULATION DESK

WHAT HAPPENS HERE: *This is the heart of the library. Greeting of patrons, supervision of the library entrance, receipt of returned books and other materials, charging of books and other materials; interim storage on book trucks of materials to be shelved; registration of new patrons; storage of materials being held for a patron; training of new employees; collection of fines; storage of items awaiting pickup; mail sorting and periodical check-in; typing; telephone conversations; other "desk work." Display of library brochures, bookmarks and informational signage.*

OCCUPANCY: Maximum of four adult workers behind the desk. Children's checkouts and returns will normally take place in the Children's Room. 2-5 patrons in front of desk, but allow for a larger group of patrons in queues at peak times, such as before and after meetings or story hours. Provide traffic space also for patrons entering or leaving the building without transacting business at the circulation desk.

FURNISHINGS: The desk should consist of a continuous counter with easy exits for staff to main areas of the library. Avoid a free-standing "island" configuration. For children and wheelchair patrons, one section of this desk (minimum 36") should be at a lower height of approximately 30". Provide a slot in front of the desk for returning materials, with depressible book truck behind; change drawer; outlets and adequate circuits for three computers, electric pencil sharpener, other small electrical equipment. A variety of shelving for books, materials and supplies; cabinets for supplies; work counter for computer and printer and for handling or sorting books. Each staff member work station will require five feet of counter space, so the desk should be a minimum of 20 feet long.

Excellent wire management should be integrated into the design of this desk. At each computer station, provide knee space for staff members working behind the desk and seated on a chair.

USER SEATING: For staff: three adjustable wheeled chairs with backs at an appropriate height for the front desk (taller chairs), two secretarial chairs (desk height).

SHELVING: Provide an alcove for shelving or display, some hidden from public view; cabinets with doors for supplies.

EQUIPMENT: Provide space and wiring for a flat screen display for notices, etc. Three computers, space for 3M or other security equipment; a fax machine; telephones, an answering machine. A printer nearby. Possible video monitor for security system.

CLOSE PROXIMITY TO: Main entrance, public areas. Workers at this desk should be able to view the exterior walkways leading to the front door. If possible,

they should also be able to view the access to public rest rooms and potentially overlook activities in a multipurpose room through several sets of double doors.

DISTANT FROM: Quiet reading areas, study areas.

AREA REQUIRED: The area in front of the desk, the desk itself and the area behind the desk will require 250 square feet. This should allow generous space for the public in front, which will likely be incorporated into the design and traffic patterns of the lobby itself.

BOOK CAPACITY: Up to 500 volumes (about 45 linear feet of shelving).

ARCHITECTURAL FEATURES:

The circulation desk itself should consist of about 160 square feet of staff work space and counters. Additional space for users will be required in front of the desk (Queuing and passage space). The circulation desk can be modular, with units of varying size and purpose. Three sections must be designed and wired for three public service computer terminals and for telephone lines to them.

The area immediately adjacent to each computer station should be of uniform height, front to back, to permit a stack of books to pass (slide) between staff member and patron without lifting.

The counter top should be indestructible and easily cleaned. A common varnished wood counter top is not durable enough. An ordinary Formica™ top will also not hold up well enough. Consider alternatives such as granite or tile, a synthetic such as Corian, or extra heavy-duty (industrial, multi-layer) varnish for a sturdy wood counter top. A flexible under-the-counter wire management system should be incorporated into the design.

A modular desk can be specified, using the design of any of several standard library vendors (Gaylord, Brodart, Highsmith). If a custom built desk will be more cost effective, consider it instead, but still make use of the standard vendor designs and heights. On the staff side of the desk, provide a variety of shelving, storage and file cabinets using modular elements. Also allow space for book trucks behind the desk.

In the circulation desk area, sound-deadening materials should be used wherever possible, so that transactions with patrons are not heard all over the adjacent spaces. Heavy duty acoustic tile on the ceiling over the desk itself will be helpful. Good acoustic results are sometimes achieved with a lowered ceiling over the desk, or with carpeting on some vertical surfaces, and possibly by providing an alcove or mini-desk for telephone conversations to be conducted by staff and to shield the ringing of the telephone from public reading areas. A second alcove should be designed to house a computer printer and fax machine.

Since staff will most frequently be standing behind the circulation desk,

cushioned gymnasium flooring is recommended. The area in front of the service counter, if carpeted, should be done in such a way that replacement of the carpet strip when worn is easy and inexpensive and can be accomplished with no disruption of adjacent, serviceable carpet.

Position most controls for the building, including those for light, heat and security alarm systems behind the service counter and hidden discreetly (or in adjacent office space),

In the circulation area, lighting must be excellent for reading of details and small print at the level of the desk top. It is also important that workers' faces be illuminated – they are public service staff, and they are in charge. (Recently, the new “green” lighting (or downspots) can prove too dim in this context, producing an unfortunate “cave-like” effect behind the Circulation Desk.) There should not be any shadows or glare on the computer screens. No lobby skylights, clerestories or windows should allow direct sunlight to fall on computer screens at any time of the day or season of the year.

AREA DESIGNATION: CIRCULATION WORKROOM

WHAT HAPPENS HERE: *Off-desk work, scheduling, telephone calls, computer entries, printing of notices, preparation of mailings, sorting of mail, check-in and sorting of periodicals and newspapers, training of employees. Supply storage.*

A major activity here will be the off-desk discharge of books and sorting or placement onto carts to await shelving.

A second major daily activity will be the shipping and receipt of Interlibrary Loan books borrowed through the Ocean State Libraries network or through the Rhode Island State Library. These are shipped in large plastic bins.

AREA REQUIRED: 225 square feet

OCCUPANCY: Two workers, 1 guest

FURNISHINGS: Two workstations and chairs, 1 work table. Counter with small sink. Guest chair.

SHELVING: Four sections, 7 high. Also need space for multiple book trucks and book bins.

EQUIPMENT: Postage machine, fax machine, computers.

CLOSE PROXIMITY TO: Circulation Desk. Patron service areas of Circulation Desk should be visible from the workroom, but avoid a "glass fish bowl". Carefully placed windows between the two areas will suffice.

ARCHITECTURAL FEATURES:

This workroom will provide some privacy for off-desk work for circulation staff, to prepare mailings, discharge books in quantity, make telephone calls that require some discretion. Staff working in this workroom should be able to glance up from their work and see that their presence is needed at the public desk. Windows or a pass-through between this office and the public desk should be positioned so that office clutter is not visible to the public. Provide two work stations with computer returns in an office landscape system, with extra space for several book trucks in each. Work table and shelving should be in an open space and may be used for sorting books as they are returned. Provide a small sink for frequent hand-washing.

AREA DESIGNATION: SUPERVISOR'S OFFICE

WHAT HAPPENS HERE: *Planning; report writing; conversations with staff, trustees, patrons; candidate interviews; personnel evaluations; telephone conversations.*

OCCUPANCY: 1 circulation & technical services supervisor, 1 guest.

FURNISHINGS: 1 desk, ergonomic desk chair; computer ell or counter for; computer and printer; one lateral file, book cases; 1 guest chair. Telephone and telecommunication lines. Coat closet.

SHELVING: 21 linear feet of wall-hung shelving, one lateral file.

CLOSE PROXIMITY TO: Circulation Workroom and Technical Services Workroom.

DISTANT FROM: (hidden from) main entrance and major public traffic and seating areas. The supervisor should be available, but should not be the first person seen by a patron entering the building.

AREA REQUIRED: 100 square feet.

ARCHITECTURAL FEATURES: The Circulation/Technical Services Supervisor is responsible for operations, both for the public service Circulation Desk and the Technical Services department, which is a back-office activity. He or she will also be handling personnel matters, job interviews, and issues with the public. This office should have some sense of seclusion. The Supervisor should not be the first person the public sees on entering the library. Acoustics are important. When the office door is shut, whatever is said in the office should not be audible in adjacent spaces. Public seating areas should not be located directly adjacent to the office door. An exterior window with operable sash is required. Easy access to both the Circulation Workroom and the Technical Services Workroom is required.

AREA DESIGNATION: TECHNICAL SERVICES WORKROOM

WHAT HAPPENS HERE: *Placement of orders for library books and media. Receipt of shipments in large boxes, mail and supplies in large boxes; shelving of new books waiting to be cataloged; original cataloging; entry of new acquisitions into computers; stamping and labeling of books; occasional typing; current technical services supply storage, including mending supplies and plastic book jackets.*

OCCUPANCY: Up to 3 staff; 1 guest (patron, salesperson, other staff).

USER SEATING: 2 work stations with computer return. Shelving. Large work table. Work counter with sink and storage above and below.

Near the delivery entrance, design a separate Mail/Interlibrary Loan area, with sorting counter, supply storage, mailing supplies, postage machine, shelves for van pick-up and delivery.

SHELVING: 10 sections, 6 shelves each = 180 linear feet.

BOOK CAPACITY: 1200 volumes.

EQUIPMENT: Up to three computers and printers, various small appliances. Bulletin board.

CLOSE PROXIMITY TO: Supervisor's Office, Circulation Workroom, an exterior door for trash and recycling (especially cardboard boxes).

DISTANT FROM: Public view.

AREA REQUIRED: 300 square feet.

ARCHITECTURAL FEATURES:

Technical Services is an area that will benefit from both flexibility in design and copious shelving and storage. A particular problem in technical services is security - for new, uncataloged books, for supplies, and for personal belongings.

Do not assume that this area will be staffed for all the hours the Library is open, particularly at night and on weekends. Personnel working in technical services cannot be expected to supervise public areas while performing tasks. Technical services should not be a corridor leading anywhere, but a self-contained unit, away from public areas. The staff break room and staff rest room should not be accessed through Technical Services. Because technical services departments tend to be the messiest part of the library, there should be no windows out to public areas. However, exterior windows are required.

Because chemicals are sometimes used in this office and because the work is

often tedious, windows are needed. They should open. Good ventilation is also required.

Design a long, well-supported counter surface, to accommodate several work areas used by more than one staff member as well as by volunteers. The counter will accommodate a small sink, a generous area for processing materials and a similar area for mending books, both with drawers and cabinet storage below and shelving above. The counter must have electrical outlets above.

A large part of what goes on in technical services has to do with the movement of books through various processes, with pauses in between. Books are often stored on shelves, awaiting a bill, a set of labels, a particular supply. Discarded books are also warehoused in the technical services department, awaiting their fate in a book sale. Books may be temporarily stored on book trucks, and passage for book trucks to move around the space and out into the library must be clear.

Provide extra electric outlets at each work station and at the counter.

AREA DESIGNATION: PHOTOCOPIER AND COMMUNITY INFORMATION
CENTER

WHAT HAPPENS HERE: *Public access coin-operated photocopier with
change maker. Posting of community notices.*

OCCUPANCY: Two people maximum.

FURNISHINGS: Photocopier cabinets. Counter for sorting. Supply storage
(locking - to hold toner and extra paper supply.)

EQUIPMENT: Allow space for public photocopier. Large Bulletin board.
Pamphlet holder. Display kiosk. Waste paper recycling bin and waste basket.

SOME PROXIMITY TO: Circulation desk.

DISTANT FROM: Quiet study areas.

AREA REQUIRED: 60 square feet.

ARCHITECTURAL FEATURES:

The photocopier needs a small alcove by itself, in proximity to a staff desk, since it will always require management by staff. A deep counter, with several cabinets underneath for the storage of paper and supplies, is envisioned. There should be several electric outlets. The counter should be long enough to provide an area for a paper cutter, hole punch and stapler, with space to sort papers into piles. Instead of one long counter, two shorter counters at right angles to each other may also accomplish these purposes. Under the counter, provide space for a trash receptacle and a recycling bin.

A "Green" building will also require good ventilation, even separate ventilation for a photocopier.

Also provide space for a large bulletin board, a wall-hung pamphlet holder and a free-standing kiosk for display of community information. Provide extra ventilation for pollutants in this area. In a two-story configuration, additional photocopiers may be required, particularly in Reference and staff work areas.

Photocopiers are a source of noise. There should be enough space in this area for a patron and for a library staff member to adjust the machine. But the design of the area should discourage general socializing with people passing through the lobby area and should provide some privacy for a patron photocopying private papers. Sound-absorbing materials should be used on the walls and ceiling.

AREA DESIGNATION: NEW BOOK SHELVES

WHAT HAPPENS HERE: *This is a browsing area for new books. Most new adult books are shelved here for six months or so. At least 60 lineal feet of shelving (five sections) are needed, for books and display. Consider a counter at waist height (or a table) to lay out large books or books of special interest. Face-out shelving display and other methods similar to retail display can all be used here, and it is important that the top and bottom shelves not be used. The objective is to promote easy access, and high turnover. New and recently-returned materials will be continually restocked to this area by the circulation staff. Shelving should not be just four or five sections of shelving side by side, but rather an arrangement where more than one person can browse at a time. This is a high-use area.*

AREA REQUIRED: Allow 150 square feet.

OCCUPANCY: 2 or 3 adults, scanning shelves.

FURNISHINGS: Shelving. Display counter. One small-scale light chair. Space for a book truck loaded with newly-returned books not yet shelved to be parked.

CLOSE PROXIMITY TO: Circulation desk and lobby, with some space all its own. The reason for proximity to circulation is that these shelves will be constantly replenished as new items come back from circulation and are discharged. Yet patrons browsing in this area should not feel that they are standing in a passageway or are in the way of other library activities.

DISTANT FROM: Quiet reading areas, children's pathway through the library.

BOOK CAPACITY: 500 volumes.

ARCHITECTURAL FEATURES:

The new book area, up to 150 square feet, should be located between the circulation desk area and the regular adult book collection in such a way that a person stopping at the new book shelves will be invited to proceed from there to the regular collection. This well lighted area should be somewhat out of the way of the main traffic patterns. This area should be accessible to at least three patrons at a time.

Face-out shelving should be deep enough to accommodate a thick volume.

AREA DESIGNATION: MEDIA BROWSING

WHAT HAPPENS HERE: This is a browsing area for adult media, including DVD's, books-on-CD and compact disks. There will be a separate area for children's media in the Children's Room. Shelving methods similar to retail display should be investigated, at least for new materials. The objective is to promote easy access, and high turnover. As with the New Book Area, new and recently-returned materials will be continually restocked to this area by the circulation staff. As the library's collection may grow rapidly in future years and new formats will be acquired, much of the shelving should be flexible and should allow for some display, but also dense shelving of the collection in the future. This is a high-use area. In the adult A/V area, allow space and shelving for 14,000 items.

OCCUPANCY: 3 – 5 adults, scanning shelves.

FURNISHINGS: Shelving. Display shelving. Pull-out bins for CD's. Space for a book truck loaded with newly-returned materials not yet shelved to be parked.

CLOSE PROXIMITY TO: Circulation desk and lobby, with some space all its own. The reason for proximity to circulation is that these shelves will be constantly replenished as new items come back from circulation and are discharged. Yet patrons browsing in this area should not feel that they are standing in a passageway or are in the way of other library activities.

DISTANT FROM: Quiet reading areas, children's pathway through the library.

AREA REQUIRED: 900 square feet.

CAPACITY: 9,000 DVD's, 5,000 music CD's and books-on-DVD.

ARCHITECTURAL FEATURES:

The adult media browsing area, up to 900 square feet, should be located near the new book area. This area should be accessible to at least four patrons at a time.

AREA DESIGNATION: CURRENT PERIODICAL DISPLAY

WHAT HAPPENS HERE: *Approximately 90 current adult periodicals are displayed here on slanting shelves, with storage of up to one year for each periodical title, up to one week of each newspaper, including 3 Sunday editions. Shelving for previous year of local newspaper, previous year of adult periodicals should be nearby. 7 current newspapers are displayed on a traditional "stick" rack nearby.*

OCCUPANCY: 4

USER SEATING: 4 casual chairs with end tables or coffee table.

SOME PROXIMITY TO: Main lobby area - this will be an appealing area and should be visible.

AREA REQUIRED: 150 square feet for seating, 84 square feet for 7 sections of shelving and browsing aisle. 16 square feet of storage. Total: 250 square feet.

ARCHITECTURAL FEATURES:

A separate periodical area is needed. This should be an appealing lounge area, visible from the entrance, but located out of the main traffic areas.

Provide lift-up slant shelving with storage underneath for back issues. Approximately 90 titles are to be displayed, at 3- 4 per slant shelf. Plan for 7 standard shelving sections, no more than five shelves high, preferably wall-hung or as a (stabilized) room divider. The uppermost level of display must be accessible from a wheelchair, as required by the Americans With Disabilities Act and ensuing regulations. Provide a separate free-standing "stick" rack for newspapers.

In the periodical area, a grouping of four adult lounge chairs with appropriate side tables and lighting is required.

Provide an adjacent alcove with flat shelving to store back issues of newspaper, up to one year (previous year) of periodicals in open public access configuration. Say, 3 sections of 84" shelving, five shelves on each. (16 square feet.)

REFERENCE DEPARTMENT SUMMARY

(DETAILS ON FOLLOWING PAGES)

AREA	QUANTITY	ESTIMATED SIZE
Reference Desk and Office	1	200 sq.ft.
Reference Dept	3 tables for 4 9 public computers plus 1 microfilm machine 2 lounge chairs 620 volumes	903 sq.ft.
	SUBTOTAL	1,103 sq.ft.
Computer Lab	9 computers	360 sq. ft.
Quiet Study/Group Study Room	2 rooms @ 150 sq.ft. each (count as 8 seats)	300 sq.ft.
Local History	3,000 volumes/items 2 tables for 4 (count as 8 seats), 1 computer workstation	600 sq.ft.
	ESTIMATED TOTAL	2,363 net sq.ft.

AREA DESIGNATION: REFERENCE DESK AND REFERENCE WORKROOM

WHAT HAPPENS HERE: *Professional staff will confer with patrons, conduct computer searches, respond to telephone reference questions. May also confer with a patron who needs privacy. Reference work can include prolonged one-to-one interviews, as well as constant movement from service desk to public access computers to book shelves. In office, Reference librarians do book selection and prepare book orders, prepare reports and bibliographies, and set up programs. Provide a locking storage closet for supplies, tools and equipment.*

OCCUPANCY: One staff member at public service desk. Two workstations in workroom behind. Workroom and public service desk should be designed to work as one unit.

FURNISHINGS: Public service desk with higher side and counter for patrons, lower side for staff at seated height. Provide area for handicapped access and one-to-one seated patron interviews. Allow space for one computer terminal and a printer. Bulletin board/cork board. Two filing cabinets. A telephone. Large wastebasket. A guest chair. Reference workroom should have one workstation desk with files, telephone, computer return. One guest chair.

SHELVING: 60 lineal feet of shelving for frequently used (ready reference) materials adjacent to the public desk. Two sections of shelving in office.

CLOSE PROXIMITY TO: Reference department, public computer area, Computer Lab, Quiet Study Rooms, Local History Room, adult non-fiction shelving. Reference librarians may also supervise Young Adult seating area or activities in an adjacent multipurpose room, depending on the layout.

DISTANT FROM: Children's Room, new book area, and the fiction collection..

AREA REQUIRED: 100 square feet for service desk. 100 square feet for office. Total: 200 square feet

ARCHITECTURAL FEATURES:

The reference desk should be positioned so that the staff member "greet" an approaching patron, but confusion between the reference desk and the circulation desk should be avoided through design, signage, lighting, etc. To increase security and staff interaction, staff at the reference desk should ideally be able to view activity at the circulation desk and vice versa. In any case, reference desk should be positioned to greet the public as well as to supervise and schedule public computer use. The reference desk may also supervise the Young Adult department.

The reference office is to have a door that can be locked.

Staff will move from the service desk to the various areas of the library almost constantly on a busy day. The desk should look "official" and professional, but it should be easy to move out from behind it. Lighting should be non-glare, but intense enough to read small print. Counter should be very durable and easily cleaned - bindings of books can cause stains and abrasion.

Provide optimum acoustic baffles, as discussed for the circulation desk. Transactions with patrons and telephone inquiries may require some privacy.

AREA DESIGNATION: REFERENCE DEPARTMENT

WHAT HAPPENS HERE: *Quiet Study. Browsing of book shelves. Staff assistance to patrons. Patrons working together. Use of computers, microfilm reader/printer, CD-ROM equipment, future use of other machines.*

OCCUPANCY: 24

USER SEATING: 3 tables for four; 2 lounge seats, 10 computer work stations. (TOTAL 24 - count as 14 reader seats, plus 10 special-use seats.) Each computer station should be a minimum of 42" wide. Some could be 48" wide. One computer station will instead accommodate a microfilm machine for the foreseeable future.

SHELVING: For 620 volumes (8 vols/sq.ft). Plan on only 5 shelves per 84" high unit, since reference books are taller. At least one range of shelving should be low, at counter-height, topped by a counter, which is a useful surface for opening a heavy book to lie flat. Shelves should be 12" deep. Allow for 42" aisles in this space ONLY. See "Architectural Features" below for more details. One section of display shelving for brochures and other ephemera.

EQUIPMENT: Computers, microfilm readers and reader/printer, printers, small photocopier.

PROXIMITY TO: Circulation desk.

DISTANT FROM: Children's Room, main entrance.

AREA REQUIRED: 77+ square feet for books, 835 square feet for seating and computers TOTAL: 912 square feet.

ARCHITECTURAL FEATURES:

The present reference collection has been and will be weeded, since computers are increasingly a major source of current information. It should be noted that reference books are unusually heavy, deep, and tall. They do not circulate. Sixteen inches of height are required between the shelves, instead of the usual twelve inch space. This is one area where a 42" aisle between the ranges of shelving is necessary.

The reference department will need three generous rectangular tables for four, 2 lounge seats and ten computer stations for Internet access and Public Access Catalogs. All study carrels and tables should be "wet," that is, they should be wired themselves or they should be immediately adjacent to electric outlets. Each carrel and machine work station should be a minimum of 42" wide. Some should be 48" wide. Each pair of computers will require a separate electrical circuit. Provide cable as well as electrical outlets.

Lighting is very important in the reference department. Reader seats (tables or carrels) should be placed at right angles (perpendicular) to windows and provision should be made by means of roof overhang, blinds or tinted glazing to reduce the glare of winter sun on snow. None of the carrels or computer workstations should face a window at eye level directly. Individual task lighting may be appropriate for the individual study tables/carrels.

Other elements in the reference department may include:

- an atlas stand.
- two standard lateral filing cabinets, secured to the floor or the wall.
- two locked display cabinets.

Overall, the reference department should induce a real "library" feeling in the user, through the use of color and lighting, soundproofing and sound barriers, and in the configuration of the facilities, shelving and seating. The reference department should be somewhat within the line of sight and certainly within earshot of both the circulation desk and the Young Adult department, but at some distance, so that the normal bustle of these departments will not disturb serious readers.

AREA DESIGNATION: QUIET STUDY/GROUP STUDY/TUTORING
ROOMS (TOTAL OF 2).

WHAT HAPPENS HERE: *Quiet study, one-on-one and small group study.
Tutoring.*

AREA REQUIRED: 300 square feet for 2 rooms

OCCUPANCY: A single patron. Or 1 teacher/volunteer, 1 - 3 students. Or a group of students for a group project.

FURNISHINGS: In each of two 150 square foot rooms, provide 1 work table, 4 chairs, one computer work station/shelf. Provide a white board.

CLOSE PROXIMITY TO: Reference department staff.

DISTANT FROM: Open public areas of the library. Casual passersby do not need to see who is using the computer or materials in this space.

ARCHITECTURAL FEATURES:

Room should have a data port and electric outlets.

Doors to have key access but to lock ONLY from the outside. (again, a safety measure.) Doors to have partial glazing.

If study room cannot have exterior window access, consider borrowed light in one wall for a more spacious feeling.

People who are being tutored require some privacy in order to concentrate and because it can be embarrassing to be an adult student. At the same time, it will be necessary for the reference staff to monitor this space or a computer in it. The Adult Quiet Study Rooms should be near Reference. Provide extra soundproofing in any walls adjacent to office space or other Quiet Study rooms.

AREA DESIGNATION: LOCAL HISTORY ROOM

WHAT HAPPENS HERE: *Secure storage for rare books & local history; space to make use of these, display walls for maps, photographs, portraits. Display of small artifacts; private space for quiet study or tutoring.*

USER SEATING: 2 tables for 4; 8 chairs
1 computer workstation and chair

SHELVING: 12 sections 12" deep open shelving, 5 shelves each; 6 additional sections with locking metal grills, not glass doors. For storage of older or rare books, it is required that the shelves be metal or glass, not wood. (New wood is a source of acid and other chemicals.) Supports, surrounds or frames can be wood. Take care that shelving does not cover electric plugs.

BOOK CAPACITY: 3,000 volumes.

CLOSE PROXIMITY TO: Reference Department

AREA REQUIRED: 600 square feet.

ARCHITECTURAL FEATURES: This room will serve several purposes: the storage of rare books and books on local history with space to use them and as quiet work space for a patron or for tutoring. Display of maps, portraits, photographs.

For security reasons and since people may use this room for several hours at a time, glazing in the door and in the interior wall facing the Reference Desk are required. A glass or half-glass door between this room and the main areas of the library will also make this room visible and inviting to the public even when it is locked. Glass will also provide some supervision opportunity when it is in use. A small side light or table lamp, turned on, will serve to inform patrons that the room is available, without wasting electricity with full illumination.

As well as glazing, door is to have key access but to lock ONLY from the outside for security reasons.

Computers may be used in this room, so there is a need for data outlets and electrical outlets.

In order to protect the materials in this room from sunlight, minimal daylight is required and shelving should be placed so that sunlight does not fall on materials, including on materials hung on walls. Ultraviolet shades are required for lighting fixtures.

Separate climate control should be discussed, particularly if the Local History Room is to be located below grade.

AREA DESIGNATION: ADULT NON-FICTION

WHAT HAPPENS HERE: *Shelving of adult non-fiction collection. Browsing by adults, young adults and older children. Reference work by staff and/or patrons.*

SEATING: 2 tables for four.

COMPUTER: 1 stand-up computer station.

SHELVING: Standard metal shelving, 7 shelves high, configured in rows with a 36" aisle. Shelf ranges to have a minimum 42" aisle at each end. No shelves to dead-end at the wall. No row to be more than 6-8 sections. Avoid wall-hung shelving - space at edges or by windows is better used for seating. Shelving should be light in color. Consider slatwall end panels, for end panels that face public areas. The computer workstation could also be placed adjacent to an end panel (with wiring provided)

CLOSE PROXIMITY TO: Reference department, if possible.

AREA REQUIRED: 15,000 adult volumes @ 12 volumes per square foot = 1,250 square feet, plus 2 tables for 4, and a computer station = 1,530 square feet. Allow for shelving to be 10" deep. Apply formula of 10 volumes per linear foot to eventual configuration. 84" high shelving. Bottom shelf not to be used in calculation. (Bottom shelves in non-fiction will house oversize volumes.)

ARCHITECTURAL FEATURES:

This should be an ordinary book stack. Shelves must be positioned in such a way that a view of patrons browsing is afforded from the circulation desk, Reference Desk, or staff offices. (aisles perpendicular to the view, for observation.) (But this concept should not be taken to an extreme, such as a diagonal layout).

The library specifies that a standard light color such as light gray, sand or white must be chosen for shelving.

Lighting in a full height book stack is very important and often difficult to achieve. Think of a range of shelving as an eight or nine-foot tall wall, with another wall just 36" away. Titles of books on both the bottom and top shelves must be readable. Illumination in the aisles and in corners and at the ends of aisles is also important, since staff will be working from a book truck in these areas when doing inventory or weeding, and patrons may stop anywhere to try out a page of a book or search an index or table of contents. Reflective ceiling-hung lighting should be designed perpendicular to the direction of the shelving. Lighting fixtures that reflect light off the ceiling provide better ambient lighting per kilowatt and avoid a cave-like feeling for a book stack. Lighting attached to the bookstacks themselves is specifically prohibited.

End panels are required for book stacks, with provision for stack labels. Wood or

wood-veneer end panels can have some acoustic value as well, if they are appropriate for the design scheme. Consider slatwall end panels for end panels that face public areas.

At the end of one stack range, provide one computer stand-up unit with wiring. Because of accessibility regulations, this cannot be a cantilevered suspended unit, but must be free-standing, with four legs. The dimensions of the computer stand should be a maximum of 24", to match the adjacent end panel.

If shelving is not cross-braced or bolted to the floor, use bracing at the top to link book stacks together, for stability.

AREA DESIGNATION: ADULT FICTION

WHAT HAPPENS HERE: *Shelving of adult fiction collection, browsing by patrons.*

SEATING: none.

COMPUTER STATION: 1 stand-up computer station.

SHELVING: Standard metal shelving, 7 shelves high (84" high), configured in rows with a 36" aisle between each. Shelf ranges to have a minimum 42" aisle at each end. No shelves to dead-end at the wall. No row to be more than 6-8 sections. Avoid wall-hung shelving - space at edges or by windows may be used for seating.

In figuring capacity, use formula of 12 volumes/square foot. Apply formula of 10 volumes per linear foot to eventual configuration. Bottom shelf not to be used in calculation. Slatwall end panels are required for end panels that face public areas.

BOOK CAPACITY: 15,000 volumes - Fiction, Science Fiction, Mysteries, Westerns.

AREA REQUIRED: 15,000 adult volumes @ 12 volumes per square foot = 1,250 square feet, plus a computer station = 1,280 square feet. Allow for shelving to be 10" deep. Apply formula of 10 volumes per linear foot to eventual configuration. Bottom shelf not to be used in calculation.

ARCHITECTURAL FEATURES:

LIGHTING: See non-fiction section.

At the end of one stack range, provide one computer stand-up unit with wiring. Because of accessibility regulations, this cannot be a cantilevered suspended unit, but must be free-standing, with four legs. The dimensions of the computer stand should be a maximum of 24", to match the adjacent end panel

For stack lighting, see non-fiction section.

AREA DESIGNATION: ADULT LARGE PRINT BOOKS

WHAT HAPPENS HERE: *Shelving of adult large print books as a separate collection, browsing by patrons.*

SEATING: 1 light chair.

SHELVING: Standard metal shelving, but 6 shelves high (84" high), configured in an alcove or in rows with a 42" aisle between each.

In figuring capacity, use formula of 8 volumes/linear foot. Bottom shelf not to be used in calculation. Slatwall end panels are required for end panels that face public areas.

BOOK CAPACITY: 3,000 large print volumes.

CLOSE PROXIMITY: Near Adult fiction or near browsing area.

FAR FROM: Young Adult area, Children's Room.

AREA REQUIRED: 333 square feet.

ARCHITECTURAL FEATURES:

Lighting must be excellent, since this collection is particularly for individuals with poorer vision.

AREA DESIGNATION: ADULT PAPERBACKS

WHAT HAPPENS HERE: *Shelving of adult books as a separate collection, browsing by patrons.*

SHELVING: Standard metal shelving, but 8 shelves high (84" high), configured in an alcove or in rows with a 42" aisle between each.

In figuring capacity, use formula of 14 volumes/lineal foot. Bottom shelf not to be used in calculation. Slatwall end panels are required for end panels that face public areas.

BOOK CAPACITY: 3,000 paperbacks

CLOSE PROXIMITY: Near Adult fiction or near browsing area.

FAR FROM: Young Adult area, Children's Room.

AREA REQUIRED: 150 square feet.

ARCHITECTURAL FEATURES:

Lighting must be excellent.

AREA DESIGNATION: OTHER ADULT SEATING

WHAT HAPPENS HERE: *Seating other than Reference department and Current Periodicals. Purpose is to provide a choice of quiet seating*

OCCUPANCY: 8

FURNISHINGS: 2 isolated lounge chairs.
1 table for four

CLOSE PROXIMITY TO: Adult fiction stacks, Large Print books.

DISTANT FROM: Noisy areas.

AREA REQUIRED: 185 square feet.

ARCHITECTURAL FEATURES:

Seating for adults interspersed in the adult book stacks is desired. Locations should not be completely out of staff and public view, but patrons should be able to concentrate on their work. Window views are pleasant for long periods of study, but readers should not be seated facing windows directly. Lighting in the seating areas should be adequate for reading.

AREA DESIGNATION: YOUNG ADULT AREA

WHAT HAPPENS HERE: *Browsing; seating/study area for young adults. Games, puzzles. Small group meetings.*

FURNISHINGS: 2 rectangular tables for four (or booths)
6 lounge chairs

COMPUTERS: 4

OCCUPANCY: up to 18.

SHELVING: A total of 12 sections of shelving - to display 10 periodicals and to shelve 4,000 titles, many paperback. OK to plan several free-standing revolving paperback racks, but they should be positioned in such a way that the tables do not impede access to them. At least one wall-hung section is needed for display face-out of up to 10 current periodicals as well as new books.

Display/browsing for 500 DVD's & CD's.

CLOSE PROXIMITY TO: Lobby or Circulation Desk. Reference department. Young Adult area should be under visual supervision from a public service desk, but at some distance from it. Some proximity to the Children's Room is also desirable.

DISTANT FROM: Large Print book collection, periodical display area.

AREA REQUIRED: 800 square feet: 144 sq.ft. for shelving, 590 for seating and computers

ARCHITECTURAL FEATURES:

The Young Adult Area should be a discrete area, preferably near the Reference Desk. It consists of shelving for about 4,000 volumes, some display shelving for paperbacks and periodicals, display for 500 DVD's and CD's, two rectangular tables (or booths) for four, six lounge chairs and four computer work stations. Occupants of this area should have the illusion of some degree of isolation and privacy, but library staff should be able to observe what is going on from a public service desk. This area should be a transition, both psychologically and physically, from the Children's Room to the adult book collection. This area should have extra sound proofing – ceilings, walls, flooring. If at all possible, doors and walls with glazing are required. Seating in this area will get heavy use by the after-school crowds, so furnishings should be very durable. Access to the shelving should not be blocked by the seating. (It should be possible for a shy adolescent to browse the shelves for reading materials without having to disturb or interact with others working at the tables.)

It is assumed that Young Adults will also be making use of computers in

Reference, the Computer Lab, or the Children's Room.

Provide some coat hooks and shelving for backpacks.

Décor should be colorful, informal and responsive to the atmosphere of the space. Consider furnishings such as booths, beanbag chairs, (accessible) platforms.

CHILDREN'S ROOM SUMMARY

(DETAILS ON FOLLOWING PAGES)

Service Area	Quantity	Estimated Square Feet
Children's General Reception Area	Office and storage, Service Desk, Parenting collection (500 vols.), 10 periodicals, 1 public computer, Family restroom	733 sq.ft.
Children's media browsing area	3,000 A/V items	300 sq.ft.
Toddlers / preschool /early readers	Play area, 2 tables for 4, 2 small couches, 9,000 vols., 4 computers	810 sq.ft.
Youth Services	3 tables for 4, 2 lounge chairs, 4 computer work stations, 1 standing computer station, Reference books (500), Easy Readers (1,000), paperbacks (2,000), 14,000 volumes - Total 17,500	1,820 sq.ft.
Story Hour/Crafts Room	Capacity: 25 children 5 folding tables, 25 chairs, sink and cabinets, storage closet.	550 sq.ft.
TOTAL		4,213 net square feet

AREA DESIGNATION: CHILDREN'S ROOM (General reception area)

The Children's Room should look like a Children's Room, not like a space for little adults. The Children's Room is the smallest, yet busiest part of the library, attracting more than 31% of the library's total circulation in 2011. The potential is for even higher usage in an improved facility. Although architecturally speaking it is one space, the Children's Room actually serves a wide range of children, from those a few months old to about age ten to eleven. Since this is such a spectrum of ages and abilities, general parameters for the entire space will be outlined here, and separate descriptive sections for Media Browsing, for Youth Services, for a Toddler/Preschool/Early Readers' Area and for a Story/Crafts space will follow.

WHAT HAPPENS HERE: Children come to the Children's Room from a very early age through beginning adolescence. They expect to be welcome and to be able to browse freely for books and other materials that are interesting and at an appropriate level. Friendly, welcoming staff is a part of this ambience, since staff serve as guide and teacher, advisor to parents, and monitor of overall order and security for the entire department. Greetings and direct eye contact are important tools.

CHILDREN'S DESK: Near the entrance to the Children's Room, provide a public service desk with space for two staff and space for two computer terminals. This desk will be used by staff to greet children and their parents as they arrive. It should be positioned so that staff can also supervise the entire room. This desk will also be used for charging and discharging books to both children and adults.

Since staff may frequently be standing behind the Children's Desk, carpet with extra padding or padded gymnasium flooring is recommended. The area in front of the service counter, if carpeted, should be done in such a way that replacement of the carpet strip when worn is easy and inexpensive and can be accomplished with no disruption of adjacent, serviceable carpet.

In the desk area, lighting must be excellent for reading of details and small print, and without shadows or glare on the computer screens. No skylights, clerestories or windows should allow direct sunlight to fall on computer screens at any time of the day or season of the year.

CHILDREN'S OFFICE/WORKROOM: Behind the desk should be a 250 square foot office/work room with appropriate interior windows so that a seated staff member is visible and available to the public. The office should include storage closets. The office should have a door with glazing. Intermittent windows, not continuous windows, should be designed so that ordinary desk clutter is not visible to the public. These windows should not create the effect of a "giant fishbowl." The office needs two staff work stations with space for computers as well as a work counter with outlets and a small sink. Carpet with extra padding or padded gymnasium flooring is recommended. Provide a large walk-in closet with shelving, to store seasonal books (Halloween, Christmas, summer), and

some built-in storage shelving to store things like poster board and art supplies, puppets and seasonal decorations.

GENERAL PUBLIC AREA AT ENTRANCE: Provide 1 public computer workstation for quick access to the library's holdings and 1 public computer for self check-out. Provide space for a public photocopier. Also provide coat hooks, shelving for backpacks, and an area for parking strollers.

FAMILY REST ROOM: Within the Children's Room and within sight of the public service desk, provide one accessible "family rest room." Equipment should include a changing shelf or counter. This rest room will require a drain in the floor. Do not use "child size" toilets – they are a hazard, and older children and parents cannot make use of them. Provide a child-size sink as well as a sink at customary height. Materials in the restrooms should be indestructible, resistant to graffiti, scratching and other vandalism, and easily cleaned. Color accents should be used to avoid a clinical feeling. Adjacent to the family rest room, provide drinking fountains at both adult and child heights.

CLOSE PROXIMITY TO: From the building's main entrance, the path of travel for children should not pass through adult areas to get from the main entrance into the Children's Room. But it should not be easy for a toddler to "escape" from the Children's Room and onto an elevator or out the front door alone.

AREA REQUIRED FOR GENERAL RECEPTION AREA: 763 square feet (including service desk, workroom, family restroom, seating and shelving.).

SHELVING: In the common transitional area near the desk, provide a periodical display for up to 10 titles with back issues (children's magazines, parenting magazines) and four sections of shelving for a Parenting Collection as well as for materials for teachers and home schooling - a total of 1,000. Provide one section for display of new books and other materials. (A total of five sections plus periodical display in this area.)

SEATING: Three lounge chairs
Stroller parking area

COMPUTERS: Two computers – one self check-out, the other a public access computer

EQUIPMENT: Bulletin Board. Display area and display cases. Tackboard strip around most of the room's perimeter for changing displays.

ARCHITECTURAL FEATURES: The Children's Room should be prime space. It should be one of the most vital elements in the building. The overall message should be that children are very important in the town of Narragansett and that the library is a great place to visit, where children are welcome. This should not look like adult space. The room should be well lighted, with good lighting down

to floor level, cheerful colors and nice views out low (but protected) windows. If space allows, reading alcoves in corners or window seats are a good idea.

Supervision and control must also be underpinnings of the design concept. From the main children's service desk and other staff workstations, it should be possible to see what's going on, not only in most of the room, particularly in the toddler area and at most of the study tables and carrels, but also outside the entrance to the room, in any lobby area. This is a security issue to protect children from strangers, as well as to enable staff to supervise activity in the room.

Sound control is particularly important to the success of the Children's Room design. Although the doors to the Children's room should be kept open most of the time to welcome visitors (if the entrance turns out to be in a fire wall, automatic fire doors that can be kept open are recommended) it is important to be able to close off the Children's Room to control noise from occasional festive events.

The ceiling in the Children's Room should be heavy duty acoustic tile. No other ceiling is acceptable. The floor must be carpeted.

Edges of furniture and corners of service desks should be rounded. As a safety consideration, all electrical outlets at floor level should be child proof.

If the site permits, an outdoor play/story hour area and garden are appropriate elements.

AREA DESIGNATION: CHILDREN'S MEDIA BROWSING AREA

WHAT HAPPENS HERE: *To display and house popular children's media, including videotapes or DVD's, audiobooks, media kits and future formats suitable for public library use - total of 3,000 items.*

AREA REQUIRED: 300 square feet

OCCUPANCY: 3 -4 children, up to 3 parents

USER SEATING: None.

SHELVING: 50 lineal feet for kits (special hangers). 120 lineal feet (8 9-inch deep sections, 5 shelves each) of shelving for videodiscs, etc. Provide either wall-hung shelving or extra wide aisles.

SOME PROXIMITY TO: Entrance to Children's Room. BUT - this area should not be the first thing one sees on entering the Children's Room.

DISTANT FROM: Quiet areas

BOOK CAPACITY: Area to house and display up to 3,000 high-use media.

ARCHITECTURAL FEATURES:

The Media Browsing area should not be the first area one sees on entering the Children's Room.

AREA DESIGNATION: TODDLERS/ PRESCHOOLERS/ EARLY READERS

WHAT HAPPENS HERE: *Young children will select books and media, alone or with parents. Parents may read stories to their children. Library staff will interact with parents and children, to suggest titles or activities. Displays of books standing upright on shelves and counter tops.*

OCCUPANCY: Infants; toddlers; preschoolers, young grade school children, parents, day care personnel and other adults.

FURNISHINGS: Plan on space for 3 rectangular tables for four, sized for first - third graders. In lieu of one table, provide a play area for toddlers instead. 2 two-seat couches, one large chair or window seat for two. (450 square feet.)

SHELVING: Provide 360 lineal feet of low shelving with counter tops for 9,000 picture books. (forty sections, 3 shelves each, or sixty sections, 2 shelves each) – for a total of 360 lineal feet of shelving. Shelves should be 12" deep. Picture book shelving should have moveable dividers for support. Allow for 42" minimum aisle in this area. (up to 500 square feet total)

COMPUTER STATIONS: For preschoolers, four child-size computer stations with electric outlets and data ports. Allow space for children to gather around a computer or for a parent and child to interact. (120 square feet).

CLOSE PROXIMITY TO: Story/Crafts Room or Area (see separate description)

DISTANT FROM: Adult quiet reading areas

AREA REQUIRED: 810 square feet.

ARCHITECTURAL FEATURES:

This should be a safe, friendly, casual open area. There should be some architectural "landmark" to draw young children to the area. They should feel that this is "their" space. The area might be defined by an alcove, a special color, an area of the carpet, furnishings. Some examples are available at www.bigcozybooks.com. Banners or quilts may be displayed on a seasonal basis, or plants and other colorful toys and puppets may be displayed on higher wall-hung shelving. Above all, no frescoes on the walls – the temptation to violate copyright is profound, and the long-term fate of a fresco is very dubious, in terms of preservation and cleaning. Wall murals must be mounted and removable for cleaning or maintenance.

AREA DESIGNATION: YOUTH SERVICES (Older children - grades 3 - 6, ages eight to twelve.)

WHAT HAPPENS HERE: *Older children, - third or fourth grade through early middle school - need a more grown-up space that is distinct and separate from that for younger grade school children and preschoolers. The children who will use the Youth Services space year-round have academic, recreational and social needs. There may be a Homework Center. They are adept at computer use.*

AREA REQUIRED: 1,820 square feet

OCCUPANCY: up to 20.

USER SEATING: Three rectangular tables for 4. Two lounge chairs or casual seats, not grouped together. All seating should be visible from the main desk. (420 square feet)

SHELVING: TOTAL of 17,500 volumes, (est.1,200 square feet) as follows:

- 500 volumes - near the table seating, provide a small reference area
- 1,000 volumes - shelving for Easy Readers
- 14,000 - juvenile fiction and non-fiction, at an average of 18 volumes / lineal foot. Shelving to be a maximum of five shelves high. Shelving should be 9" deep.
- 2,000 paperbacks. Provide a range of shelving plus display shelving on (very stable) spinners for up to 2,000 paperbacks.

COMPUTER SPACE: Provide 4 work stations for computers or other machines. Each computer carrel requires a minimum of 42" of work surface and space behind, since computers are a magnet for children and they tend to work in groups with each other or with parents. (200 square feet)

At the end of one stack range, provide one computer stand-up unit with wiring. Because of accessibility regulations, this cannot be a cantilevered suspended unit, but must be free-standing, with four legs. The dimensions of the computer stand should be a maximum of 24", to match the adjacent end panel. (30 square feet)

CLOSE PROXIMITY TO: Should be a section of the Children's Room, but distinct and separate from the area for younger children/toddlers.

ARCHITECTURAL FEATURES: This should be an inviting area with bright colors, but not childish. Avoid nursery or "classroom" decor.

AREA DESIGNATION: STORY HOUR/CRAFTS AREA

WHAT HAPPENS HERE: *Primarily for Story hour and craft activities. May also serve as auxiliary after-school homework or activity center or as a toddler play area.*

AREA REQUIRED: 550 square feet

OCCUPANCY: Up to 25 children. Larger children's groups will use the multipurpose meeting room.

FURNISHINGS: Provide five child-height folding tables, 25 child-size stacking chairs. Provide wall space for a large screen TV monitor. Provide closet for storage of all furnishings. Provide storage closet for supplies. Provide tackboard strips around the perimeter of the room.

CLOSE PROXIMITY TO: Children's Room. Children's service desk should be able to supervise this room through one or two sets of double doors/sliding "barn doors". Except when these doors are closed, the story hour/craft space should be able to function as part of the Children's Room itself. Think of it as an auxiliary play area at peak times, or as an after-school study area, or as a snack area.

ARCHITECTURAL FEATURES: This room should have extra sound proofing in the walls and ceiling. Provide adjustable lighting on a rheostat. Room-darkening shades are required. There should be a sink area, with a sink at children's height as well as one at adult height, and cabinet storage above and below. Consider a cushioned vinyl tile floor for crafts, a carpeted area for stories and play. A wall space for projection or a large-screen monitor.

Walls for the story hour room should not be partial walls. They should extend to a ceiling. Doors to this room should have partial glazing. This is for security reasons. They should also be soundproof.

AREA DESIGNATION: MULTIPURPOSE ROOM

WHAT HAPPENS HERE: *Lectures, films, slide shows, classes, performances for large groups of children, book discussion groups, meetings of civic organizations, Friends of the Library. Quilting and craft workshops, art display, book sales, concerts, recitals. After school homework center. Lobby may also be used as a community gathering area, or for serving of light refreshments.*

OCCUPANCY: Up to 100 adults in lecture configuration.

FURNISHINGS: Moveable lectern on wheels. 100 substantial stacking chairs on carts. Modular tables, approximately 40" x 29", with durable finish. Ceiling-mounted multi-media projection unit (data and video). Sound system. Pull-down screen. Storage closets for 2 A/V equipment carts, chairs and tables.

CLOSE PROXIMITY TO: Kitchenette, main entrance, restrooms and Children's Room. Traffic to the multipurpose room should not pass through the quiet areas of the library. On the other hand, users of the multipurpose room should be encouraged to pass the circulation desk and browsing/new book area as they arrive for a meeting by the main entrance. For the sake of security, most users of the multipurpose room should come and go this way, by entering the library itself.

Ideally, it should also be possible for library staff to view a portion of the multipurpose room, either from the Circulation Desk, the Reference Desk, or the Children's service desk. This could be accomplished by providing one or more sets of double doors that open toward one of the appropriate library staff stations. (The intention is to provide some security for exhibits in the multipurpose room as well as to permit the space to be used informally as part of the library seating when no meeting is scheduled. One example would be as an after-school homework center; another might be as a parent gathering area during Story Time, as a toddler play area or as a group study area.)

However, it should also be possible to enter and exit the multipurpose room when the rest of the library is closed and secure ("after-hours"). This direct exit can also serve as an emergency exit. It will ordinarily be closed and alarmed. In an "after-hours" configuration, the multipurpose room must also remain accessible and must have access to some restrooms. A posted public meeting in this space must be accessed throughout the meeting, even if the library itself is closed. It should also be possible to design rest rooms for the exclusive use of the multipurpose room, while other rest rooms are available in the library itself for daily use by the public.

It should also be possible for children to pass from the Children's Room to the multipurpose room without disturbing adults or causing congestion at the circulation desk.

AREA REQUIRED: Up to 1,200 square feet.

ARCHITECTURAL FEATURES:

In the multipurpose room, a shallow audiovisual closet with a secure lock should have enough space to store two audiovisual carts, with shelving for some supplies and media.

There should be a separate storage closet for stacking chairs and tables.

Provide hooks or pegs for up to 100 coats, or a coat rack in a lobby.

There should be no windows directly behind the area of the multipurpose room where a lecturer will stand, to avoid glare and distraction for an audience. Windows are required in other locations. Since films will be shown in this room, windows must have room-darkening shades. Skylights will be a liability.

The multipurpose room should have a picture rail for hanging art exhibits.

The multipurpose room needs sound insulation from the rest of the library. Neither speaking voices nor music nor voices from a film should be audible in adjacent library spaces or in rest rooms. Doors from the library into this room will also require extra sound insulation. (Consider how a multi-screen movie theater isolates its various auditoriums acoustically from each other and from the adjacent corridors.)

Entrance to the multipurpose room should usually be through the main library entry and past the circulation desk, but the room should be separated enough from the rest of the building to permit its use when the rest of the library is closed. It should be possible for an evening meeting to begin during library open hours and for the library staff to then secure and close the rest of the building, leaving the meeting to proceed to a later conclusion. In an "after-hours" configuration, the multipurpose room must also remain accessible and must have access to restrooms.

Any door into the multipurpose room should have some glazing, so that meeting late-comers can see that a meeting is already in progress. The glazing also will serve as a security measure.

This means that this room requires a separate heating zone, separate control of its lights, control of outside lighting and its own emergency exits, with individually controllable alarms for each. Depending on the nature of the meeting, the emergency exits may also be used as the entrance to a meeting, to provide some privacy for participants.

The multipurpose room should have data outlets and be wired for cable, in conjunction with the local cable station. It should have wireless communication capabilities.

Lighting for the multipurpose room should be carefully planned. Dimmer switches, alternate banks of lights on separate switches, wall-washers and spotlights for the lectern area are some of the options to be considered. In the multipurpose room, do NOT exclusively use HID lighting or other lighting that takes time to reach full illumination. These are a poor choice for meetings, since it must be possible to regulate at least some of the lighting instantly following a slide show or film.

Windows must have room-darkening shades or draperies. It must be possible to darken any skylights or clerestories to show a film during the day.

A small simple concealed "kitchenette" is needed. The kitchenette should be accessible from the lobby or located at the rear of the room for food preparation while a meeting is in progress. Specifically, a work counter with outlets convenient for small appliances (minimum 4, on two circuits), an extra-deep sink with a gooseneck faucet for filling a coffee urn, storage cabinets for supplies, an undercounter refrigerator and counter space and outlets for a microwave and other small appliances are needed. Allow space for a large trash can and recycling bin. It should be possible to close and lock off the kitchenette behind discreet doors, but it can be a wide alcove, not a closed room.

Near the kitchenette but in the multipurpose room itself, plan an area with counters with multiple electric outlets (minimum: 4, on two circuits) for coffee urns and warming grills.

A lobby may also be used as a community gathering area, or for serving of light refreshments.

The multipurpose room space will be used actively for a variety of community purposes. Durable, easily cleaned surfaces are essential. Carpeted floors and acoustic ceiling tile will be necessary for acoustics. For carpet, consider a mixed pattern or dark color to avoid visible stains. Cove molding near ceiling height or another means of temporarily hanging paintings is needed, along with a tack board strip along one wall.

AREA DESIGNATION: CONFERENCE ROOM

WHAT HAPPENS HERE: *Space for small meetings, Trustees or Friends' meetings, staff meetings, civic groups and for quiet study or tutoring.*

USER SEATING: 16 chairs. Modular conference table to seat 12.

CLOSE PROXIMITY TO: Administrative Area: Director's Office. Should also be available to the Public or to other staff. Also, a water source. Alternatively, a conference room could also be paired effectively with the Multipurpose Room.

AREA REQUIRED: 400 square feet.

ARCHITECTURAL FEATURES: This room will serve many purposes: meeting space for small conferences and meetings; meeting space for Trustees, Friends of the Library, staff or other small groups; quiet work space or project space for staff or a patron or for group study or tutoring. Since people may use this room for several hours at a time, windows that open are important.

Because this room will be used for conferences, sound isolation is required, both between it and the main areas of the library and any of the common walls. Sound isolation will also require attention to details such as ductwork between the adjacent spaces. A half-glass door between this room and the public areas of the library will make this room secure, visible and inviting even when it is locked and will provide some supervision opportunity when it is in use.

Provide a small deep sink with gooseneck faucet, counter with outlets, space for a trash bin, cabinet for storage.

The Conference Room needs a white board (marker board)

Computers may be used in this room, so there is a need for data outlets and electrical outlets.

AREA DESIGNATION: PUBLIC RESTROOMS

OCCUPANCY: According to local code.

FURNISHINGS: Infant changing shelves in both men's and women's rooms.
Can be pull-down.

CLOSE PROXIMITY TO: Consider possibility of positioning some rest rooms for use with multipurpose room and positioning others for direct supervision and control by staff and daily use by patrons. Within control and supervision of circulation desk or other staff location, but it should be possible to isolate some of the restrooms along with the multipurpose room from the rest of the library for "after hours" use.

DISTANT FROM: Quiet areas.

AREA REQUIRED: According to local code. Must comply with all requirements of the Americans With Disabilities Act with regard to placement of fixtures, hand rails, accessories and style.

ARCHITECTURAL FEATURES: Public restrooms pose many problems for library staff. Access to them should be visible to staff. They should not be located in a remote corner, nor should they be located right inside the main entrance. Library restrooms must sometimes be controlled by key access. There should be locks on the doors and it should be possible to leave the door in either a locked or unlocked state, as well as to override any inside lock in case of an emergency. All restrooms should be fully handicapped-accessible. Materials in the restrooms should be indestructible, resistant to graffiti, scratching and other vandalism, and easily cleaned. Color accents should be used to avoid a clinical feeling. In public restrooms, a hand dryer is preferred. However, avoid noisy, high-speed hand dryers that are audible in areas adjacent to the rest rooms.

Restrooms are a water source and thus a potential source of damage for books, computers, other library materials and carpet. For this reason, a floor drain is required in each restroom, even when not required by code. In addition, restrooms and other water sources should not be located above or adjacent to such vulnerable areas of the library as a rare book room, archive or computer and audiovisual equipment.

AREA DESIGNATION: GENERAL OFFICE STORAGE

WHAT HAPPENS HERE: *Storage of library supplies.*

OCCUPANCY: 1 staff.

FURNISHINGS: Sorting table or counter.

SHELVING: Shelving for books and other materials. Storage of office supplies. Total of 270 linear feet, maximum of 6 shelves per unit = 15 single-faced sections. Configure area so that compact shelving can be used eventually to double capacity if necessary. (This would mean 300 lbs/square foot "live load.")

CLOSE PROXIMITY TO: Technical Services Department.

DISTANT FROM: Closed to public, but easy for staff to reach without walking far. This does not have to be a separate closet, but must be in a limited access area.

AREA REQUIRED: 150 square feet.

FURNISHINGS: Work table or counter

ARCHITECTURAL FEATURES:

The storage area should be accessible from the circulation desk and reference department. It should be adequately lighted and needs good ventilation, since staff will occasionally be working here for several hours at a time. A window is required.

AREA DESIGNATION: DIRECTOR'S OFFICE

WHAT HAPPENS HERE: *Planning; report writing; conversations with staff, trustees, patrons; candidate interviews; personnel evaluations; telephone conversations.*

OCCUPANCY: 1 library director, 2-3 guests.

FURNISHINGS: 1 desk, ergonomic desk chair; computer ell or counter for computer; computer and printer; four lateral files; 2 book cases; 2 guest chairs. Small work/conference table. Telephone and telecommunication lines. Coat closet.

SHELVING: 36 linear feet of wall-hung shelving, with counter and up to four lateral files.

CLOSE PROXIMITY TO: Other staff areas, reference desk.

DISTANT FROM: (hidden from) main entrance and major public traffic and seating areas. The director should be available, but should not be the first person seen by a patron entering the building.

AREA REQUIRED: 150 square feet.

ARCHITECTURAL FEATURES: The director of a public library is responsible for all operations, as well as planning, budgeting and personnel. Library directors are also vulnerable to drop-in visitors. This office should have some sense of seclusion. The director should not be the first person the public sees on entering the library. The director needs privacy for conferences with trustees, for handling personnel matters and for periods of concentration on reports and budgets. Acoustics are important. When the office door is shut, whatever is said in the office should not be audible in adjacent spaces. Public seating areas should not be located directly adjacent to the office door. An exterior window with operable sash is required.

AREA DESIGNATION: SYSTEMS CLOSET

WHAT HAPPENS HERE: *Separate room to house computer system, work on troubleshooting problems, storage of parts.*

AREA REQUIRED: 150 square feet

EQUIPMENT ROOM: Telephone and telecommunication lines. Two equipment racks. System equipment to be positioned 36" away from the wall, with space on all sides for easy access. Adequate exterior ventilation and climate control are extremely important for the equipment room. Without adequate air circulation, equipment will overheat and eventually be destroyed. Tile flooring required. Discuss special electrical wiring and storage needs in detail with Systems Operator at the time of design. One computer work station. Work counter, multiple outlets. Storage shelving for parts.

This is the library's other heart.

AREA DESIGNATION: STAFF ROOM AND STAFF TOILET

WHAT HAPPENS HERE: Area for staff rest periods, food storage and preparation. Secure coat and purse storage. Staff toilet.

OCCUPANCY: Up to six

USER SEATING: 2 tables with 8 chairs, 1 sofa, 1 lounge chair. 15 lockers or coat closet and small lockers.

EQUIPMENT: Microwave, sink with disposal, small refrigerator (full height). Counter with electric outlets for coffee maker, electric tea kettle and other small appliances. Storage cabinets as a kitchen. Generous mail boxes for 30 staff/trustees/volunteers/pages.

CLOSE PROXIMITY TO: Technical services.

DISTANT FROM: Public areas. Entrance to staff room should not be directly from a public area. Staff rest room to be positioned for privacy.

AREA REQUIRED: 200 square feet.

ARCHITECTURAL FEATURES:

The staff need a private space to eat and a private rest room. For privacy and sanitation reasons, the staff rest room should open into a corridor or locker room, not directly into the staff room itself, either kitchen or eating area.

Frequently staff rooms are located below grade or do not have windows. Design this staff room to be inviting space, preferably with windows.

Provide a thirty section system of cubby holes or "mail boxes", to be used by staff, volunteers and trustees. Provide a locking coat closet for storage of coats and boots.

AREA DESIGNATION: CUSTODIAN'S FACILITIES

WHAT HAPPENS HERE: May have computer to control HVAC. Also files on equipment and building maintenance records. *Storage of equipment for maintenance and cleaning.*

FURNISHINGS: 1 janitor's sink on each level of the library. One small storage closet off the main lobby. Custodian's office, other storage and maintenance may be in a basement, particularly if the basement is served by an elevator.

SHELVING: For equipment and supplies.

EQUIPMENT: Cleaning equipment including vacuum cleaner, rug shampooing machine, buckets, brooms, mops, supplies include paper products, painting equipment, tools.

AREA REQUIRED: Custodian's office and storage = 350 square feet. Storage closet with sink on each floor.

ARCHITECTURAL FEATURES:

While many janitorial supplies can be stored in a basement, a locked closet on each level of the building should supply water and provide storage for a vacuum cleaner and frequently-used supplies. The custodian and other library staff should be able to access these closets without disturbing patrons in public spaces and without entering rest rooms or offices to do so. The janitor's sinks need a generous supply of hot water.

AREA DESIGNATION: SERVICE ENTRANCE AND RECEIVING AREA

WHAT HAPPENS HERE: *Delivery of shipments of books, materials and equipment. May also serve as staff entrance, depending on location.*

OCCUPANCY: Small delivery trucks such as mail trucks and UPS, staff automobiles, City-owned trucks or school district trucks.

CLOSE PROXIMITY TO: Technical services office.

DISTANT FROM: Public entrance and patron traffic

ARCHITECTURAL FEATURES:

Good exterior lighting. A doorbell. Protect this entrance from snow and ice falling from the roof. Provide good drainage. Provide a delivery ramp.

Provide space for a dumpster and screen this area from public view.

Provide a generous turnaround for trucks, free of obstacles and landscaping.

AREA DESIGNATION: ELECTRICAL GENERATOR

WHAT HAPPENS HERE: In a time of emergency or a power outage, a public library can assume a role as a refuge for its patrons, IF it has an emergency generator for electrical power and heat. This role can be crucial, particularly if Internet access can be provided to the public. (Note that a public library cannot possibly take a role of an emergency shelter, but rather only as a place of respite.)

Consider providing either a back-up generator, or at minimum an electric outlet specifically to use with a temporary trucked-in generator. This should be planned in coordination with the Town's emergency personnel and plan.

AREA DESIGNATION: LIBRARY PARKING

WHAT HAPPENS HERE: *Parking for library and multipurpose room in a site plan appropriate for the area and with safe and effective egress.*

OCCUPANCY: As many as possible, dedicated to library use. The library parking lot has 17 spaces, plus one handicapped space, right now. There are also a few parking spaces on the street. By one rule of thumb, a 25,000 gross square foot public library building should have a minimum of 63 parking spaces, plus handicapped spaces as appropriate.

CLOSE PROXIMITY TO: Main entrance of building.

AREA REQUIRED: 1 parking space = 350 square feet.
10 spaces = 3,500 square feet +

ARCHITECTURAL FEATURES:

If at all possible in this site plan, establish a drive-up book drop or provide an alternative.

Allow marked spaces for staff parking. These could be in a remote location, near a staff entrance. Allow the maximum possible patron spaces (or according to local code), plus marked "handicapped spaces" and "handicapped van" spaces, near the entrance or according to local and state codes in force at the time of construction. Library parking should be independent of other municipal parking and located conveniently for library patrons.

Some relevant formulas:

20 spaces = 7,000 square feet

30 spaces = 10,500 square feet

10,500 square feet / 43,650 square feet per acre = .24+ acre

Expansion of parking from a minimum level may be necessary as required by use patterns, even if the building itself is never expanded. A plan for supplemental or auxiliary parking should be part of the site plan so that eventual expansion is logical and provides safe access to the building. Site selection and site plan should anticipate an eventual need for more parking.

Parking must be well-lighted. Primary access to the building will be by the main entrance; but allow for direct access to the multipurpose room exits as well. Allow area for snow piles, away from the building and landscaping and beyond the parking area. Access to the building should be by a walkway that is either protected by a portico or at least not overhung by the roof of the building, so that snow and ice will not slide off the roof onto pedestrians or cars. Sometimes, in snowy climates, an arcade is a wonderful asset. Access to the road from the parking area should have a clear view of traffic from both directions, unobstructed by landscaping, trees, or signs.

APPENDIX

NET SQUARE FEET AND GROSS SQUARE FEET - WHAT? AND WHY?

A standard Library Building Program applies standard net-square-foot formulas for each library area.¹ However, these formulas can only produce an estimate of the total net square footage required for library service. They are not designed to predict an actual building configuration. Until an actual design has been created and presented by an architect, the precise capacities and ultimate gross square footage of the library building cannot be calculated.

At the programming stage, in order to obtain a preliminary estimate of the total gross square footage required in the actual future building, a factor of 25% - 30% must be added. This factor recognizes that, until the building is actually designed, it is impossible to forecast whether the building will be one-story or multiple stories, requiring one or more elevators and multiple fire staircases. Ceiling heights, the height of shelving, the length of a range of shelving and the actual configuration have yet to be determined. Pre-design, it is unknown whether there will be a basement or an attic in which to house heating and air conditioning equipment and some storage. The added 25% - 30% factor also makes allowance for lobbies, vestibule and entrance space, public staircases, emergency exits, corridors, rest rooms, closets, storage, furnace, airconditioning unit, electrical rooms, "circulation" (moving around) space, and the thicknesses of both exterior and interior walls. To put it another way, it can be said that the gross area of any building can be determined by the exterior measurements, (like a tape measure around the outside), multiplied by the number of stories.

The "efficiency" of a particular building design is ultimately the ratio of net square feet to gross square feet. Thus, a design that provides 8,000 net square feet for library services may actually require the construction of, say, 10,500 gross square feet ($8,000 \div 10,500 = 76\%$ efficiency), or 11,000 gross square feet (72.7% efficiency), or 11,500 gross square feet (69.56% efficiency) or even 12,000 gross square feet (66.6% efficiency). Much depends on the design and whether the

¹ For Standard Formulas, see Dahlgren, Anders. Public Library Space Needs: A Planning Outline. Wisconsin Department of Public Instruction, 2009) http://pld.dpi.wi.gov/pld_plspace as well as other sources included in the Bibliography.

building is to be single-story or multi-story.

Only when an actual design is available to be analyzed can the actual square footage of the building be determined, by the real dimensions of the building. The capacity of the shelving shown on the drawings can also be estimated, once the heights of shelving and the configuration of shelving are known. The Building Program comes into play once more at this stage, to be used as a yardstick or checklist to be certain that all of the desired elements are actually present in the desired amounts, in the design.

In past decades, some writers have discussed a building efficiency of up to 80%. This would be a warehouse-style one-story structure, with no interior walls, few columns, and minimal details such as vestibules or hallways or rest rooms. Most architects assert that it is no longer possible to design a library building that is 80% efficient. Some factors that prevent such a design include:

- new requirements (since 1991) of the Americans with Disabilities Act for minimum space between ranges of shelving and around furniture, just as they do in rest rooms, etc.
- earthquake requirements that add extra columns and structure and increase the dimensions of columns
- walls that are now thicker because of insulation, wiring, heating and air conditioning ductwork, and fireproofing
- additional rest rooms and egress corridors required by new building codes
- electrical and computer needs, including computer closets
- site limitations
- an addition to an existing building.

At the programming stage, it is prudent to think at the very outset in terms of a realistic estimate of the library's size by using the standard formulas, then adding 25% - 30%. It will then be a pleasant surprise if the eventual design can be smaller because it is also very efficient. Likewise, a particular design may be larger because it includes a special feature that the building itself requires, such as a grand central staircase or a two-story clerestory or an outsize lobby, an elevator, multiple egress stairs - or simply because the layout is inefficient. A particular design can often be modified to increase efficiency. At the programming stage, particularly in the case of an addition/renovation of an existing or historic building or a difficult site, it may be wiser to propose a range of ratios, and thus a range of gross square feet.

<http://www.ohio.edu/facilities/planning-space/documents/definitions.pdf>
11/29/2014

Gross Area Definition: The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including all vertical penetration areas, for circulation and shaft areas that connect one floor to another. (In addition to all the internal floored spaces Gross Area should include the following: excavated basement areas; intersitial space (i.e., mechanical floor or walkways), mezzanines, penthouses, attics, garages, covered porches—whether walled or not, inner or outer balconies to the extent of a drip line from a roof or balcony immediately above. The footprints of stairways, elevator shafts, and vertical duct shafts are to be counted as gross area on each floor through which they pass.

Net Assignable Area Definition: The sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use. (Includes 10 major space use categories for assignable space—classrooms, labs, offices, study facilities, special use, general use, support, health care, residential, and unclassified – that are used to accomplish the institution's mission)